



## **Norfolk and Suffolk Animal Trust (NASAT)**

### **Medication Administration Policy for Dogs**

**Approved by:** Board of Trustees

**Date Approved:** 08.05.2026

**Next Review Due:** 08.05.2027

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#### **1. Purpose**

Norfolk and Suffolk Animal Trust (NASAT) are committed to ensuring that all medications provided to dogs in our care are administered safely, responsibly, and in accordance with veterinary advice.

This policy outlines the procedures and responsibilities relating to the storage, handling, administration, recording, and monitoring of medications for dogs within NASAT kennels, foster homes, transport settings, and temporary accommodation.

The welfare and safety of the dog will always remain the primary consideration.

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#### **2. Scope**

This policy applies to:

- All trustees, staff, volunteers, foster carers acting on behalf of NASAT
  - All prescription and non-prescription medications administered to dogs in NASAT care
  - All environments where dogs are housed or cared for on behalf of NASAT
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#### **3. General Principles**

NASAT will ensure that:

- Medication is only administered where necessary and appropriate
- Prescription medication is given in accordance with veterinary instructions
- Accurate medication records are maintained
- Medication is stored safely and securely
- Dogs receiving medication are appropriately monitored for side effects or changes in condition

No individual may administer medication unless they are authorised and have received appropriate instruction or guidance.

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#### **4. Veterinary Authorisation**

Prescription medication must only be used when:

- Prescribed by a registered veterinary surgeon
- Provided with clear dosage and administration instructions
- Labelled appropriately for the individual dog

Medication prescribed for one dog must never be used for another dog unless specifically authorised by a veterinary professional.

NASAT will follow veterinary guidance regarding dosage, duration, administration method, and monitoring requirements.

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#### **5. Administration of Medication**

##### **5.1 Approved Administration**

Medication may be administered by authorised trustees, staff, volunteers, or foster carers who have been informed of:

- The purpose of the medication
- The correct dosage and timing
- The method of administration
- Any known risks or side effects

##### **5.2 Recording Requirements**

A medication record should be maintained where medication is administered regularly or over a course of treatment. Records may include:

- Name of the dog
- Name of the medication
- Dosage and frequency
- Date and time administered
- Name of the person administering the medication
- Any observed reactions or concerns

Missed doses, refusals, vomiting after medication, or adverse reactions must be reported promptly.

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#### **6. Storage and Handling**

All medication must be:

- Stored securely and out of reach of dogs and unauthorised individuals
- Stored according to veterinary or manufacturer instructions
- Clearly labelled
- Checked regularly for expiry dates

Medication requiring refrigeration must be stored appropriately and separately from human food where possible.

Unused, expired, or discontinued medication must be disposed of safely and, where appropriate, returned to a veterinary practice.

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## **7. Non-Prescription Treatments**

Non-prescription treatments, supplements, flea treatments, worming products, shampoos, or calming aids must not be administered without approval from kennel management.

NASAT will avoid the unnecessary use of supplements or over-the-counter products that may conflict with existing treatment plans or medical conditions.

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## **8. Emergency Situations**

If a dog experiences an adverse reaction, overdose, missed medication, or medical emergency, immediate veterinary advice must be sought.

All incidents relating to medication errors or concerns must be reported to the trustee team as soon as possible.

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## **9. Foster Carer Responsibilities**

Foster carers administering medication are expected to:

- Follow all instructions provided by NASAT or the attending veterinary practice
- Maintain accurate records where requested
- Store medication safely
- Inform NASAT promptly of any concerns, side effects, or difficulties administering treatment

Foster carers must not alter dosages or stop treatment without authorisation unless instructed by a veterinary professional in an emergency.

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## **10. Confidentiality and Records**

Medication and veterinary records relating to dogs in NASAT care will be stored securely and handled in accordance with NASAT privacy and confidentiality procedures.

Information will only be shared with individuals directly involved in the care and welfare of the dog.

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## **11. Monitoring and Review**

The Board of Trustees will review this policy annually, or sooner if required due to changes in veterinary guidance, legislation, or operational practice.