

Intake Protocol

Materials:

- Animal Custody Record
- Medical Record
- 2 2-week Medical Treatment Forms
- Scale
- 2 3mL Oral Syringes
- 1 3mL 25-gage syringe with standard Hypodermic Needle (Red Tip)
- Ponzuril
- Panacur
- Strongid
- 1 Intranasal RCP (1 vial of powder and 1 vial of liquid) with nasal pippet (dropper) for felines or 1 DHLPP and Bordatella Vaccine for canines
- 1 Witness FeLv/FiV Test (1 Test and FeLv Antigen-FiV Antibody Buffer Solution)
- Flea/Tick Medication
- Microchip Scanner

Procedure:

1. Obtain Proper Signatures to gain ownership of the feline.
 - For Owner Surrenders or Strays: Have them fill out the Owner surrender section or Stray Surrender Section of the Animal Custody form and the Bite Disclosure section. Ask the Surrender for any medical record they may have.
 - ❖ If the feline/canine is a stray it will have to be put hold:
 - ★ 5 days if it does not have a collar.
 - ★ 10 days if it does have a collar.
 - For Transfers: Obtain the transfer paperwork from the facility the feline is being transferred from.
2. Assess the feline/canine and make note of it on the Feline/ Canine Medical Record
 - I. Weigh the feline/canine and write down weight on Feline/Canine Medical Record and Animal Custody Form
 - II. Make note of the canine/feline's body condition, skin condition, coat condition, eyes condition, ears condition, demeanor, any injuries observed and whether the feline has fleas and/or ticks on the Intake Assessment section.
 - III. Note any other health conditions or observations on the Intake Assessment section of the canine/feline Medical Record.
 - IV. Scan for a microchip if the animal has not been previously scanned, make note of the results on the Animal Custody Form.
3. For Felines Administer the RCP Vaccine:
Do not give an RCP to pregnant or nursing mothers with kittens less than 3 weeks old.

- I. Using the nasal pippet (dropper) withdraw the liquid and add it to the vial of powder.
 - II. Make sure the two have mixed well then withdraw the solution.
 - III. Gently pipe it into the feline's nose, half in each nostril.
 - IV. Add the labels to the Canine/Feline Medical Record and make note of the date.
4. Test the feline for FeLv and FiV
- I. Using the 3mL 25-gage syringe with standard Hypodermic Needle (Red Tip) draw blood from the feline's ear.
 - *Method 1:* Draw blood from the feline's ear. Using the needle you poke the ear at the vein or poke the needle through the ear.
 - *Method 2:* Draw blood from the feline's hind leg. Have someone hold the feline on its side and put pressure on the leg vein. Using the needle draw blood from the vein to use for the Test.
 - II. Place a drop of blood on the FeLv portion of the Witness Test and place a second drop of blood on the FiV portion of the Witness Test.
 - III. Add 2-3 drops of FeLv Antigen-FiV Antibody Buffer Solution.
 - IV. Wait for results and write down results on Feline Medical Record.
 - One line in a section means negative
 - Two lines in a section means positive.
5. Deworm the Canine/Feline and record on Medical Record.
- *Method 1:* For the felines expected to go on Transport
 - I. Using the Weight of the feline, calculate the proper dose of Panacur and Ponzuril.
 - ❖ Panacur:

$$(Feline's\ Weight) \div 2.2 \times 50 \div 100 = dosage\ in\ mL$$
 - ❖ Ponazuril: $(Feline's\ Weight) \times 0.25 = dosage\ in\ mL$
 - II. Administer the first dose of each using the 3mL Oral Syringes
 - III. Make up Medical Treatment forms for each medication
 - ❖ Panacur is 7 days
 - ❖ Ponzuril is 3 days
 - *Method 2:* For felines not expected to go on transport anytime soon
 - I. Using the weight of the feline, calculate the dose of Strongid.
 - ❖ $(Cat's\ weight) \times 0.1mL = dosage\ in\ mL$
 - II. Administer dose orally.
 - III. Repeat in two weeks if needed.
6. Apply Flea and Tick Medication and record on Feline Medical Record.
- *Revolution is not safe for nursing mothers.***
- Optional: If the feline is infested with fleas give a capstar.

7. Enter Animal into the the Animal Entry Log Book
8. Fill out the cage card and place it on the cage.
9. *Optional:* For kittens and nursing mothers, find foster care from the list of foster care providers. Be sure to give the providers any medications, and supplies they may need as well as the felines' custody numbers. Also make clear of any important date, for example transport dates and upcoming vaccine dates.