Compassion Animal RescuE

10703 Stoner Drive

Fredericksburg, VA 22408

**Intake Policy**

**Intake Examination:**

* Every animal on admission must always have an Intake Examination (performed to the best of your ability keeping personal safety in mind) as per the Intake Exam Form. Completing these forms is important as it forms the starting point and basis for the animal’s entire health & wellness record
* All Intake Exams must be performed with 2 staff members prevent to provide a more complete exam as well as to ensure personal safety (volunteers may be asked to assist with this if they are experienced)
* Microchip scanning must be done a minimum of three times throughout the animal’s stay at Compassion Animal RescuE (CARE)

**For animals being surrendered with a full veterinary history, (ie. all vaccines and parasite control are current):**

* These animals do not need any vaccines
* They may need flea and tick parasite control (Revolution for dogs) if it has been longer than 30 days since their last dose of parasite control
* If they are already spayed/neutered, then they can go straight to the Adoption floor. Their behavioral examinations can occur while they are available for adoption. The animal would still need an intake exam upon arrival
* The only exception would be for animals that staff have behavioral or safety concerns about – these animals may not be moving forward to adoption immediately

**For animals being returned from adoption:**

* If it has been less than 30 days since adoption – the animal does not need any vaccines or parasite control medication. They can move directly onto the adoption floor unless there are behavioral concerns. The animal would still need an intake exam upon arrival
* If it has been longer than 30 days since adoption – the animal will need repeat parasite control as a single dose that does not need to be repeated (internal and external parasite control). Vaccines may be required if the animal did not finish their vaccine series before adoption. The animal would still need an intake exam upon arrival. After this, the animal can move directly onto the adoption floor unless there are behavioral concerns.

**Animal Health Record:**

* Use Animal Health Data Sheet – found on the back of the Intake Exam Form
* All animal description information must be completed
* All animals must receive core vaccines immediately upon intake. Best practice includes any pregnant, nursing and sick animals (with the exception of severely ill or debilitated animals)
* Vaccinations must be administered by adequately trained CARE personnel only
* All animals must receive both internal and external parasite control. See Intake Protocol for product selection

\*\*All animals must have an accurate weight

Conclude the Intake process by transferring the animal to its housing area. A premeasured amount of food must be offered for all animals.