Compassion Animal RescuE

 10703 Stoner Drive

 Fredericksburg, VA 22408

**INTAKE POLICY**

**Compassion Animal** R**escu**E(CARE) is developing relationships with both shelters and rescues that also pull dogs from shelters. Many of these shelters are among the highest-kill shelters in the United States. Most CARE dogs come from shelters. Other dogs are found as strays, some are rescue transfer, some owner surrenders and many are born in our facility from rescued dogs that were pregnant.

How does **Compassion Animal** R**escu**E determine which dogs to rescue?

CARE will give priority animal intake to save dogs that will be euthanized in overcrowded shelters. First priority will be for pregnant dogs in shelters that are in danger of being euthanize before delivery.

* In shelters in immediate danger of being euthanized
* In shelters needing immediate medical help that the shelter cannot provide
* Found running or roaming
* Deprived of food, water, shelter, or veterinary care
* Surrendered by their owners

CARE does not set guidelines to reject any dog based on size, type of dog, or age of dog.

Care’s policy on dog intake is reviewed by staff on a case by case basis. We are limited at any given time by space at our facility and the number of fosters. In addition, the number of dogs currently in care has impact on accepting another dog.

REMEMBER-- every situation is different and is case-by-case. We need to evaluate and keep the pet’s well-being as our FIRST PRIORITY.

**Types of Intake**

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

* The owner must complete and sign the CARE owner surrender form
* 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 moved forward to adoption immediately.

**For animals that are a rescue transfer:**

* CARE will obtain the Rescue Transfer Agreement from the Animal Control Facility and any medical records there may be on the animal.
* There will be a behavior/temperament questionnaire completed with the transferring facility before transfer is made.

**For animals that are a stray:**

* The dog will be reported to the Animal Control facility in Spotsylvania County
* The dog will remain at the shelter until approval of the County Animal Control, and if the owner is not located or does not want the dog back.

**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.

**INTAKE PROCESS**

**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 (CARE).

**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.

**INTAKE PROCEDURE**

* Assess the animal initially before removing the animal from its cage or carrier
* Scan for microchip and look carefully for other identification
* Estimate the age and sex of the animal –
* Weigh the animal
* Complete an intake exam form/Health Data Sheet - Include, and note, an assessment of the animal's behavior during the physical exam and vaccination process.
* Vaccinate with core vaccines (see Intake Protocol for more details)
* Note date for revaccination in the animal's record, if needed
* Reconstitute vaccines on an as-needed basis. Use reconstituted vaccines within 20 minutes of mixing and store in the refrigerator during that time.  If vaccines sit longer than 20 minutes, discard and pull up new vaccines.
* De-worm/apply external parasite control--see our Intake Protocol for parasite treatments.
* Note date for retreatment for internal or external parasites in the animal's record, if needed.
* Take a photograph that clearly shows the animal's face and any identifying features.
* The photo should be on the cage card and immediately uploaded to the shelter’s website to be viewable by the public looking for their lost pet
* Bath and cut nails after considering emotional state of the dog
* Dogs that have not been spayed or neutered will be scheduled for surgery the following week after intake, considering all health aspects first.
* Puppies will be spayed or neutered at 9 weeks- considering all health aspects first
* Dogs over 4 months old will be scheduled for a rabies vaccination the week following intake
* Dogs over a year old will be scheduled for heartworm and lyme testing the week following intake
* Print out a cage card

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**INTAKE PROTOCAL**

**Intake Exam:**

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.

**Proper PPE:**

Disposable gloves, disposable gown and impermeable shoe covers – must be worn while performing al Intake exams.

**Micro-ship Scan**- Each animal must be scanned for a microchip.

**Vaccinations:**

* Vaccination must be completed immediately upon intake including any pregnant, nursing and sick animals (with the exception of severely ill or debilitated animals)
* For vaccine preparation, follow the product directions

The core vaccines include:

**Dogs** – **DA2PP** (distemper, adenovirus (hepatitis), parainfluenza, parvovirus) and rabies. Vaccine injection sites are located subcutaneously off the mid-line either in front of the hip area or over the scruff of the neck

Re-vaccinate mature animals once in 2 weeks if animal is still at CARE

* For puppies – begin at 6 weeks of age and revaccinate every 14 days
* All foster puppies are still to be vaccinated every 14 days until 10 weeks of age
* Foster adults would still need a single revaccination at 14 days

**Heartworm/Lyme**- All dogs over 1 years will be tested for heartworm and lyme disease by a veterinarian.

**Rabies** – all animals 4 months and older are vaccinated prior to adoption, by a veterinarian.

 **Parasite Control:**

 **Revolution ®: \*\*\*\*stored in a locked cabinet**

* Revolution® may be repeated every 21 - 28 days as needed
* May be used on pregnant and nursing animals
* Can be given as early as 6 weeks of age
* See Revolution® (selamectin) dosing instruction sheet

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 **Intake Exam Form-**

**Animal Health Date Sheet**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CARE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lost/Found Search Done □

HR: \_\_\_\_\_\_ RR: \_\_\_\_\_\_ Temp: \_\_\_\_\_\_ CRT: \_\_\_\_\_\_ Weight: \_\_\_\_\_\_

Description (species, breed, color, sex, age, double check ID)

Microchip #/Tattoo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Overall appearance**: BAR □ QAR □ D & D □

1. **Initial Behavioral Assessment**: aggressive □ calm □ fearful□ fractious □ friendly □ timid □

1. **Hydration**: Normal □ Abnormal □

1. **Musculoskeletal**: Normal □ Lameness □ Asymmetry □ Not weight bearing □

 Declawed Front □ Rear □ Extra toes Front □ Rear □ Overgrown nails □

1. **Skin**: Normal □ Fleas/ticks □ Hair loss □ Itching □ Wound/sore □ Dandruff □ Matted coat □

1. **Heart & Lungs**: Lungs clear □ Lung sounds abnormal □ Heart murmur □

1. **Ears**: Clean & clear □ Red □ Swollen □ Excess wax □ Discharge □ Painful □ Foul Odour □

1. **Eyes**: Clean & clear □ Clear discharge □ Pus/mucus □ Red/irritated □ Swollen □

1. **Nose**: Clean & clear □ Clear discharge □ Pus/mucus □ Blood □

1. **Mouth**: Clean teeth □ Mild tartar □ Moderate □ Severe □ Broken/missing/worn □ Foul Odor □

1. **Gums**: Pink & Healthy □ Tacky □ Pale □ White/cyanotic **(straight to vet)** □ Red gumline □

1. **Lymph nodes**: Normal □ Could not feel □ Enlarged □

1. **Trachea (dog only)**: Cough present with mild tracheal stimulation □

1. **Abdomen**: Normal □ Pain □ Enlarged □ Firm mass □ Pregnancy □

1. **Urogenital**: Normal □ Female □ Male □ Two testicles □ Discharge □ Blood □

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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