

Intake Policy

INTAKE EXAMINATION:

- Every animal on admission must have an Intake Examination (performed to the best of your ability keeping personal safety in mind at all times) 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 present 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 in the Animal Centre. The first must be done during the Intake Exam

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 cats, Nexgard 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 behavioural 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 behavioural 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 behavioural concerns

ANIMAL HEALTH RECORD:

- Use Animal Health Data Sheet - found on the back of the Intake Exam Form - dog and cat versions
- 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 animal centre 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 recorded and a body condition score (Royal Canin Body Condition Score Chart) noted (refer to the Ontario SPCA Intake Protocol). Where there is no scale available for large dogs, please write N/A in the weight section and ensure they have the body condition score recorded.**

Conclude the Intake process by transferring the animal to its housing area. A premeasured amount of food must be offered for all animals. The animal identification section of a Daily Evaluation Chart must be completed. This chart must be updated every day for every animal in your care.

Please contact the Department of Shelter Health and Wellness with any questions or concerns about implementing and/or maintaining this program.

Thanks