

This Old Horse Policy on Veterinary Pharmaceutical Inventory Management

Purpose: To ensure proper receipt, storage, security, inventory control, documentation, and reporting of veterinary pharmaceutical products received through grants, donations, or charitable distribution programs.

Receiving Procedures

1. All veterinary pharmaceutical shipments must be received by authorized personnel.
2. Upon receipt, shipments shall be inspected for:
 - Shipping damage
 - Product accuracy
 - Quantity received
 - Expiration dates
 - Appropriate storage conditions during transit
3. Packing slips, shipping documents, and proof-of-receipt documentation shall be retained and submitted to the designated administrative staff member responsible for grant compliance and reporting.
4. Any discrepancies, shortages, damage, or temperature concerns shall be documented and reported immediately.

Storage and Security

1. Veterinary pharmaceuticals shall be stored in designated medication storage areas.
2. Temperature-sensitive products shall be immediately placed in appropriate refrigeration or climate-controlled storage according to manufacturer recommendations.
3. Grant-funded products shall be clearly identified and tracked separately from general inventory when required by the granting organization.
4. Medication storage areas shall remain secured when not actively in use.
5. Access shall be limited to authorized staff, veterinarians, and designated animal care personnel.

Inventory Control

1. All received products shall be entered into inventory records upon receipt.
2. Inventory records shall include:
 - Product name
 - Quantity received
 - Date received
 - Lot number (when available)
 - Expiration date
 - Funding or donation source (when applicable)
3. Inventory counts shall be conducted at least monthly.
4. Physical inventory shall be reconciled against usage records and remaining stock.
5. Any discrepancies shall be investigated and documented.

Product Administration and Use Tracking

1. Product use shall be documented in the individual horse's health record and/or medication administration log.
2. Records shall include:
 - Horse name or identification number
 - Product administered
 - Date administered
 - Dosage administered
 - Administrator
 - Reason for administration
3. Herd-wide treatments such as deworming or vaccination events shall be documented through treatment logs identifying all animals receiving the product.

Loss Prevention and Security Monitoring

1. Medication storage areas shall remain locked when unattended.
2. Access shall be restricted to authorized personnel.
3. Facilities utilize building security measures including locked buildings, monitored alarm systems, and security cameras where available.
4. Suspected theft, diversion, or unauthorized use shall be reported immediately to organizational leadership and documented.

Record Retention

1. Inventory records, packing slips, proof-of-receipt documentation, treatment records, and grant-related correspondence shall be maintained electronically.
2. Records shall be retained in accordance with the organization's record retention policy and applicable grant requirements.
3. Documentation shall be made available for audits, inspections, grant reporting, and accreditation reviews.

Staff Training

All staff members responsible for receiving, storing, administering, or tracking veterinary pharmaceuticals shall receive training on these procedures during onboarding and as part of ongoing operational training.