Medicine Supply Guide

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Change History

This document is updated and issued by the Document Coordinator.

Date	Issue	Version	Sign-off
29/10/19	Creation	0.0a	N/A
	First Release after approval meeting	1.0a	Audrey Koosmen

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1 Introduction

The Hunter Wildlife Rescue (HWR) improvement initiative has nominated specific supplies as 'medicine'. Medicine supplies will be offered at no charge to rehabilitators with active authority cards for specific Species.

This guide provides a long-term commitment from the HWR committee to support and provide clear guidance on how medicine will be provided and used.

By following simple procedures outlined in this reference guide, you and the committee will be able to take full advantage of the Medicine Supply process.

2 Scope

For the purpose of this process 'medicine' is classed as non-food supplies which do not require a prescription. Such as and not limited to Spark, Lectade, Protexin, Impact.

Items which carers use in their own husbandry are out of scope of this process, example, yoghurt, slippery elm bark, honey, various oils and creams.

3 Document Management

This document will be reviewed at the Hunter Wildlife Rescue Annual General Meetings. Where it is agreed for an update, the committee will liaise with the Process Owner and Document Author to update the document. The Secretary will redistribute to HWR members.

4 Roles and Responsibilities

HWR ROLE	RESPONSIBILITY
Treasurer	The Treasurer will plan to fund the Medicine Supply process each year and make available funds, as required, to the Food Bank Coordinator supporting the Medicine Supply process.
Food Bank Coordinator	The Foodbank coordinator will provide detail of the medicine supply and continuously review to add or replace medicine items for use across Hunter Wildlife Rescue, ensuring all species needs are catered for. A Medicine Supply report is to be provided to the Treasurer at the end of each year detailing the medicines and costs associated, to assist planning the ongoing funding requirements.
Species Coordinator	The Species Coordinators will keep a supply of common medicine on hand to provide to their active rehabilitators. The quantity of the supply to a carer will be determined on the number of fauna and length of time in care. Spare lock bags and small bottles will be required to manage the quantities provided. Species Coordinators will monitor medicine expiry dates and supply across their LGA's and proactively communicate with other Species Coordinators to move medicine across teams where appropriate managing expiry dates.
Active Rehabilitators	Active rehabilitators will engage their Species Coordinators for medicine supplies to ensure the Medicine Supply Process is effectively maintained and monitored. Rehabilitators are not to engage each other to pass around medicines as this will impact the supply and funding putting the process in jeopardy of not being funded.

5 Medicine

Medicine, in this context, is classed as non-food that does not require a prescription.

MEDICINE TYPE	NAME	USAGE
Hydration	Spark	Rehydration for birds
Hydration	Lectade or Vytrate	Rehydration for animals
Colostrum Supplement	Impact	Newborn animals & marsupial joeys
Probiotic	Protexin	Balance gut flora / use after antibiotics
Nutrition Supplement	Critical Care / Critical Care Fine Grain	Herbivores debilitated for high nutrition
Nutrition Supplement	Polyaid	Pollen eating birds
Nutrition Supplement	Hills A/D	Meat and insect eating birds
Moxidectin	Cydectin	Mange in wombats
Bismuth Salicylate oral suspension	Peptosyle	Non-antibiotic for non-infectious (gastro) & dietary diarrhoea / anti-inflammatory to control pain. Gut protective.
Antifungal	Nilstat Oral Drops	Thrush in macropods
Eye Ointment	Chlorsig	Antibiotic for all small wounds

6 Process

There is a fifteen-step process enabling an uncomplicated supply of medicine to rehabilitators at no charge ensuring the integrity of the funding is of primary concern.

STEP	ACTIVITY
1A – Food Bank Coord	Provide the Medicine Supply Report for funding requirements.
1B – Food Bank Coord	Update & maintain the Medicine Supply Report with the item, quantity, expiry date and requestor name (Species Coord) throughout the year.
2 – Treasurer	Review Medicine Supply Report to determine funds required for the year.
3 – Treasurer	Allocate funds to operationalise the Medicine Supply Process.
4 – Treasurer	Advise the funding allocation to the committee and Foodbank Coordinator.
5 – Treasurer	Maintain accurate costs of medicines throughout the year.
6 – Food Bank Coord	Maintain a supply of medicines based on requirements and funding allocated.
7 – Species Coord	Engage active rehabilitators in your LGA/s to review medicine requirements to enable medicine supply within the team.
8 – Rehabilitator	Request the medicine item/s by email/phone/face to face, listing item, quantity and use, from their Species Coordinator.
9 – Species Coord	Review the request to ensure details are accurate.
10A – Species Coord	If detail is not enough to progress, discuss with rehabilitator for further details.
10B – Species Coord	If detail is enough to progress, review current allocated medicines for any re-distribution opportunities. With a focus on quantity and expiry dates.
11 – Rehabilitator	Update details & provide to Species Coordinator or agree medicine is not required.
12A – Species Coord	Medicine surplus or date close to expiry reallocated from other LGA rehabilitator or Species Coordinator and redistributed
12B – Species Coord	Request the medicine item/s by email, listing item, quantity and use, from the Foodbank Coordinator. Detail is mandatory to enable updates to the Medicine Supply Report.
13 – Food Bank Coord	Provide the medicine items requested with spare zip lock bags and bottles as required.
14 – Species Coord	Repackage items if required and distribute to rehabilitator, ensuring medicine is labelled with expiry dates.
15 – Rehabilitator	Medicine supplied and rehabilitator to use as appropriate.

Medicine Supply Report

Doc No

Species Coordinator: _____

Rehabilitator Name	Contact No.	Request Date	Species	Item & Quantity Requested	Quantity Dispensed	Date Provided
Example: Bugsy Moon	0417 xxx xxx	20/01/19	Macropod	Impact, 100 grams	100 grams	22/01/19