

Policy Area: Feline Health & Welfare	Subject: Initial Feline Intake
Title of Policy: Initial Feline Intake	Number: 1
Effective Date:	Page Number: 2
Approved Date:	Approved By: Loretta Dahlstrom, Jaime Studniarz, Kim Bolz
Revision Date: 12/29/2024	Created By: Shirley Palumbo

1. Rationale or background to policy:

The Initial Feline Intake Policy and Procedure has been created to aid the Health & Welfare Chairperson, Vet Chairperson/Committee Representative and Vet Tech Volunteer so that no vital components of the step by step process of intaking a feline are missed.

2. Policy Statement:

Successful processing of a feline intake when it is brought into the Parma Animal Shelter.

3. Procedure:

1. The Animal Control Officer (ACO) brings in cats as necessary. If a member of the public wants to bring in a stray or surrender, it must be approved by the Health & Welfare Chairperson or designee.
2. Once approval is given, the Parma Animal Shelter Volunteer responsible for bring in said feline will:
  - a. Make sure the pedestrian completes the Parma Animal Shelter impound paper work, signs and dates it along with the PAS Representatives signature.
  - b. Place the feline into the Stepdown Unit or the Q room if Step Down Unit is at capacity. Places impound paperwork in plastic pouch on the cage and sets up the cage with food, water, blanket(s) and cat castle (if appropriate).
3. The initial clinical intake process begins when the feline is seen by the Health & Welfare Chairperson, Vet Chairperson or Vet Committee Representative and the Vet Tech Volunteer.
  - a. The following information about the feline should be recorded during the initial intake process:
    - i. Name. Every feline is given a name at this time. Do not use a name that has been used in the last 12 months. See list of used names in cabinet.
    - ii. Weight
    - iii. Gender
    - iv. Place feline's name onto the PAS impound sheet and assign number.
    - v. Color, length of hair
    - vi. DOB

- b. The following process should be completed for every feline during the initial intake process:
  - i. Scan to make sure cat has no microchip
  - ii. Check lost and found book to see if the cat has been reported missing
  - iii. Black light
  - iv. Pyrantal
  - v. Flea Treatment
  - vi. Apply antimicrobial mousse (must be done 24 hours before or after flea treatment)
  - vii. Combo test (done by tech)
  - viii. Vaccinate – FVRCP (done by tech – should not be done before combo test)
  - ix. Microchip – (done by tech)
  - x. Determine if cat is intact or altered.
  
- c. The Vet Committee Representative must create and record the information into the feline health record. Additional information that should be recorded:
  - i. Any notable observations about the feline, i.e fever, eye drainage and or medications given to the feline during intake.
  - ii. The PAS impound 5 digit number.
  - iii. Every feline seen should be logged onto the Vet Tech schedule outlining what was done to each feline.
  
- d. The Vet Committee Representative will place the feline health record into the white plastic PetPoint crate along with the microchip tag.
  
- e. If a feline comes into the shelter and there is no tech available to do certain intake tasks (test, vaccinate, etc.), the other parts of the process should be completed and noted on the health record. Those files should go in the Vet Tech Schedule bin (silver bin in vet room over scale) to make sure that these tasks are completed as soon as a tech is on site.

