UNEXPECTED ADVERSE EVENT REPORT

Schools are required to advise the Queensland Schools Animal Ethics Committee (QSAEC) of **all** unexpected adverse events (UAEs) that affect animals used in QSAEC approved activities.

Please complete and return this form to the [Animal Ethics Officer](mailto:animal.ethics@qed.qld.gov.au) **within 7 days of the event** and retain a copy in your school’s animal register for 7 years for audit purposes.

Note: If you don't have enough information to complete a detailed UAE report immediately, consider providing a brief preliminary notification to the QSAEC to advise that you'll provide a fully detailed UAE report later (within 7 days).

# Section 1 | General information

The *Australian code for the care and use of animals for scientific purposes*, 8th edition 2013 (updated 2021) provides for actions to be taken and reporting required on the death, injury or other unexpected adverse event involving school animals.

Should an unexpected adverse event occur, prompt action, including alleviating pain and distress, must be taken. An unexpected adverse event may result from different causes, including but not limited to:

* death of an animal, or group of animals, that was not expected (e.g. after a procedure or treatment)
* adverse effects following a procedure or treatment that were not expected
* adverse effects in a larger number of animals than predicted during the planning of the project or activity, based on the number of animals actually used, not the number approved for the study
* a greater level of pain or distress than was predicted during the planning of the project or activity
* power failures, inclement weather, emergency situations or other factors external to the project or activity that had a negative impact on the welfare of the animals.

Serious adverse events that involve criminal conduct relating to animals should be reported to the police. Efforts made to find the perpetrator/s should be recorded. Actions should be undertaken to improve the physical situation to prevent recurrence. Copies of all documentation on these events should be filed in the school’s records.

Further advice, including examples of when an unexpected adverse event report is or is not required, is available on the [Department of Agriculture and Fisheries website](https://www.business.qld.gov.au/industries/farms-fishing-forestry/agriculture/livestock/animal-welfare/animals-science/recordkeeping/unexpected-adverse-events).

**Section 2 | Unexpected adverse event Report SUMMARY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **activity summary** | | | | | | | |
| school |  | | activity leader | | |  | |
| Phone |  | | Email | | |  | |
| approval number | |  | | | | | |
| **EVENT SUMMARY** | | | | | | | |
| DATE & TIME OF EVENT |  | | Location of Event | | School site  Other: | | |
| Veterinary treatment /ADVICE  (include dates/times) | | By phone  Site visit  Details:  **Please attach copy of veterinary records, if provided.** | | | | | |
| Number of animal/s involved | |  | Species of animal | |  | | |
| DEATH/LOSS | | ILLNESS/INJURY | | VANDALISM/THEFT | | | OTHER |
| Found dead  Following illness/injury  Euthanasia  Predation  Animal missing  Complications from pregnancy/birth  Other (details in column 4) | | Description: | | Description:  Reported to police | | | Equipment failure  Power failure  Adverse weather event  Other: (Please specify) |

# Section 3 | Unexpected adverse event report Details

|  |  |  |  |
| --- | --- | --- | --- |
| **1. EVENT DETAILs** | DATE/TIME | Details | |
| Provide overview of event with sufficient detail for QSAEC to understand what occurred. Include relevant dates and times (i.e. monitoring prior to event, actions during event). |  |  | |
|  |  | |
|  |  | |
|  |  | |
| **2. Actions taken** | | | |
| INVESTIGATION  What prompted the investigation (e.g. signs of ill-health) and what action was taken to determine the likely cause of the event (e.g. vet advice, faecal sample, necropsy)? | Details: | | |
| Findings: | | |
| risk to other animals  Consider potential and actual issues that were identified. | Nil  Low  Medium  High  Risk identified: | | |
| risk to students/staff  Consider potential and actual issues that were identified. | Nil  Low  Medium  High  Risk identified: | | |
| REMEDIAL ACTION  Provide details of immediate action taken including treatment provided and by whom, impact reduction measures, monitoring, change to regular processes /schedules and how any equipment issues/security measures were rectified. |  | | |
| PREVENTATIVE ACTION  Provide details of actions taken to minimise the likelihood of a recurrence of the event, including a timeframe for prevention strategies not already in place. Consider long-term monitoring, security, fate planning, treatment schedule, worming, staff training, review of processes etc. |  | | |
| **3. EDUCATIONAL FOCUS** | | | |
| To ensure students learn from this experience, indicate what topic/s the event has been/will be incorporated into. | Animal ethics  Animal husbandry  Animal wellbeing  Biosecurity  Commercial operations  Data collection  Diagnosis  Fate planning  Harm minimisation  Industry standards  Monitoring  Nutrition  Prevention  Security  Treatment  Vaccinations  Other | | |
| Describe what teaching activities you have done/will do to ensure this adverse event is incorporated into student learning outcomes. |  | | |
| Activity Leader’s Signature |  | | I understand that reporting unexpected adverse events is a legal requirement and that the information recorded here is true and correct.  A record of this report will be held for 7 years for audit purposes. |
| Principal’s Name |  | |
| Principal’s Signature |  | |
| Date | /     / | |
| All fields must be completed before lodging this report. Please attach relevant documentation (e.g. photos, vet report).  If these are not immediately available, submit as soon as possible.  **Email the signed Unexpected adverse event report to** [**animal.ethics@qed.qld.gov.au**](mailto:animal.ethics@qed.qld.gov.au)**.** | | | |