# Adverse Event Report

## Victorian Schools Animal Ethics Committee

An **Adverse Event Report** is required when an event occurs involving the animals that meets both the following criteria:

* Unexpected event: an event not as described in the application approved by the VSAEC
* Adverse event: not in the best interests of the animal.

Notifying VSAEC of the death of an animal or of unexpected adverse events is a requirement of section 2.4.34 of the [Australian code for the care and use of animals for scientific purposes 8th edition (2013).](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes)

The Code requires ‘prompt’ notification. Adverse events should be reported as soon as possible and within five working days of becoming aware of the event.

You may also need to have a veterinarian complete the Veterinary Report and the Post-Mortem Report and submit these via email to [animalethics@education.vic.gov.au](mailto:animalethics@education.vic.gov.au)

Teachers have an obligation to investigate the cause/s of any adverse event and reflect on future prevention strategies to improve animal welfare and activity outcomes.

### PROJECT OVERVIEW:

**School Information**

SPPL Number:

School Name:

Teacher/Applicant Name:

Principal Name:

**Project Application Details**

Title of Project:

Approval Reference Number:

Application Approval Date:

### ADVERSE EVENT DETAILS:

**Type of adverse event:**

Illness, Injury, Unexplained death, Animal escaped, Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of adverse event:** (DD/MM/YYYY format)

**Species of animals involved:**

**Number of animals involved:**

**Description of adverse event:** Include the timeline of events, symptoms, and other relevant observations.

**Action/s taken:** Include details of what actions were taken, when it was taken, by whom, and what the response to the action was.

**Was the animal seen by a vet?** Yes / No

If the animal was seen by a vet, please submit a completed **Veterinary Report.**

|  |  |
| --- | --- |
| Details on transport of animal/s to the vet: |  |

**Veterinary details:**

|  |  |
| --- | --- |
| Vet’s name: |  |
| Practice name: |  |
| Phone number: |  |
| Address: |  |

**Did the animal die?** Yes/No

If an animal died, you are required to submit a completed **Post-Mortem Report**

**Please identify necessary changes to the project as a result of this adverse event:**

**Describe the impact/s of the adverse event on the potential outcomes of the project:**

**Describe what can be done to prevent or mitigate the risk of such incidents in future. Include any additional information you would like the VSAEC to know.**

### DECLARATION:

* I declare that the information provided above is accurate.
* A Principal-class employee at my school is aware of this report.

|  |  |
| --- | --- |
| Name of Teacher: |  |
| Signature of Teacher: |  |
| Name of Principal- class employee: |  |
| Date (dd/mm/yyyy): |  |

|  |  |  |
| --- | --- | --- |
| *For administrative use only* | | |
| Document name: | Approval date: | Date of next review: |
| Adverse Event Report | 5 July 2021 | 5 July 2023 |