**Reporting Animal Injuries**

Last Reviewed: January 29, 2024

**I.  Purpose**  
When a LAR staff member (or another animal user) finds an animal with an injury or signs of illness, it should be reported immediately to the Attending Veterinarian (AV), the Principal Investigator (PI), and, if necessary, the Facility Manager (FM). Notification of the AV or FM ensures that the animal obtains immediate medical treatment.

**II. Responsibility**  
It is the LAR staff's responsibility to properly care for and report any injuries or illnesses that have occurred to animals housed within LAR.

**III. Procedure**  
Upon finding an injured or ill animal, the animal technician must:

* Ascertain the cause of the injury or illness, if possible
* Provide supportive care if needed (heat support, moist or supplemental food on the bottom of the cage, etc.)
* Place a Vet Check card on the cage describing the number of affected animals (if the animals requiring attention are kept within a larger group), and the area/side of the body that is affected if applicable. Include the date treatment was initiated and your initials
* Notify the AV, PI or primary contact, and Facility Manager to inform them of the problem and location of the animal
* Once the AV has examined the animal and determined a course of treatment, this treatment should also be listed on the Vet Check card
* Note the problem on the daily log sheet located on the animal room door
* Inform the PI of any injury or illness to his/her animals
  + If a common illness (described in the Identification & Treatment of  
    Common Illnesses SOP) is noted in an experimental animal, contact the PI and get their permission before initiating any treatments and/or separating them
  + If an animal has sustained an injury due to fighting, note it on their cage card. If the animal has been separated due to their injuries, make note of it on the original cage card, as well as the new cage card
  + Whenever an animal is receiving treatment, make sure to fill out a Mouse Treatment Vet Check Sheet. Each time an animal receives treatment, it should be recorded (as well as any noteworthy/relevant observations)
  + If the injury was caused by caging, etc., address and correct the problem
  + Follow up with any specific treatment recommended by the AV or FM