



Department of  
**Education**

# **Use of Animals for Scientific Purposes in Public Schools Procedures**

Effective date: 5 August 2014

Version: 2.5

Accurate at the time of printing 29/07/2021.

These procedures must be read in conjunction with the Use of Animals in Public Schools Policy.

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**These procedures must be read in conjunction with the Use of Animals in Public Schools Policy.**

## 1. Policy supported

Use of Animals in Public Schools Policy

## 2. Scope

These procedures apply to principals and teachers in public schools.

## 3. Procedures

### 3.1 Approval

Teachers must:

- prior to seeking approval, refer to the Australian code for the care and use of animals for scientific purposes 8th Edition 2013;
- submit Form A1: Proposal for the use of animals: primary and secondary schools and obtain written approval from the Schools Animal Ethics Committee prior to the commencement of a scientific teaching activity; and
- submit an amendment notification if there is any variation to the activity, including staff changes, to the original proposal and not proceed until approval has been granted by the Schools Animal Ethics Committee.

### Guidance

#### Standard Operating Procedures

To assist schools to adhere to consistent and high quality practices for the care and use of animals in schools, the Schools Animal Ethics Committee has developed Standard Operating Procedures for a number of activities:

- Chicken Egg Hatching
- Small Scale Poultry Housing
- Caged Birds

- Fish Euthanasia
- Humane Destruction of Livestock

When seeking approval for a scientific teaching activity, the teacher should demonstrate consideration of the Three R's; replacement, reduction and refinement from the [Australian code of practice for the care and use of animals for scientific purposes 8th Edition 2013](#).

Chicken egg hatching is considered to be a scientific teaching activity and requires the submission of a proposal.

Approval is not required for the use of animals for purely observation activities or non-scientific activities. This may include animals kept as class pets such as goldfish, budgies and mice or chickens kept as part of a kitchen garden project.

If a teacher is unsure whether an activity requires approval, the teacher should contact the Executive Officer of the Schools Animal Ethics Committee.

## 3.2 Reporting

Teachers must:

- where animals are used for a scientific teaching activity, complete a [Form E: Activity Completion](#) at the completion of the activity; and
- where approval is granted to undertake the activity on a recurring basis, the teachers must submit [Form D: Annual Report](#) at the completion of the activity each year, or by the last day of Term 4.

## 3.3 Illness/injury, death or unexpected incident

Principals or teachers must:

- seek appropriate veterinary assistance and treatment, in a timely manner when an animal experiences an illness, injury or unexpected incident; and
- complete [Form C2: Illness/injury, death or unexpected incident report](#) and forward it to the Executive Officer of the Schools Animal Ethics Committee within one working day of the event.

## 3.4 Record keeping

Teachers must maintain records of the use, care and monitoring of animals that are sufficient to enable the Schools Animal Ethics Committee to verify that the wellbeing of animals has been monitored as agreed and allow review and critical investigation of the cause(s) of and responses to unexpected adverse events.

### Guidance

Form C1: Animal Use and Health Records has been developed for use by schools however alternative formats can be developed for the on-going monitoring of animals, providing all the information contained in the Form C1 is retained.

### **3.5 Displaying the licence**

Principals must confirm that a copy of the Department's current Animal Use Licence is on display in any place where animals are used for scientific purposes.

## **4. Definitions**

### **Animal**

Any live non-human vertebrate (that is, fish, amphibians, reptiles, birds and mammals encompassing domestic animals, purpose-bred animals, livestock, wildlife) and cephalopods.

### **Scientific teaching activity**

Any action or group of actions to impart or demonstrate knowledge or techniques to achieve an educational outcome in science, as specified in the relevant curriculum or competency requirements.

## 5. Related documents

### Relevant legislation or authority

[Animal Welfare Act 2002 \(WA\)](#)

[Animal Welfare \(Scientific Purposes\) Regulations 2003 \(WA\)](#)

### Other documents

[Animal Use Licence](#)

[Australian code for the care and use of animals for scientific purposes 8th Edition 2013](#)

[Form A1: Proposal for the use of animals: primary and secondary schools](#)

[Form C1: Animal use and health records](#)

[Form C2: Illness/injury, death or unexpected incident report](#)

[Form D: Annual report](#)

[Guidelines for post mortem](#)

[Standard Operating Procedures](#)

## 6. Contact information

### Policy manager:

Director, Teaching and Learning Services

### Policy contact officer:

Senior Consultant, Specialist Services

T: (08) 9402 6106

## 7. History of changes

<b>Effective date</b>	5 August 2014
<b>Last update date</b> <b>Policy version no.</b> <b>Notes</b>	Animals in Schools policy reviewed and recast as Use of Animals in Schools Policy and Procedures. Endorsed by DG on 27 June 2014.
<b>Effective date</b>	5 August 2014
<b>Last update date</b>	3 September 2014
<b>Policy version no.</b> <b>Notes</b>	Guidance updated with information on where to obtain forms.
<b>Effective date</b>	5 August 2014
<b>Last update date</b>	4 August 2015
<b>Policy version no.</b> <b>Notes</b>	Deleted references to contact Agricultural Education Branch as per D15/0197284 and replaced Form D: Annual Report with Form E: Activity Completion under section 3.2 as per approval email D15/0260168.

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<b>Effective date</b>	5 August 2014
<b>Last update date</b>	2 August 2017
<b>Policy version no. Notes</b>	Minor change to contact details D17/0326703

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<b>Effective date</b>	5 August 2014
<b>Last update date</b>	31 August 2018
<b>Policy version no. Notes</b>	Minor changes to include reference to Public Schools D18/0151652, updated legislation links D18/0207680 and updates to reflect organisational changes D18/0388845.

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<b>Effective date</b>	5 August 2014
<b>Last update date</b>	20 February 2020
<b>Policy version no. Notes</b>	Minor changes to contact information D19/0473431

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## 8. More information

### Supporting content

#### Policy

[Use of Animals in Public Schools Policy](#)

### Procedure review date

5 August 2017

### Procedure last updated

20 February 2020



