



Department of
Education

Use of Animals for Scientific Purposes in Public Schools Procedures

Effective date: 5 August 2014

Version: 2.8

Last update date: 16 August 2023

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 an application using the Animal Ethics System (login required) 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 Guidelines and Standard Operating Procedures for a number of activities:

- Chicken egg hatching using a commercial supplier
- Chicken egg hatching using personal or school equipment
- Guidelines for chick handling

- Guidelines for disposal of dead animals
- Small scale poultry housing for schools
- Transition of chicks from brooder to unheated accommodation
- Fish Euthanasia

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 Completion Report via the [Animal Ethics System](#) (login required) at the completion of the activity; and
- where approval is granted to undertake the activity on a recurring basis, the principal must submit an Annual Report via the [Animal Ethics System](#) (login required) 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 an [Unexpected adverse event 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

Animal Use and Health Records have 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 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 Ethics System \(login required\)](#)

[Animal use and health records](#)

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

[Guidelines and standard operating procedures](#)

[Unexpected adverse event report](#)

6. Contact information

Policy manager:

Director, Agricultural Education

Policy contact officer:

Consultant, Animals in Schools

T: (08) 9264 5202

E: agriculturaleducation.services@education.wa.edu.au

7. History of changes

Effective date	5 August 2014
Last update date	
Procedure version no.	2.0
Notes	Animals in Schools policy reviewed and recast as Use of Animals in Schools Policy and Procedures. Endorsed by DG on 27 June 2014.
Effective date	5 August 2014
Last update date	3 September 2014
Procedure version no.	2.1
Notes	Guidance updated with information on where to obtain forms.
Effective date	5 August 2014
Last update date	4 August 2015
Procedure version no.	2.2

Notes	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.
Effective date	5 August 2014
Last update date	2 August 2017
Procedure version no.	2.3
Notes	Minor change to contact details D17/0326703
Effective date	5 August 2014
Last update date	31 August 2018
Procedure version no.	2.4
Notes	Minor changes to include reference to Public Schools D18/0151652, updated legislation links D18/0207680 and updates to reflect organisational changes D18/0388845.
Effective date	5 August 2014
Last update date	20 February 2020
Procedure version no.	2.5
Notes	Minor changes to contact information D19/0473431
Effective date	5 August 2014
Last update date	7 September 2022
Procedure version no.	2.6
Notes	Minor changes to contact information D22/0682617

Effective date	5 August 2014
Last update date	24 July 2023
Procedure version no.	2.7
Notes	Minor changes to hyperlinks and forms D23/1340281

Effective date	5 August 2014
Last update date	16 August 2023
Procedure version no.	2.8
Notes	Minor changes to guidance regarding chicken hatching - D23/1428735

8. More information

Supporting content

Policy

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

Procedure review date

5 August 2017

Procedure last updated

16 August 2023
