



Quarantine Barn Documentation

When horses (equine) are part of a court case the care they receive in our, HERO, care must be documented carefully and accurately. This may seem time consuming or redundant, but it is very necessary to show that the care the horses are receiving now is of a higher caliber than the care they had been receiving. All documentation may be subject to being called into court as evidence. We certainly do not want HERO's care to be called into question. It is not only necessary that a person documents the care, but it is vital to record who is giving the care. When you volunteer at the QB or any other facility in which YOU are providing the care please take necessary steps to track what you do and when you do it. There should be specific forms at the QB to fill out for each animal.

When at the QB:

1. Sign in on the forms provided with full name and time you are there. Even if you just stop in to do a check and do not provide any care, document that you were there.
2. Fill out the forms provided for each animal in detail. It is necessary to be accurate in descriptive details when it comes to the behavior and health of the animal.
 - For instance, if you notice that a horse had soft stool or hard stool it is important to note this on the paperwork so the next volunteer can see if there is a difference.
 - Document hay, grain and water you give. Write down how much hay or water is left, if any, or note if none is left. It lets other volunteers know if amounts need to be increased or decreased and helps the barn manager to track progress
 - Hay: We strive for free choice hay options. We want all animals in our care to receive all they can eat, without wasting it. If there is a round bale out, please document that you checked the bale for any odd smell or discoloration and remove it if you think it smells or looks like mold.
 - Grain: the amount and type will be specific to each horse. You must document how much and what type is given. Our Veterinarians like us to weigh the food so most often we document the weight given. If cups of feed are ordered, you would then document how many.
 - Water: Fill the outside tubs to 2/3 full. It makes it easier to clean as we always want fresh clean water in each turn out area. During the warm months the buckets may get smelly and slimy so not filling to the brim helps to ensure that old water is dumped, and buckets cleaned. Document whether you had to clean bucket or just fill to appropriate level.
 - Turn out or Hand Grazing: When the Vet authorizes them to be turned out or hand grazed, it is important to document how much time they receive out. This informs others how much grass they have already consumed.
3. Fill out time and date of hoof care professional and veterinarian visits. Please write who is there and the care they did. This way if further information is needed a PA, prosecuting attorney, can ask for it.

Additional information: It may seem trivial to write that you groomed a horse, put a blanket on or took one off, or opened and closed windows, but this will show diligent care. It shows that we take additional measures to ensure the welfare of the animals in our care. When treats are allowed document what you gave them and how much they received. If there is not enough room on the front of forms to say all that is needed, place an asterisk on the form and say, “see back” and continue to document the information there.

NEVER allow baling twine to remain on ANY bale of hay. If YOU cut the twine on the bale of hay, YOU dispose of the twine. Twine is deadly if consumed by the horse. Yes, we would like you to document that you opened the new bale of hay.

If you have a scheduling problem and cannot make your volunteer time, do not wait until the last minute to notify the volunteer coordinator or barn manager. Please give enough time to have someone cover your shift.