

# **Standard Operating Procedure (SOP): NHS Lateral Flow Device (LFD) tests supply service for patients potentially eligible for COVID-19 treatments (Advanced service)**

**Commencement date:** <enter date>

**Review date:** <enter date>

This SOP should be read by anyone providing the NHS Lateral Flow Device (LFD) tests supply service for patients potentially eligible for COVID-19 treatments.

It contains the following sections:

1. Daily checks;
2. Operational process;
3. Service availability;
4. Clinical governance; and
5. Training log.

## **1. Daily checks**

- At the start of each day, check that you can provide the service:
  - A Responsible Pharmacist has signed in;
  - The pharmacist has or will read this SOP and is aware that this service must be available throughout the pharmacy's full opening hours; and
  - The pharmacy has test kits available to distribute to eligible patients making requests for test kits.

## **2. Operational process**

### **a) Supply of tests kits to the pharmacy**

- LFD test kits should be ordered from <insert name of wholesaler(s)>; only boxes of five should be ordered for this service. The test kits are supplied as an individual box (for an individual person) containing five test kits.

### **b) Storage of test kits**

- The test kits need to be stored away from direct sunlight, between 2°C and 30°C. They should be stored <enter location>.

### **c) Responding to people requesting test kits**

- If the pharmacy does not have any 5 x LFD test kits, contact a neighbouring pharmacy who is offering the service to see if they have stock so the patient/representative can be signposted to receive stock elsewhere. Pharmacies providing the service should have that identified as 'COVID-19 lateral flow tests (eligible NHS patients)' in the Treatments and Services section of their NHS website profile.
- The person collecting the test kit(s) should be a minimum of 16 years of age; if they are not, check with the pharmacist or pharmacy technician before supplying the kit.
- Eligible patients must be 12 years or over to be entitled to receive a free LFD test kit under this

service.

- The full list of eligible patients aged 12 years and over that are eligible to access LFD tests via the service (because they are at risk of getting seriously ill from COVID-19 and therefore are potentially eligible for COVID-19 treatments) can be found in the National Institute for Health and Care Excellence (NICE) guidance: **Supporting information on risk factors for progression to severe COVID-19**. ~~From 1st April 2024, the patient cohorts listed in the NICE guidelines Recommendations section are also eligible for the service.~~
- The patient's eligibility must be confirmed; this could be by:
  - Seeing the patient's NHS letter which confirms eligibility (not all patients will have been sent a letter);
  - Having a discussion with the patient or their representative about the patient and their medical history, confirming they have a qualifying condition or qualify due to age. The pharmacist or pharmacy technician may wish to review the pharmacy's PMR or the National Care Records Service (NCRS) and then use their clinical judgement; or
  - Referring to the pharmacy's clinical records for the service, where the pharmacy has previously seen and made a record of having seen a copy of the patient's NHS letter confirming eligibility or has previously had a discussion with the patient or their representative which confirmed their eligibility and a record of this was made.
- Eligible patients are encouraged to obtain LFD tests via the service in advance of developing symptoms which mean they need to undertake a test. The patient does not have to be showing symptoms of COVID-19 to be able to obtain LFD tests via the service.
- The test kits must be provided free of charge to eligible people requesting them.
- One pack of 5 x LFD test kits per eligible person can be supplied. No other pack sizes can be provided as part of this service.
- If test kits are not available when an eligible patient requests a supply, a member of staff should contact other local pharmacies providing the service to identify one which does have test kits in stock, which the patient or representative can be signposted to. Pharmacies providing the service should have that identified as 'COVID-19 lateral flow tests (eligible NHS patients)' in the Treatments and Services section of their NHS website profile.
- Tests must be undertaken away from the pharmacy, following the instructions inside the test kit.

#### **d) Information to obtain from and provide to people requesting test kits**

- When supplying test kits, the person collecting the kits must supply the following information about the eligible person and the answers must be recorded on the data capture form:
  - Patient's NHS number (if available);
  - Patient full name;
  - Patient date of birth; and
  - Patient address;
- If the lateral flow test kit is being requested on behalf of someone else, the following additional information must also be recorded on the data capture form:
  - Patient representative full name; and
  - Patient representative address.
- The following additional information must be recorded on the data capture form before the patient is provided with the LFD test kit.
  - Confirmation of eligibility, i.e. patient letter seen / clinical history assessment against

- eligibility criteria;
  - Date of supply; and
  - The batch/lot number of LFD tests supplied.
- Ideally, on a daily basis, but as a minimum at least once a month and at the latest by <time and day>, the data captured above must be entered into MYS.

### 3. Service availability

- The service must be provided throughout the pharmacy's opening hours.

### 4. Clinical governance

- Any patient safety incidents must be reported in line with the <normal incident reporting procedure>. A Yellow Card report should also be made to the MHRA, as necessary (see guidance at <https://coronavirus-yellowcard.mhra.gov.uk/>).

### 5. Monitoring and post-payment verification

- To support service evaluation, monitoring and post-payment verification, completed data capture forms for the service should be kept as evidence to demonstrate service provision for three years from the date of service claims.
- Evidence to support purchases of LFD test kits should be kept for three years from the date of service claims.

Accountable pharmacist signature

Date

SOP

Version: 1:0

## 6. Training Log

| Staff member's name | Staff member's signature and date to confirm this SOP has been read and understood | Name of authorising pharmacist | Signature of pharmacist and date |
|---------------------|--|--------------------------------|----------------------------------|
|                     |  |                                |                                  |
|                     |  |                                |                                  |
|                     |  |                                |                                  |
|                     |  |                                |                                  |
|                     |  |                                |                                  |
|                     |  |                                |                                  |
|                     |  |                                |                                  |
|                     |  |                                |                                  |
|                     |  |                                |                                  |
|                     |  |                                |                                  |
|                     |  |                                |                                  |