



Dear Colleague

## UNIVERSAL ACCESS LATERAL FLOW DEVICE TEST KITS – COMMUNITY PHARMACY COVID-19 TEST KIT DISTRIBUTION SERVICE

### Purpose

1. This circular advises community pharmacy contractors of the intention to introduce a pharmacy distribution service for members of the public to access lateral flow test kits and provide pharmacy contractors with details of the service and arrangement for sign up.

### Background

2. Scottish Government announced the introduction of free lateral flow home test kits for everyone in Scotland, even if they have no symptoms of COVID-19. Access to kits is currently available online or by phone.
3. Planning has been finalised on the operational and logistics required to allow members of the public to collect lateral flow home test kits from community pharmacies across Scotland.
4. This Circular sets out the requirements of pharmacy contractors and participation and remuneration fees payable to those who choose to **opt-in** and offer a distribution service to members of the public.

### Details

5. COVID-19 lateral flow antigen tests allow **the detection of people with high levels of the COVID-19 virus**, making them effective in identifying individuals who are most likely to transmit the virus, including those not showing symptoms.
6. The introduction of a *Community Pharmacy COVID-19 Test Kit Distribution Service* **allows asymptomatic people to collect LFD test kits**, free of charge, from community pharmacies, so they can undertake regular testing as part of the Scottish Government's **COVID-19 route map**.

2 June 2020

### Addresses

#### For action

Chief Executives, NHS Boards  
Director of Practitioner  
Services, NHS NSS

#### For information

Directors of Pharmacy  
Chief Executive, NHS NSS

### General Enquiries to:

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EDINBURGH  
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Email:

[pharmacyteam@gov.scot](mailto:pharmacyteam@gov.scot)

[www.gov.scot](http://www.gov.scot)



It is important to note that members of the public **self-administer the tests away from the pharmacy, e.g. at home.** The pharmacy is not involved in the generation of test results, supporting the reporting of results or the next steps for the person taking the test.

## Overview of the service

7. When a contractor signs up to provide the service, they should **order test kits from a wholesaler participating in the arrangements Alliance** - Test kits will be **supplied free of charge** to pharmacies providing the service as part of their standard deliveries from the wholesaler. The test kits are supplied in **cartons containing 54 boxes**, with each box (for an individual person) containing seven test kits. This allows the person to test themselves twice weekly over a three-week timeframe, with an additional test kit to factor in the potential for a void test. For storage considerations the **carton dimensions are 50 x 29 x 40.5 cm.**
8. To support product recall and member of the public traceability, **on receipt of each carton from wholesalers, contractors must make a record** of the following:
  - , Lot Number;
  - Supplying wholesaler; and
  - Date of receipt,Records should be retained for 6 months from which the stock was delivered. It is for contractors to determine a method for capturing that best suits their needs.

## Supplying Test Kits

9. The test kits will be provided free of charge to people requesting them and to contractors. Pharmacy teams will be required to capture appropriate data as part of the service. **Pharmacy contractors must ensure that CHI is recorded, where available**, along with the lateral flow kit batch number provided. This will be done electronically using the Universal Claim Framework (UCF) and pharmacy teams may wish to consider recording on PMR systems should recall notices be issued.
10. Community Pharmacy teams will use the UCF functionality in the same way as they currently do for supplying any medication to enter the relevant information and submit a claim to indicate the collection of LFD kits:
  - **Select patient and UCF service (Covid-19 LFD Supply).**
  - **Select the supply item (Lateral Flow Device Kit) and quantity number of packs/boxes, batch number and then select the dispensed item (Lateral Flow Device Kit (7 tests)) and quantity of packs dispensed.**

Where no CHI can be recorded, e.g. visitor to Scotland, pharmacy team members should record the batch number and contact details within the 'Supporting Document Reference' text box to be included in the electronic claim.

11. Members of the pharmacy team will be expected to provide persons collecting lateral flow test kits with some key information, outlined in this circular.

12. Pharmacy teams must provide some important information to persons collecting test kits

- **The tests help identify people who are positive for COVID-19 but do not have symptoms.**
- **A negative result does not guarantee someone doesn't have COVID-19. It is important to continue following Government guidelines and restrictions.**
- **Instructions on how to use the test and report your results are inside the box.**
- **It is important to report your results, whether positive or negative. This helps the NHS Test and Protect identify areas where asymptomatic cases of COVID-19 are rising and declining so we can all keep each other safe.**

**When you report your result, you will be provided with information on the next steps you need to take.**

### **Service Requirements**

13. The full service requirements are included in the **service specification**, which contractors **must read** before deciding whether to provide the service. This is attached at **Annex A**

### **Promoting the Service**

14. Contractors who have signed up to provide the service will receive poster material and leaflets about the campaign via courier.

### **Remuneration**

15. In preparation of launch for the service, community pharmacy contractors are asked to complete the attached sign up form at **Annex B**. All emails must contain the subject heading '**LFD Form**'.

16. Following discussion between Scottish Government and Community Pharmacy Scotland, community pharmacy contractors will receive two elements to the payment;

- **A participation fee of £450** this covers initial set-up costs including creating an SOP for the service and to train staff who will be involved in providing the service, and storage costs for the test kits ordered from wholesalers
- **A distribution fee of £2.00 per kit** i.e. four people in a household, four kits issued and recorded, four distribution fees paid.

### **Frequently Asked Questions**

17. A series of FAQs are noted at **Annex C**

**Consultation**

18. Community Pharmacy Scotland has been consulted on the contents of this circular.

**Action**

19. NHS Boards are asked to:

- note the contents of this circular;
- copy this circular to all community pharmacy contractors on their pharmaceutical lists, Health and Social Care Partnerships and the Area Pharmaceutical Committee.

Yours sincerely,

**Alison Strath**

Interim Chief Pharmaceutical Officer/  
Deputy Director Pharmacy & Medicines Division

# Community Pharmacy COVID-19 Test Kit Distribution Service

## Service Specification

May 2021

### Background and Service Aims

1. COVID-19 lateral flow device antigen tests allow the detection of people who may be asymptomatic with high levels of the COVID-19 virus, and are used in Scotland to support case finding among people who do not have COVID symptoms. With up to a third of infected individuals not displaying symptoms, broadening asymptomatic testing enables us to find more cases. Increased use of lateral flow devices (LFD) can help identify more people who are highly likely to spread the virus, and therefore break the chain of transmission.
2. Pharmacists are trusted by their local communities and unfamiliar new points of access are less trusted, and therefore the Scottish Government wants to use the community pharmacy network to make asymptomatic testing more accessible.
3. The purpose of the Community Pharmacy COVID-19 Test Kit Distribution Service is to improve access to testing by making LFD test kits readily available at community pharmacies for asymptomatic people, to identify positive cases in the community and break the chain of transmission.
4. This service will work alongside existing NHS Test and Protect COVID-19 testing routes.
5. Tests will be administered away from the pharmacy. The pharmacy will not be involved in the generation or communication of results. Pharmacy teams will not be required to support the communication of results or next steps to the person taking the test.

### Service Sign Up

6. Pharmacy contractors listed on the NHS Boards Pharmaceutical List for the provision of pharmaceutical services as noted in the NHS (Pharmaceutical Services) (Scotland) Regulations 2009, Schedule 1.
7. Sign up by completing the registration form in Circular PCA(P) 2021 8 and returned to Practitioner and Counter Fraud Services.
8. All contractors will be automatically uploaded onto the Site Finder map <https://maps.test-and-trace.nhs.uk/> as a participating pharmacy for the LFD collect service once they sign up to deliver the service. All details for pharmacy contractors will be managed by Site Finder team.
9. If a pharmacy contractor wishes to amend/update any details they see displayed on the map they can do so by emailing the request to [PharmacyCollect@dhsc.gov.uk](mailto:PharmacyCollect@dhsc.gov.uk). Alternatively, a pharmacy contractor may register with the Site Finder site and update pharmacy details such as opening hours. It is not possible to note if a pharmacy is currently out of stock.

10. This service will be reviewed by the end of August 2021. This will allow the specification to be updated in light of possible insight from user engagement with this testing route.

#### Supply of tests kits to the pharmacy

11. Pharmacy contractors will need to place the first order of test kits after sign-up via a participating wholesaler in the normal way. **The participating Wholesaler is Alliance.** Test kits will be supplied free of charge to pharmacies providing the service as part of their standard deliveries from the wholesaler. Pharmacy contractors will need to be aware stock ordered may not arrive with your next delivery and plan accordingly.
12. Order should be placed with **Alliance by 3pm.** This is done electronically through the PMR system or via telesales. Orders will ordinarily be delivered by 2pm the next day. However, depending on demand, this may take up to 3 days. Pharmacy contractors must only order one carton per day and should not order more than required to **ensure equitable share across the network and access for members of the public.**
13. The test kits are supplied in cartons containing 54 boxes, with each box (for an individual person) containing seven test kits. The carton dimensions are 50 x 29 x 40.5 cm. Initial demand for test kits will be difficult to predict and pharmacy contractors will be able to order 1 carton per day.
14. To comply with Medicines and Healthcare products Regulatory Agency (MHRA) product recall provisions, on receipt of cartons from wholesalers, contractors must make a record of the following, which is retained for 6 months from the date on which the stock was delivered:
  - LOT Number (e.g. A1234567)
  - Supplying wholesaler (variable)
  - Date of receipt (DD/MM/YY)

Pharmacy teams should ensure local storage of data should it be requested by any relevant authority such as Scottish Government or MHRA.

15. The quantities of test kit boxes ordered and supplied to the public will be monitored and reviewed as part of the post-payment verification process.

#### Storage

16. Test kits need to be stored in conditions that will preserve the integrity of the swab. When storing for prolonged periods, test kits should be stored in a designated area away from direct sunlight, between 2°C and 30°C.

#### Distribution service

17. The test kits will be provided free of charge to people requesting them.
18. Contractors can supply one box of test kits per individual. If the person is also collecting on behalf of a household, contractors can hand out the required number of boxes per transaction. Pharmacy teams may provide one box for each household member.

19. Each box contains seven LFDs. This allows the person to test themselves twice weekly over a three-week timeframe. This number of tests in the box factors in the potential for a void test.
20. There is no minimum age for use of LFD test kits.
21. The recommended age for a person to collect LFD test kits is 18 years, reflecting that the instructions for use require under 18s to test and self-report with adult supervision, but where necessary professional judgement can be applied by pharmacy contractors.
22. Tests must be conducted and results registered away from the pharmacy, as explained in the instructions inside the test kit. People undertaking a test should telephone 119 for assistance with using the kit or to register their result.

#### Service pathway

23. The pharmacy must make every effort to obtain the CHI number of person collecting the kits CHI number for payment and MHRA traceability requirements. If a person has collected a kit before and CHI has been recorded, a record should be held of the previous supply. Kit batch numbers should be recorded of PMR records. If multiple kits have been supplied, each kit batch number should be recorded against the person's record.
24. Community Pharmacy teams will use the UCF functionality in the same way as they currently do for supplying any medication to enter the relevant information and submit a claim to indicate the collection of LFD kits:
  - Select patient and UCF service (Covid-19 LFD Supply).
  - Select the supply item (Lateral Flow Device Kit) and quantity number of packs/boxes (1-4) then select the dispensed item (Lateral Flow Device Kit (7 tests)) and quantity of packs dispensed.
25. Where no CHI can be recorded, e.g. visitor to Scotland, pharmacy team members should record the batch number and contact details on PMR systems.
26. The data entered into the UCF will be used for evaluation and service improvement purposes and it will also populate the end of month payment
27. Pharmacy teams must ensure the person collecting the test kits understands the following key points:
  - i. The tests help identify people who are positive for COVID-19 but do not have COVID symptoms. Pharmacy teams should advise that if anyone that tests positive on their LFD to book a follow up PCR test at a local test centre.
  - ii. A negative result does not guarantee someone does not have COVID-19. It is important to continue following government guidelines and restrictions.



iii. Instructions on how to use the test and report your results are inside the box.

iv. It is important to report your results, whether positive or negative. This is because reporting results helps the NHS identify areas where asymptomatic cases of COVID-19 are rising and declining, so we can all keep each other safe. When you report your result, you will be provided with information on the next steps you need to take. If a person indicates that they have not previously reported their results, it is particularly important to reiterate the importance of doing so for the new tests being supplied.

28. If a pharmacy is contacted by a person with a query about the device, test instructions, harm, injury or results, it should direct them to 119, and report any incidents as described in Section 5.

29. In the event of a recall, contractors must contact the person from the recorded data entered into the PMR system. In addition they may wish to display information on any safety recalls/concerns using posters provided by NHS Test and Trace. Where a pharmacy can share this information using social media channels, that communication route to the public can also be used.

#### Service availability

30. The contractor must seek to ensure that the service is available throughout the pharmacy's core and supplementary opening hours.

31. The contractor must ensure the service is accessible, appropriate and sensitive to the needs of all users. No eligible person should be excluded or experience difficulty in accessing and effectively using this service due to their race, gender, disability, sexual orientation, religion or belief, gender reassignment, marriage or civil partnership status, pregnancy or maternity, or age.

32. The contractor must have a standard operating procedure (SOP) for provision of the service and all pharmacy staff involved in the provision of the service must be familiar with the SOP.

33. If there is a problem with the service, the contractor should contact the NHS Test and Trace support team by calling 119.

34. If the contractor wishes to stop providing the service, this can be done via the withdrawal form attached at Annex B and returned by email to NHS Practitioner and Counter Fraud Services.

#### Clinical governance

35. To comply with MHRA governance requirements, in the event of any incidents with respect to the test kits, the contractor must provide feedback to NHS Test and Trace via email ([integrator@dhsc.gov.uk](mailto:integrator@dhsc.gov.uk)). Feedback must be submitted by 11am on Monday mornings for incidents that occurred in the preceding week.

36. The pharmacy contractor should also make Yellow Card reports to MHRA, as necessary (see guidance at <https://coronavirus-yellowcard.mhra.gov.uk/>).
37. Any information supplied must be anonymised and not contain any patient identifiable information.

#### Payment

38. Payments for this service will be made via regular payment arrangements submitted on the Universal Claim Form (UCF). Payments will be made in arrears.
39. Payments for Pharmacy Collection will be listed on payment schedules as 'LFDPart' for participation fee and 'LFDCollect' for distribution fees.
40. Payment for provision of the service will be made up of the following elements:
  - **A participation fee of £450** this covers initial set-up costs including creating an SOP for the service and to train staff who will be involved in providing the service, and storage costs for the test kits ordered from wholesalers
  - **A distribution fee of £2.00 per kit** i.e. four people in a household, four kits issued and recorded, four distribution fees paid

For example, participation fee will be paid as part of the June payment schedule i.e. payment to bank end August 2021

**UNIVERSAL OFFER FOR ACCESS TO LATERAL FLOW HOME TEST KITS –  
COMMUNITY PHARMACY COVID-19 TEST KIT DISTRIBUTION SERVICE**

TO BE COMPLETED, A COPY RETAINED IN THE PHARMACY AS RECORD OF PARTICIPATION IN ABOVE NOTED SERVICE AND FOR POST PAYMENT VERIFICATION, AND A COPY SENT TO NSS AS DETAILED AT THE END OF THE DOCUMENT

Contractor Name

Contractor Code

I, the undersigned contractor, confirm that I agree to participate in the distribution of lateral flow test kits through the community pharmacy collection service. I will adhere to the service requirements and data capture requirement as may be required by the service and acknowledge that these requirements may vary during the service duration. Should I choose to withdraw from the service, any associated fees should be stopped as of the indicated service end date, and any overpayments recovered.

**COUNTER FRAUD DECLARATION**

I declare that the information I have provided is correct and complete. I understand that, if I knowingly provide false information, this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I agree to co-operate fully with all payment verification procedures. I agree that any overpayments identified through the post payment verification procedure may be recovered at a future date by the Common Services Agency for the Scottish Health Service.

The Common Services Agency may occasionally share information provided on this form with Health Boards and any other relevant organisations. We will share information for the purposes of payment verification, and the prevention, detection and investigation of crime.

Signature agreeing to Declaration and consent to share, disclose or obtain information:

Signature:.....

Name (in capitals):.....

Company Position:.....

Date:.....

**PLEASE RETURN THIS FORM TO: [nss.psd-sqforms@nhs.scot](mailto:nss.psd-sqforms@nhs.scot)**

**WITHDRAWAL UNIVERSAL OFFER FOR ACCESS TO LATERAL FLOW HOME TEST KITS – COMMUNITY PHARMACY COVID-19 TEST KIT DISTRIBUTION SERVICE**

TO BE COMPLETED, A COPY RETAINED IN THE PHARMACY AS RECORD OF WITHDRAWAL FROM THE ABOVE NOTED SERVICE AND A COPY SENT TO NSS AS DETAILED AT THE END OF THE DOCUMENT

Contractor Name	<input type="text"/>
Contractor Code	<input type="text"/>
Date of Withdrawal	<input type="text"/>

I, the undersigned contractor, confirm that I will no longer participate in the distribution of lateral flow test kits through the community pharmacy collection service effective from the date indicated. I will adhere to the service requirements and data capture requirement as may be required by the service up to the date of withdrawal. By withdrawing from the service, any associated fees should be stopped as of the indicated service end date, and any overpayments recovered.

**COUNTER FRAUD DECLARATION**

I declare that the information I have provided is correct and complete. I understand that, if I knowingly provide false information, this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I agree to co-operate fully with all payment verification procedures. I agree that any overpayments identified through the post payment verification procedure may be recovered at a future date by the Common Services Agency for the Scottish Health Service.

The Common Services Agency may occasionally share information provided on this form with Health Boards and any other relevant organisations. We will share information for the purposes of payment verification, and the prevention, detection and investigation of crime.

Signature agreeing to Declaration and consent to share, disclose or obtain information:

Signature:.....

Name (in capitals):.....

Company Position:.....

Date:.....

**PLEASE RETURN THIS FORM TO: [nss.psd-sqforms@nhs.scot](mailto:nss.psd-sqforms@nhs.scot)**

**Preparing to provide the service and sign-up**

**Q. How do contractors sign up to the Lateral Flow Device Distribution Service?**

Contractors can sign up to provide the service by completing the **COMMUNITY PHARMACY COVID-19 Test Kit Distribution Service** declaration on PCA(P) (2021) 8 and emailing to NHS Practitioner & Counter Fraud Services.

**Q. Will the details of contractors signed-up to provide the service have to be manually entered on the NHS Test and Trace Site Finder map?**

No. Contractors' details will be automatically added to the map when they sign up to provide the service. All the details for pharmacy contractors will be managed by the NHS Test & Trace team.

**Q. How long will it be, after signing up to provide the service, before my pharmacy's details will be added to the NHS Test and Trace Site Finder map?**

Pharmacy details will be added on a weekly basis to the NHS Test and Trace Site Finder map.

**Q. How can contractors request amendments (e.g. changing the name displayed to the trading name of the pharmacy, if the opening hours displayed are incorrect, etc) to their NHS Test and Trace Site Finder map data for their pharmacies providing the service?**

They can email a request to [PharmacyCollect@dhsc.gov.uk](mailto:PharmacyCollect@dhsc.gov.uk).

**Q. Is it possible for contractors to manage their NHS Test and Trace Site Finder map data for their pharmacies providing the service?**

Yes. If a contractor wishes to manage their data for their sites on the map, they can request to do so by emailing [PharmacyCollect@dhsc.gov.uk](mailto:PharmacyCollect@dhsc.gov.uk). Contractors will need access to a mobile phone to support two-factor authentication used when logging in to the site.

**Q. Do I need to UKAS accreditation to provide the service?**

No. The UKAS FAQs on COVID-19 tests state:

For home-based tests that are sold [supplied] by the provider, but the provider does not collect the sample or analyse the test – so the test is analysed at home (i.e. new LFD technologies), the provider that sells [supplies] the tests does not require UKAS accreditation.

**Q. When did the service officially start/go live?**

The service will commence on 7<sup>th</sup> June 2021, however promotion of the service to the general public will start on 4<sup>th</sup> June 2021.

**Q. Will any marketing materials be provided to support the promotion of the service in pharmacies?**

Yes. All contractors will receive a pack containing 1 x A3 colour poster, 2 x A4 colour posters by courier service.

**Q. Do contractors need to update their NHS website profile and to show that they are now providing this service?**

No. The NHS Test and Trace Site Finder map is the website that the public will use to identify which pharmacies are providing the service.

**Supply of tests kits to the pharmacy**

**Q. Will I need to provide my wholesaler(s) with any specific information or declarations to order test kits for the service?**

No.

**Q. Can I order test kits from any wholesaler who is listed as providing kits?**

Yes, but whichever wholesaler you use, you must not order more than one carton of test kits per day.

**Q. Who are the wholesalers supplying test kits?**

Contractors can now order test kits from either Alliance Healthcare or Sigma Pharmaceuticals. Phoenix Healthcare Distribution are also supplying kits, but only to branches of Rowlands Pharmacy.

DHSC and NHS Test and Trace are working with other wholesalers, with the aim of them agreeing to stock the kits. If other wholesalers come on line, CPS will communicate this to contractors via their normal communications channels.

**Q. Will contractors incur a surcharge if they order test kits from Alliance Healthcare, but they are not the pharmacy's main wholesaler?**

No. There will be no surcharges incurred against orders for the test kits.

**Q. Is there a limit to how many test kits we can order for our initial stock?**

Contractors should initially order one carton of test kits and further stock can then be ordered as needed. Initial demand for the service will be difficult to predict and order limits are being regularly reviewed to manage this. Supplies are limited to one carton per pharmacy per day. **This is to support the equitable distribution of tests to all pharmacies that sign up to provide the service.**

**Q. If I need more than the limit, how will this get reviewed?**

The weekly order limit for pharmacies providing the service will be reviewed on a regular basis to manage demand and capacity for the service.

**Q. Do I need to maintain a record of stock received?**

Yes. Contractors should maintain a record of stock received from wholesalers which is retained for 6 months from the date on which the stock was delivered to the pharmacy. A template to use to maintain these records is available below

**Storage of the test kits and stock management**

**Q. If I am ordering test kits from more than one source, are there any additional points to consider?**

Yes. Where a contractor orders test kits from more than one wholesaler, they are advised to either store kits from different wholesalers separately or have some way to identify

which stock has come from which wholesaler. This is to enable contractors to identify which stock may be affected in the event of a product recall linked to a lot supplied from a particular wholesaler.

**Q. If my stock of test kits gets damaged, do I need to record and report this in any way?**

If boxes of test kits are damaged and are not in a fit state to be distributed, the contractor should make and retain a record of the number of test boxes damaged, their lot number and the date and cause of the damage. This may be needed as part of any post-payment verification process.

**Providing the service**

**Q. Is 'Pharmacy Collect' and the *COMMUNITY PHARMACY COVID-19 Test Kit Distribution Service* the same service?**

Yes. Pharmacy Collect is the public facing name for the *COMMUNITY PHARMACY COVID-19 Test Kit Distribution Service*.

Q. If the family, household is larger than 4 people, can more than four boxes be provided in a single distribution?

Yes.

**Q. If I supply as one transaction, four boxes of test kits to a person requesting kits for four people, do I get paid four transaction fees?**

Yes, a distribution fee is paid for each kit supplied.

**Q. A request is made for just one test. Can we split the boxes of 7 tests?**

No. The minimum quantity that can be supplied is one box of 7 tests.

**Q. Can the pharmacy team administer a test to a person who has collected a test kit, if they are having trouble using the test kit?**

No. The service is only for the distribution of kits. **Tests must be conducted away from the pharmacy.** Where a person requires assistance to perform a test, they should be referred to 119. Where a local testing service is in place (which may include supported self-testing in pharmacies, where local authorities have commissioned such a service), people unable to self-test, could be referred to that service.

**Q. Are the key points of advice to the person collecting the test kits required to be provided each time they collect test kits?**

The key points must be provided to the person collecting test kits where they indicate this is the first time they are collecting test kits. On subsequent collections, pharmacy teams can use their discretion to determine whether all points need to be covered, for example, having determined whether the person had any problems using the tests or any outstanding questions. It is important to remind people of the importance of reporting their results, whether positive or negative.

**Q. Can contractors deliver test kits to people requesting them if they cannot visit the pharmacy?**

The service is focused on people collecting test kits from their local community pharmacy. Generally people who wish to have test kits delivered to their home should order their kits from the GOV.UK website. However, home delivery is not precluded by the service specification, as long as all the other requirements of the service are fulfilled. No fee is provided for home delivery.

**Q. Can a patient who lives in one of the other home countries, for example, Wales or England, collect LFD test kits from a pharmacy in Scotland?**

Yes. There are no geographical restrictions placed on the provision of the service.

**Q. Can we provide the COVID-19 lateral flow device distribution service from an off-site location, e.g. if we're providing a COVID-19 vaccination service at a designated vaccination site?**

No. The provision of the COVID-19 lateral flow device distribution service can only be undertaken from the pharmacy premises that is included on the NHS Board's pharmaceutical list.



**COVID-19 Lateral Flow Device Stock Record Sheet**

This record lists deliveries of Lateral Flow Devices (LFD) received from wholesalers as part of the NHS Community pharmacy COVID-19 lateral flow device distribution service.

A record of the quantity and lot number of cartons of tests received, along with the name of the supplying wholesaler and the date of delivery, must be retained for 6 months from the time of receipt of the stock. This information must be retained by the pharmacy contractor should it be requested.

Date of delivery	Lot number(s) of carton(s)	Name of wholesaler

Record to be retained until: / / (6 months from the last delivery date)

