

The Gluten Free Food Service Summary January 2014

Registration:

This service is available to adult (not care home residents) and paediatric patients.

1. GPs identify and inform patients of the new service. Community Pharmacists can be proactive in informing patients of this service and referring them to their GP for registration
2. Patient Registration Form initiated and signed by GP. This is taken to the Community Pharmacy, along with a prescription for a one month supply of GF Products to allow time for the service to be set up for the patient
3. The service should be explained to the patient by the pharmacist (information will also be available on www.nhsinform.co.uk/coeliacdisease)
4. The Patient Registration Form should be completed and signed by the pharmacist and patient. This must be kept by Pharmacy for a minimum of 12 months and for the duration of registration if longer
5. The patient should be referred to the local Health Board Formulary of Prescribable Gluten-Free Foods. A hard copy of the local formulary will be provided initially to pharmacies and these will then be updated regularly on www.dgprescribingmatters.co.uk
6. Gluten-Free Food Requirement Order Forms should be supplied to patients. Initially, hard copies will be provided to pharmacies by NHS Dumfries & Galloway. These will also be available on the NHS Inform and the Prescribing Matters Websites
7. Create a PCR for patient, including information regarding the requirement for a Pharmacy Annual Health Check (Only required for ADULTS...over 16yrs)

Ordering

1. Patient brings in Gluten-Free Food Requirement Order Form
 - You may need to help some people to do complete this form
 - Always check units do not exceed patient's allocation (you should check calculations)
 - Provide a new form, if requested by patient, for next month.
2. Retain a copy of the Gluten-Free Food Requirement Order Form in the pharmacy for 12 months.
3. Contact patient to collect goods – have systems in place for fresh products
4. Supplies cannot transfer across months (no borrowing across months) i.e. patients can only order up to their allocation each month

Prescribing

1. Complete a CPUS form
 - The CHI number **MUST** be included for any payments to be made
 - The GP Code **MUST** be added to the bottom RHS of the CPUS
 - Details of the items supplied should be clear and must include the name, quantity, form and brand. This should be recorded on the PMR
 - A maximum of 3 items per form
 - You must not prescribe more than the monthly allowance each month (no borrowing across months)
 - Forms should be submitted to Practitioner Services at the end of each month
As with GP Prescribing, audits of prescribing will be carried out.

Pharmacy Annual Health Check: only for ADULTS, over 16yrs

1. On registration for the service, the Pharmacist must carry out a Pharmacy Annual Health Check for relevant patients by completing the PCR support tool. Responses should be recorded, with any pharmaceutical care issues identified and actioned
2. A referral letter should be completed, if appropriate (See Implementation and Support Pack: Appendix 4)

New Patient Registration Forms

These should be completed by the GP if:

- A patient moves house and requires to change their community pharmacy
- A change in the agreed GFF Service units is required (e.g. age/pregnant/breastfeeding)

Local guidance will be provided in the near future regarding referral to Dieticians