



Northamptonshire
County Council

Issuing Vitamin Drops and Tablets to those on the Healthy Start Scheme

Version 10 January 2016

HEALTHY
START



Index

Contents

Section A – Ordering and storage of Vitamins.....	4
Section B – Distribution of vitamins to clients	5
Section C – Vouchers kept for audit	6
Section D – Resources	6
Appendix 1. Healthy Start Vitamins	7
Who qualifies?	7
What do Healthy Start beneficiaries receive?	7
Appendix 2. Summary Sheet	8
Appendix 3. Issues and Disposals	9
Appendix 4. Children’s Centre Clusters	10

Introduction

Healthy Start is a UK-wide government scheme to improve the health of pregnant women and families on benefits or low incomes.

There is growing evidence to suggest that nutrition during pregnancy and in the early years of a child's life can help prepare them for healthy adulthood. Healthy Start supports good nutrition for pregnant women and babies 6 months to 4 years through vouchers for fresh fruit, vegetables, milk and infant formula and for women's and children's vitamins.

The scheme also provides an opportunity for all those working with pregnant women and young families to provide encouragement, information and support about subjects like healthy eating, breastfeeding, vitamin supplements and nutrition for pregnant women, new mothers, babies and young children.

These notes are to assist staff who order and distribute vitamins to mothers and babies who are entitled to them through the Healthy Start Scheme.

Section A – Ordering and storage of Vitamins

- Each children's centre (CC) is a member of a cluster of centres. The lead centre in that cluster will have responsibility for co-ordinating requirements, and distributing delivered vitamins to the CC requiring them.
- An identified member of staff at each CC cluster should be responsible for the control of the ordering, secure storage, and distribution of vitamins. Stock control, issues, disposals and orders are controlled by a monthly workbook (see Appendix 2 and Appendix 3).
- **Women's tablets** come in vacuum packs of 6 units and **children's drops** come in vacuum packs of twelve units. **Please order the number of single units required.** Using the order form below electronically (Appendix 2). Vitamins should be ordered by the 4th of each month and the updated form requires that you also identify how many vitamins have been distributed to families in the previous calendar month. Vitamins should be ordered from the lead CC in your cluster.

Storage

- Vitamin drops and tablets should be stored in a cool, dry, lockable cupboard, (not above 25°C).

Stock rotation

- From the date of manufacture the shelf life of women's tablets is 24 months and children's drops is 10 months. Each bottle expires at the end of the month given in the expiry date. A careful check should be made to ensure that stock with the earliest expiry date is used first.
- **Do not issue** vitamins that will expire within 2 months.
- **Do not accept** vitamins for distribution with an expiry date of less than 3 months.

Damaged/out of date stock

- We are unable to reclaim the cost of vitamins that go out of date. If there is the possibility that stock will not be issued before its expiry date, please contact another CC with a higher turnover **within your management group** (you can not pass vitamins on to centres with a different provider organisation as that is wholesale dealing). Please record any vitamins that you transfer to or from another cluster.

- If bottles of drops or tablets are received in poor condition or damaged ensure that your Lead CC is notified immediately.
- Once recorded, any damaged or out-of-date stock should be taken to the nearest pharmacy for disposal.

Section B – Distribution of vitamins to clients

- **Vitamin drops and tablets should only be given in exchange for the appropriate voucher.** You must keep the voucher and record on your **issuing and monitoring** sheet that you exchanged the vitamins for a voucher. You must keep a file with a pocket for each month to keep the month's vouchers, the number recorded as distributed to families should equal the number of vouchers you have saved. You do not need to return these to public health or pharmacy any longer; **it is your responsibility to keep the vouchers and to ensure that you have an audit trail for the data you return** to the lead CC for your cluster.
- In order to receive vouchers, pregnant women and mothers of young children should
 1. Get an application form HS01 and fill it in.
 2. Take the application form to their midwife or health visitor.
 3. Ask them to fill in and sign Part B of the form or give them a letter confirming the pregnancy and/or children under the age of four.
 4. Make sure all the information is correct and sign the form.
 5. Send the form (and the letter if they have one) to the Healthy Start Issuing Unit -no need for a stamp
- Bulk supplies of application leaflets (HS01) can be ordered from **www.orderline.dh.gov.uk**. or from 0300 123 1002. Any member of the public can also request their own copy direct from the **Healthy Start helpline** on 0845 607 6823 or download the application leaflet from **www.healthystart.nhs.uk**
- Those eligible will receive a Healthy Start letter with vouchers (Please note that the letter should not be retained by the Children's Centre as it contains the client's personal information).
- See Appendix 1 for entitlement.
- If a voucher has been mislaid, beneficiaries can contact the Healthy Start helpline to request a replacement.
- First time recipients should be advised by their midwife and/or Health Visitor regarding dosage.

- When vitamins are given to a beneficiary for the first time, they should also be directed to local retailers that are registered to accept Healthy Start vouchers for fresh milk, fruit and veg (fresh or plain frozen). A list of local participating retailers can be found by entering a postcode at www.healthystart.nhs.uk

Section C – Vouchers kept for audit.

- You must keep all vouchers, you must keep them in individual envelopes or pockets for each month. This is to ensure that there is a clear audit trail for assuring the accuracy of the data returned to the department of health. You must save the vouchers and monthly issuing and monitoring forms for a minimum of 2 years.
- By deadline given you must send in your order and with it the data relating to the vitamins you have distributed in exchange for vouchers over the previous calendar month (this figure must equal the vouchers you are saving). You must complete the whole form.
- You must keep a copy of your returns form with the envelope/pocket of vouchers and the issuing and monitoring form each month for audit purposes.

Section D – Resources

www.healthystart.nhs.uk Information about the scheme, including participating retailers, and how to apply.

www.orderline.dh.gov.uk To order or download leaflets and posters in a number of languages and formats.

Questions about the Northamptonshire scheme, local ordering, stock control or exchange of vouchers should be directed to phclaims@northamptonshire.gov.uk

Appendix 1. Healthy Start Vitamins

Who qualifies?

Women more than 10 weeks pregnant and families with children under 4 years old, if the family is receiving

- Income Support, or
- Income- based Jobseekers Allowance, or
- Income-related Employment and Support Allowance, or
- Child Tax Credit (but not Working Tax Credit unless the family is receiving Working Tax Credit run-on only*) **and** an annual family income of £16,190 or less in 2013.
- Women also qualify for the whole of their pregnancy if they are under 18 when they apply, even if they don't get any of the above benefits or tax credits.

*Working Tax Credits run-on is the working Tax Credit received in the four weeks immediately after a person has stopped working for 16 hours or more a week.

What do Healthy Start beneficiaries receive?

Healthy Start Vouchers

- Pregnant women receive one voucher a week worth £3.10
- Babies under the age of one get two vouchers a week worth a total of £6.20
- Each child aged over one and under four receives one voucher a week worth £3.10

Vouchers are posted out every four weeks. These can be spent in a wide range of participating local shops and greengrocers as well as supermarkets. For a list of shops by postcode, visit www.healthystart.nhs.uk and use the postcode checker to find local shops.

Healthy Start Vitamins

Every eight weeks beneficiaries also receive vitamin vouchers, which they can exchange for vitamins. Their vouchers will be valid for either the women's tablets or children's drops, depending on the circumstances.

Appendix 2. Summary Sheet

Stock control and ordering is via an electronic form submitted monthly. The summary and order form looks like this:

Children's Centre Cluster Name:	<input type="text"/>	←	Choose your Cluster name from the dropdown list
Period:	<input type="text"/>	←	Choose the reporting month from the drop down list
Order must be submitted to Public Health before:	#N/A	→	Your order must be submitted BEFORE this date
	Tablets	Drops	
Opening stock	<input type="text"/>	<input type="text"/>	← Enter last months closing stock
Number of units transferred to (minus) or from (plus) other clusters	<input type="text"/>	<input type="text"/>	← Enter the amount transferred
Number of units received from NHS Supply Chain	<input type="text"/>	<input type="text"/>	← Enter the amount you received
Number of Units expired and disposed of	0	0	← Automatically entered from Issues
Number of units issued to families in exchange for vouchers	0	0	← Automatically entered from Issues
Closing Stock:	0	0	
Date closing stock physically checked:	<input type="text"/>	<input type="text"/>	← Enter the date of physical check
Order request:	<input type="text"/>	<input type="text"/>	
Name of person submitting →	<input type="text"/>	<input type="text"/>	← Date Submitted

The form must be sent before the deadline to
phclaims@northamptonshire.gov.uk

Appendix 3. Issues and Disposals

The issue list for tablets, drops and disposals has now been merged into one sheet and looks like this:

Cluster Issue Reference	Date dd/mm/yyyy	Type	Supply	Quantity	Lot No	Expiry Date dd/mm/yyyy	ONE ID	Voucher Ref	Issued By	Cluster
										#N/A
										#N/A
										#N/A
DO NOT change or add anything below this line							TAB at the end of this line to create a new blank line ↑			
				Disposals	Issues					
			Tablets	0	0					
			Drops	0	0					

Full instructions are in the Workbook.

Appendix 4. Children's Centre Clusters

CC Cluster	Lead Children's Centre	Order Contact	Phone	Email	Children's Centres in Cluster
Corby	Pen Green	Elaine Young	01536 400068	EYoung@northamptonshire.gov.uk	
Kettering	Montagu St	Shelley Smith Anne Bridgstock	01536 311030	shelley.smith@actionforchildren.org	
East Northants	Rushden	Annette Potts Rose Griffiths	01933 410112	apotts@spurgeons.org rgriffiths@spurgeons.org	
Daventry	Daventry West	Sue Connor Lucy Walker	01327 300317	lucy.walker@actionforchildren.org.uk	
South Northants	Towcester	Sue Connor	01327 350272	sue.connor@actionforchildren.org.uk	
Wellingborough	Penrith Drive	Lynne Hudspith Paula Balment	01933 671700	paula.balment@actionforchildren.org.uk	
Northampton North	Kingsthorpe	Julie Sadler	01604 791537	JSadler@northamptonshire.gov.uk	
Northampton East	Blackthorn	Pauline Jafarian	01604 413504	Pauline.Jafarian@actionforchildren.org.uk	
Northampton Central	Spring Lane	Charlotte Househam Louise Paterson	01604 620484	charlie.househam@actionforchildren.org.uk louise.paterson@actionforchildren.org.uk	
Northampton West	Camrose	Di Hatton	01604 585219	dhatton@spurgeons.org	

Appendix 5. Healthy Start Vitamins Process

