

## SOP: Pharmacy First Service for Emergency Hormonal Contraception (EHC) (Northern Ireland) V2 November 2024

**This template SOP must be tailored/prepared and approved/signed off by the superintendent pharmacist /pharmacy contractor before being used/implemented. This should be reviewed regularly and following any significant incident or change to the service.**

Pharmacy name & address			
Prepared by		Approved by	
Job title		Job title	
Date prepared		Date approved	
SOP effective date		SOP review date	
SOP number		SOP Version	

<b>Guidance</b>	<ul style="list-style-type: none"> <li>The Pharmacy First Service for Emergency Hormonal Contraception (EHC) provides access to EHC and sexual health advice, with signposting to other services as appropriate</li> <li>This SOP should be used in conjunction with The Pharmacy First Service for Emergency Hormonal Contraception <a href="#">service specification</a>.</li> <li>The Responsible Pharmacist must be signed in to provide this service.</li> <li>Refer to the “delegation of responsibilities” notes to ensure that for each action/activity to be delegated, it considers the competency of the relevant team member to carry out that action/activity</li> </ul>
<b>Purpose</b>	This SOP describes the process for implementing the Pharmacy First Service for Emergency hormonal Contraception as required by the service specification. Following a consultation, the pharmacist can provide advice and signposting. If appropriate a supply of EHC can be made and 3 months “bridging contraception”.
<b>Scope</b>	This SOP covers the provision of the Pharmacy First Service for Emergency Hormonal Contraception to patients who meet the service inclusion criteria, and are 13 years old or over, by registered pharmacists. The consultation can take place in the pharmacy’s consultation room or remotely, by live video link, but only in exceptional circumstances as detailed on the service specification if both patient and pharmacist agree it is suitable to do so.
<b>Update November 2024</b>	SOP has been updated to remove reference to “Know your options” leaflet and updated information on signposting as per <a href="#">SPPG communication November 2024</a>

Stage	Process	Who
1.	Registering for the service <ul style="list-style-type: none"> <li>The pharmacy must hold a contract with the SPPG to deliver the service. A copy should be signed and returned via secure email to local integrated care office.</li> <li>Pharmacists providing the service must be trained, competent and available to deliver the service during the pharmacy opening hours (see section 8 of service specification for mandatory training requirements)</li> <li>An appropriate authorising person for the organisation signs Patient Group Directions (PGDs) relating to service delivery.</li> </ul>	PC/P

## SOP: Pharmacy First Service for Emergency Hormonal Contraception (EHC) (Northern Ireland) V2 November 2024

2.	<p>Accessing the Service</p> <ul style="list-style-type: none"> <li>Females aged 13 years old or older can self-refer to the service, or can be referred by their GP practice or Out of Hours medical centre.</li> <li>The pharmacist arranges a face-to-face consultation with the patient. This can be carried out virtually in exceptional circumstances but no third-party consultations allowed.</li> <li>Ensure the service privacy notice is available and that patient's consent is verbally obtained.</li> <li>Assess for potential risk of sexual abuse, sexual exploitation, rape, and non-consensual sex, and consider Fraser Competence for young people less than 16 years old. Report any safeguarding concerns to relevant persons. See service specification appendix 5 for Gateway team contact details.</li> </ul>	P
3.	<p>Pharmacy First Consultation for EHC</p> <ul style="list-style-type: none"> <li>Assess whether EHC is indicated</li> <li>Take a full history to determine the most appropriate choice of EHC</li> <li>Follow Decision-making Algorithm for Oral Emergency Contraception page 8 <a href="#">of service specification</a> Advise that copper intra-uterine device (CU-IUD) is the most effective method of contraception, signpost to relevant service if needed.</li> <li>When treatment is required and appropriate it should be selected from the formulary and supplied in one of two ways: <ul style="list-style-type: none"> <li>The Pharmacist Independent Prescriber (IP) writes a prescription for the medicine that is dispensed in accordance with the relevant SOP.</li> <li>The non-IP Pharmacist supplies the medicine in line with the service PGD and completes a Pharmacy Voucher (PV) that is dispensed in accordance with the relevant SOP.</li> </ul> </li> <li>Provide counselling on how to take EHC, side effects, aftercare and explain that EHC has no ongoing contraceptive effect. Explain potential failure of treatment and provide signposting to <a href="https://www.nidirect.gov.uk/articles/abortion-services">https://www.nidirect.gov.uk/articles/abortion-services</a>.</li> <li>Assess risk of sexually transmitted diseases (STI) and provide advice as to testing that is recommended and how to access <a href="#">Sexual Health Clinics</a></li> </ul>	P
4.	<p>Supply of on-going contraception</p> <p>A patient not already using a regular hormonal contraceptive should be offered a three-month supply of progestogen-only contraception (POP) desogestrel if appropriate. See service specification for potential exclusions.</p>	P
5.	Record Keeping	PC/P/PT/ACT/D/HCA

## SOP: Pharmacy First Service for Emergency Hormonal Contraception (EHC) (Northern Ireland) V2 November 2024

	<ul style="list-style-type: none"><li>• Consultation forms and Fraser Competency forms, if applicable, must be accurately and contemporaneously completed.</li><li>• Records must be retained in line with the <a href="#">DOH Good Management, Good Records guidelines</a>.- Appendix 1</li><li>• IP prescriptions should be coded with normal drug tariff codes and submitted as normal to BSO for payment.</li><li>• PVs should be coded with normal drug tariff codes and the Pharmacy First code 97003/1 added. These PVs should be processed in line with other Pharmacy First vouchers.</li><li>• Claim forms (appendix 6) should be submitted by email to local integrated care offices on a monthly basis for payment of service fees.</li></ul>	
--	---	--

### NPA support and resources

- NPA chaperone policy and resources: <https://www.npa.co.uk/information-and-guidance/chaperone-policy/>
- NPA consent resources: <https://www.npa.co.uk/information-and-guidance/service-user-consent-policy-resources/>
- Delegation of responsibilities: <https://www.npa.co.uk/information-and-guidance/delegation-of-responsibilities/>

### Further reading

- Pharmacy First Service for Emergency Hormonal Contraception (EHC) Service Specification and Guidance: [Pharmacy First: Emergency Hormonal Contraception – Primary Care Intranet \(hscni.net\)](#)
- FSRH Clinical Guideline: Emergency Contraception: <https://www.fsrh.org/standards-and-guidance/documents/ceu-clinical-guidance-emergency-contraception-march-2017/fsrh-guideline-emergency-contraception03dec2020.pdf>
- Fraser Guidelines: <https://www.evidence.nhs.uk/search?q=Fraser+Guidelines>
- CKS topic on [HIV infection and AIDS](#) for more information.
- CKS topic on [Contraception - progestogen-only methods](#) for more information
- Information on local child protection procedures is available at: <http://www.health-ni.gov.uk/topics/child-protection>
- SPCs:
  - Ulipristal 30mg: <https://www.medicines.org.uk/emc/product/6657/smpc#gref>
  - Levonorgestrel 1.5mg <https://www.medicines.org.uk/emc/product/7308/smpc#gref>
  - Desogestrel 75 mcg: <https://www.medicines.org.uk/emc/ingredient/701>
- Training resources available on the [NICPLD website](#) which includes;
  - A two hour recorded lecture [Oral Emergency Contraception](#)
  - Pharmacy Practice elearning module – [Safeguarding children and vulnerable adults](#) (CPPE course, reviewed in July 2021, which includes a NI addendum 2017)
  - Public Health elearning module – [Emergency Contraception](#)
- The ECHO training session which was delivered live on Monday 21st February was recorded and is available on the ECHO Moodle site. This recording must be viewed by **all** pharmacists prior to service delivery. Pharmacists must be registered with ECHO to view the recording. The link to registration is <https://tinyurl.com/C19CommPharmacyECHO> .

## SOP: Pharmacy First Service for Emergency Hormonal Contraception (EHC) (Northern Ireland) V2 November 2024

- A 35-minute webinar recorded by CPNI colleagues is also available to view at <https://youtu.be/aptE3K7ruco>.

### APPENDIX 1: record-keeping

Records from this service are kept in line with the DOH Good Management, Good Records guidelines

- For sexual health records:
  - Records for adults - retain for 10 years after last entry.
  - Records for clients under 18 - retain until 25th birthday or for 10 years after last entry, whichever is the longer i.e. records for clients aged 16-17 should be retained for 10 years and records for clients under 16 should be retained until age 25 (i.e. still retained for at least 10 years).

Patient record forms are kept in (*insert location*):

---

## Declaration

Pharmacy name & address			
SOP number		SOP Version	

**By completing the declaration details in the table below, I confirm that:**

*"I have read and understood the SOP: The Pharmacy First Service for Emergency Hormonal Contraception (EHC) and agree to implement the procedures set out in it as required."*

Date	Full name of employee	PSNI number (if applicable)	Signature

## SOP: Pharmacy First Service for Emergency Hormonal Contraception (EHC) (Northern Ireland) V2 November 2024


<b>CRN</b> <b>First published:</b> <b>Last updated (add if required):</b>	
---	--