**YorSexualHealth Condom Distribution Scheme**

**Guidelines (outline) 2015**

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The YorSexualHealth Condom Distribution Scheme (CDS) will ensure condoms are widely available in a range of clinical and non-clinical settings.

 YorSexualHealth will recruit local organisations to sign up to the scheme and ensure that procedures and training are in place to ensure that staff distributing condoms as part of this scheme comply with policies around safeguarding, particularly for under 16s.

This document provides outline guidance to cover condom distribution for staff working in centres and in outreach settings who are registered with the YorSexualHealth CDS.

 The scheme will be targeted at the following at risk groups:

* young people aged 24 and under, with the emphasis on promoting condom use to boys and young men
* men who have sex with men
* known injecting drug users
* sexual health clinic attendees
* sex workers
* homeless people
* people travelling abroad or on holiday
* military personnel
* any other group based on local needs assessment.
1. Requirements
2. It is expected that all staff participating in the scheme will have read and have access to this guidance document.
3. Before commencing condom distribution scheme training, staff must have obtained permission from their line manager and ensured that policies/procedures are in place to support them to distribute condoms in line with best practice.
4. YorSexualHealth recommends that all staff delivering condoms to under 18 year olds have an up-to-date DBS check. The appropriate level and maintenance of a current DBS check is the responsibility of the individual’s employing organisation.
5. All employing organisations are expected to have robust child protection policies and procedures. It is a requirement that all staff and volunteers participating in the CDS have undertaken appropriate safeguarding training at a level relevant to their organisation and profession.
6. Training
7. It is a mandatory requirement that all staff and volunteers participating in the CDS have completed the Condom Distribution training session before they distribute condoms. This training is available through face-to-face sessions delivered by YorSexualHealth, or may be cascaded by staff who have attended the Condom Distribution ‘Train the Trainers’ session on behalf of their organisation
8. It is a requirement that staff already trained in condom distribution update their training every three years. This ‘refresher’ training will be available online via the YorSexualHealth website www.yorsexualhealth.org.uk or through face-to-face Sexual Health and Condom Distribution training or through training cascaded by staff who have attended the ‘Train the Trainers’ session on behalf of their organisation.
9. It is recommended that staff distributing condoms also complete the Sexual Health Awareness training session provided by YSH, unless they have received alternative relevant training elsewhere
10. YorSexualHealth will maintain a database of all staff trained within the CDS from 1st July 2015 and will issue reminders to staff 2 years and 9 months after their initial training that ‘refresher’ training is due
11. It is the responsibility of the individual and/or organisation participating in the CDS to ensure that training is up to date. Organisations choosing to deliver training through the ‘Train the Trainers’ programme should keep a record of all staff that have been trained and the date training was delivered, and share this information with YorSexualHealth.
12. Information on training options, dates and venues will be published on the website [www.yorsexualhealth.org.uk](http://www.yorsexualhealth.org.uk). Bespoke training can be arranged for professional groups; please contact us to discuss on 01904 725440 or e-mail yorsexualhealth@york.nhs.uk
13. Procedure for ordering condoms
14. Register online with the YorSexualHealth CDS [www.yorsexualhealth.org.uk/yor-sexual-health-professionals/condoms-and-chlamydia-tests/](http://www.yorsexualhealth.org.uk/yor-sexual-health-professionals/condoms-and-chlamydia-tests/)
15. If all staff training is up to date organisations/individuals will be given a unique identifier by YorSexualHealth that will enable orders to be processed online. If staff training is not up to date, details of available training sessions and online refresher training will be issued by YorSexualHealth. To allow time for training to be completed, CDS orders can be placed via e-mail to yorsexualhealth@york.nhs.uk for a period of 3 months.
16. Decide what types of condoms you need

The scheme currently uses LTC Healthcare for all condoms and associated products. A choice of three sizes of latex condoms, mixed flavoured latex condoms (supplied in boxes of 144 condoms) and 5ml sachets of water-based lubricant is available for routine CDS orders. Non-latex condoms are significantly more expensive and ideally service users should be referred to a clinician for assessment and advice around latex allergy management. If small quantities of non-latex condoms are required, or a supply for is needed for service users with a confirmed latex allergy, these can be ordered directly from YorSexualHealth.

1. Decide what quantities of condoms you need

As a guide, the CDS recommends that individuals are issued with up to 18 condoms per month, and that you estimate your requirements taking this into account, along with the anticipated number of service users accessing the CDS via your service. Shelf-life of condoms will be around three years.

1. Complete online order form

To order condoms simply complete the online order form, using your unique identifier. All products and delivery costs are free of charge for individuals/organisations participating in the CDS. However, as a delivery charge of £6-50 is payable by YorSexualHealth for orders with a value of less than £65-00, you are encouraged to adjust your orders accordingly to avoid unnecessary expense. The order form will highlight this for you.

1. Delivery of condoms

Orders will be despatched within 2 working days to the address on the order form. Delivery is through UK Mail and may be between 07.00am and 19.00pm. A signature is required as proof of delivery on receipt of the goods but this does not have to be the person placing the order. If there will be no-one available to receive a delivery during these times, please clearly specify your opening hours/availability on your order form. The condoms will be delivered directly to you and the invoice will be sent to YorSexualHealth to process. If any invoice should come to you in error please forward to YorSexualHealth as soon as possible.

1. Monitoring form

Basic monitoring of the CDS is essential for ensuring its effectiveness. Your organisation’s postcode will be used to provide geographical data (and must be within the City of York or North Yorkshire County Council). Please collect the following data:

* Number of episodes where males have been provided with condoms under the scheme
* Number of episodes where females have been provided with condoms under the scheme

It is recommended that General Practices participating in the CDS set up a condom ‘episode’ on EMIS or Systm1 electronic patient records to facilitate monitoring.

Monitoring forms will be provided by YorSexualHealth