



National Health Service in Scotland
Management Executive

St. Andrew's House
Edinburgh EH1 3DG

Dear Colleague

Telephone 031-244
Fax 031-244 2683

WELFARE FOOD SCHEME

26 May 1993

Summary

1. This letter informs Health Boards and NHS Trusts of changes in the legislation governing the Welfare Food Scheme as follows:

Addressees

For action:
General Managers
Health Boards

1.1 the new price to be paid by Family Credit recipients for dried baby-milk under the Welfare Food Scheme;

General Manager,
Common Services Agency

1.2 changes in the legislation governing the Welfare Food Scheme including changes in the supply of vitamin tablets and drops to expectant and nursing mothers;

For information:
General Manager, State
Hospital

1.3 the introduction of new measures against fraud together with small changes to the administrative arrangements for the Welfare Food Scheme

General Manager,
Health Education Board
for Scotland

Chief Executives,
NHS Trusts

To be copied to Unit
General Managers for
Action

Action

2. The amendments to the Regulations came into effect on 17 May 1993. This circular should be brought to the attention of all staff in maternity and child health clinics, approved retail pharmacies and supplies staff.

Enquiries to:

Miss A Bearhop
HPPHD1
Room 54H
St Andrew's House
EDINBURGH EH1 3DE
Tel: 031-244 2436
Fax: 031-244 2683

3. This letter should be copied to Unit General Managers.

Yours sincerely

DAVID R STEEL
Director of Administration

CHANGES TO THE WELFARE FOOD SCHEME

Responsibilities of Health Boards

4. Circular SHHD/DGM(1989)24 set out the scope of the Welfare Food Regulations 1988 and gave guidance to Health Boards on administrative arrangements under the Scheme. That guidance remains current except as amended by subsequent circulars, including this one. Health Boards and NHS Trusts are reminded of the need to provide adequate access to beneficiaries to enable them to obtain welfare foods, both dried baby-milk and vitamins. Outlets should be suitably located within reasonable distances of beneficiaries' homes and should offer convenient opening times.

5. Health Boards and NHS Trusts must provide correct quarterly returns on form WF6 of the numbers of tins of dried baby-milk issued, broken down by brand and size. This includes issues through clinics and approved retail pharmacies.

6. Health Boards and NHS Trusts are reminded that the costs to be recovered from the Department on Form WF6 are the bought-in costs only. In the case of pharmacies buying milk from commercial wholesalers this should be the price actually paid by the pharmacy. No administrative charges will be reimbursed via the WF6 procedure.

Dried Baby-Milk

7. The following brands are currently listed for supply under the Welfare Food Scheme; no other products or brands may be supplied either free to Income Support beneficiaries or at a reduced price to those in receipt of Family Credit.

<u>Brand</u>	<u>Manufacturer</u>
Cow and Gate Nutrilon Premium	Cow and Gate Ltd
Cow and Gate Nutrilon Plus	Cow and Gate Ltd
Farley's OsterMilk	Farley Health Products Ltd
Farley's OsterMilk Two	Farley Health Products Ltd
Aptamil	Milupa Ltd
Milumil	Milupa Ltd
SMA Gold	SMA Nutrition
SMA White	SMA Nutrition

8. Any Health Board or NHS Trust which currently supplies dried baby-milk to approved day nurseries, playgroups and child-minders should refer any enquiries from day care providers about suppliers of dried milk to Miss Bearhop, Home and Health Department, Room 54H, St Andrew's House.

Sale of Dried Baby-Milk to Family Credit Recipients

9. From 17 May 1993, the price to be paid by Family Credit recipients for 900 grammes of dried baby-milk will increase from £3.30 to £3.40.

10. From the same date, staff in clinics and approved retail pharmacies

are able to require documentary proof that the child for whom the baby-milk is being purchased is aged under one year - see paragraphs 17 and 18 below.

11. Health Boards and NHS Trusts are required to record each purchase of baby-milk on a list designed to suit local needs and which the purchaser is required to sign. Although these forms are designed locally, they should all contain at least the following information:

- beneficiary's name and National Insurance number
- brand and quantity purchased
- date of purchase
- beneficiary's signature.

Vitamin Tablets and Drops

12. From 17 May 1993 the Children's Vitamin Drops were renamed **Mother's and Children's Vitamin Drops**. Health Boards and NHS Trusts can now supply them to expectant and nursing mothers as well as children under 5. The drops contain the recommended amounts of vitamins for all 3 groups. Clinic and pharmacy staff should note that only the name has changed; the new drops will be exactly the same as the existing drops in every other respect.

13. Pregnant women, nursing mothers and children under 5 in families receiving Income Support will continue to be entitled to receive free vitamins. However, in the Welfare Food Regulations effective from 17 May 1993 their entitlements were amended and are:

Expectant mother	2 x 10ml bottles of <u>vitamin drops</u> every 13 weeks for the duration of <u>pregnancy</u>
Nursing mother drops	5 x 45 tablet containers <u>or</u> 5 x 10ml bottles of
Child under 5	2 x 10ml bottles of vitamin drops every 13 weeks.

14. Clinic and pharmacy staff will be aware that the vitamin A content in the tablets is unsuitable for pregnant women. However, the vitamin drops contain the recommended amounts of vitamins for pregnant and nursing mothers as well as children. By extending the availability of the vitamin drops, pregnant women will now be able to take the recommended supplement of vitamins A, D and C. Once a woman is breastfeeding she may choose to continue to take the drops or commence taking the vitamin tablets. One factor which may influence choice is that the drops are suitable for vegetarians.

15. The 5-drop daily dose may be taken simply on a spoon or in a cold drink, as indicated in the directions on the packaging. Pregnant women should be advised to consult their doctor before taking any other supplements containing vitamin A.

16. Each claim for free vitamins should be recorded on a form similar to that designed for Family Credit sales (see para 8 above) which should be retained for audit purposes. The form should record the beneficiary's name and National Insurance number, the date, details of the product provided and the beneficiary's signature.

17. Vitamins may still be sold in clinics at cost plus 10% to all other pregnant women, nursing mothers and children under 5, although it should be remembered that the tablets are only suitable for nursing mothers. The drops may be sold to all 3 groups of people

18. Clinics may order the renamed Mothers' and Children's Vitamin Drops from their normal supplier in the usual way.

19. Clinics' existing stocks of Children's Vitamin Drops may be provided for children under 5 until stocks run out. They should not be destroyed or returned to the supplier.

Measures Against Fraud

20. The Welfare Food Amendment Regulations 1993 provide for the introduction of a new milk token aimed at preventing fraud. Further guidance will be issued prior to the introduction of the new token.

21. Family Credit recipients are entitled to purchase 900 grammes of dried baby-milk per week only in respect of children aged under one year. From 17 May 1993, the Welfare Food Regulations include a specific power to enable those persons responsible for the sale of dried milk to Family Credit recipients to require documentary proof that the child in question is aged under one year. Examples of documents which would provide the necessary proof are birth certificate, baby book or child benefit book.

22. Staff in maternity and child health clinics should request documentary proof of a child's age if they are in any doubt as to entitlement. The power to request proof extends to staff in approved pharmacies. Health Boards and NHS Trusts should ensure that appropriate guidance is provided.

23. All milk tokens which are offered in exchange for dried baby-milk should be carefully checked in order to detect forgeries and stolen tokens. Once accepted, tokens should be stored securely and should be destroyed immediately on receipt of payment.