

C-Card Reminder Sheet

How to register

1. Service user needs to fill in the white section of the form with their information
2. Professional checks all fields are filled and legible
3. Professional works through checklist in grey area on the form with service user
4. Professional fills in venue, staff member, date issued, C-Card number and ticks appropriate registration type
5. Issue C-Card and C-Card pack(s) to service user, tick off first box(es) on back of card

How to distribute

1. Fill in date, C-Card number and visit number on distribution form
2. Issue C-Card pack(s) and tick off visit number box(es) on back of C-Card
3. If last visit, offer to register for new C-Card or signpost to nearest registration venue or online registration at www.openclinic.org.uk (ages 16+)

Under 16s

- Fraser assessment
(Young person understands what they're accessing, risks and legalities around sex under 16 and professional feels distribution of condoms is in the young person's best interest)
- Risk assessment
(If you are concerned, follow internal safeguarding procedures)
- Condom demonstration

Points to cover

- Rights in a relationship
- Sexual health services & contraception are still available if you're under 16
- Legal age for sex/sexual contact is 16
- Nobody under 13 can consent to sex
- Alcohol and drugs affect a person's capacity to consent
- Sexual health services are confidential

Contact us

☎ **0808 178 0955 (option 2)** - Stoke-on-Trent, Staffordshire and Telford & Wrekin

☎ **0300 404 2996** - Shropshire

See contact emails in the "Returning Paperwork" section.

Returning paperwork

Please return paperwork monthly to:

Stoke-on-Trent and North Staffordshire:
sexualhealthorders@mpft.nhs.uk

South Staffordshire:
sexualhealthprevention@mpft.nhs.uk

Shropshire:
sexualhealth.shropshire@mpft.nhs.uk

Telford and Wrekin:
telford.prevention@mpft.nhs.uk

Please ensure C-Card number, date & visit number are clearly recorded.

