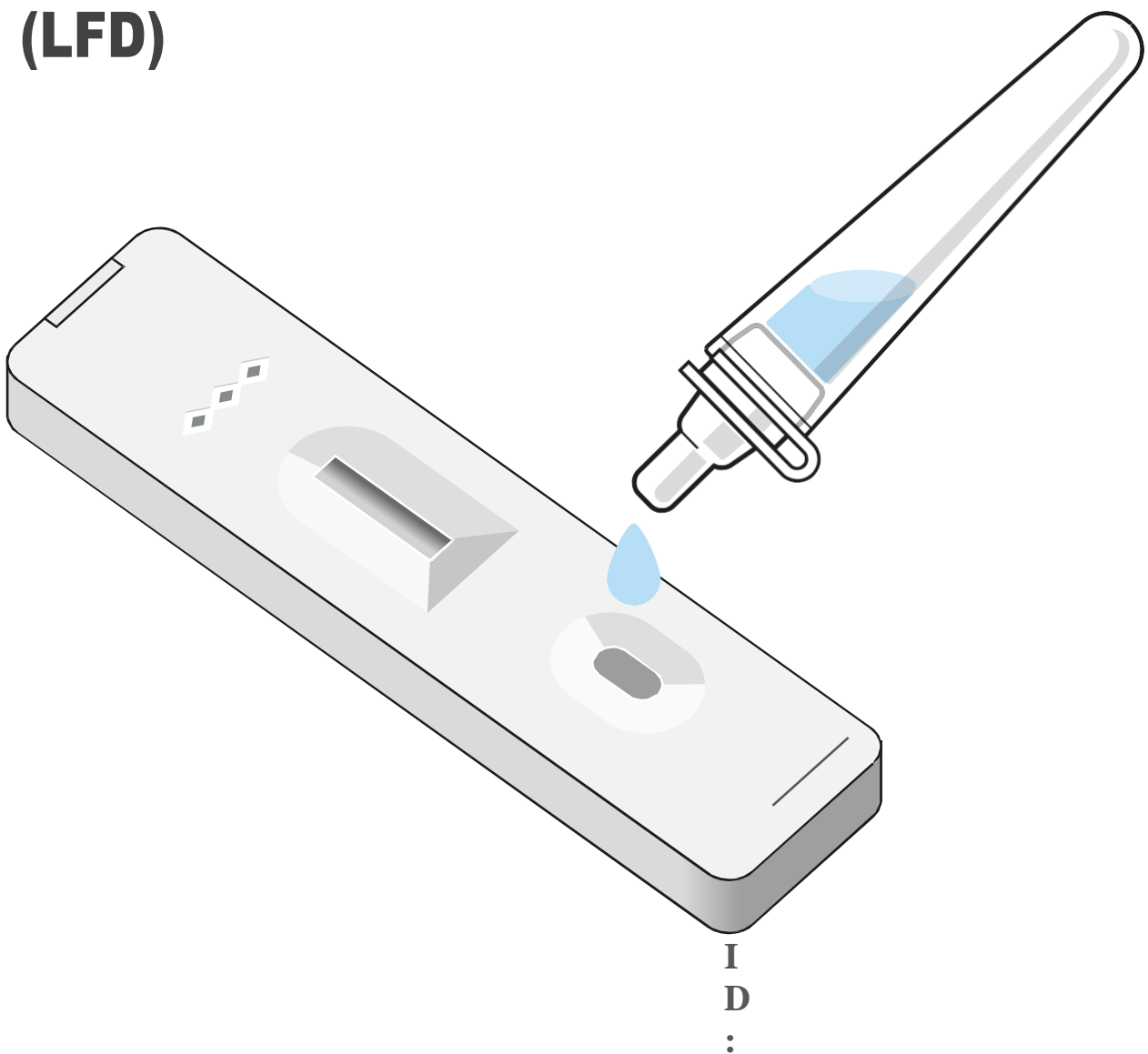


December 2020

A guide for healthcare staff self-testing for coronavirus using a Lateral Flow Device (LFD)



This guide will help you remain well at work and keep your patients safe

This test is suitable for health care workers

About this test kit

This test is part of the government's response to the pandemic and its commitment to controlling infection and supporting our patient-facing NHS Scotland staff in hospitals, Scottish Ambulance Service (SAS) and COVID-19 Assessment Centers.

Please follow the instructions in this booklet as this sets out how the test can be self-administered. This has been agreed with clinical and subject-matter experts. Other than taking a swab yourself from just inside both nostrils, the process is the same as set out in the manufacturer's instructions. If you still feel unsure about using this device after receiving training, please contact **your line manager**.

The content of this resource has been developed from the Scottish Government standard operating procedure **Novel coronavirus (COVID-19) standard operating procedure: Rollout of lateral flow devices for asymptomatic testing of patient-facing staff in NHS Scotland hospitals, COVID-19 Assessment Centres and the Scottish Ambulance Service for SARS CoV-2** and **Frequently Asked Questions Guide to Testing Healthcare Workers**.

The manufacturer's instructions for use (IFU) are included in the box and are detailed and very technical. These do not need to be followed as NHS staff will use the test in a slightly different way, which has been agreed with experts, discussed with the Medicines and Healthcare Regulatory Authority (MHRA) and the manufacturer has been informed.

This is particularly in relation to use of the test for asymptomatic people, self-administration of the test, and the use of nasal swab inside the lower part of both nostrils. The rest of the process (i.e. the way the test is performed, and the results are interpreted) is the same as set out in the manufacturer's instructions.

NHS Greater Glasgow and Clyde will be issuing test kits through your workplace. **On receipt of your kit, you will be asked to undertake a test, to be observed regarding technique.** After this you can take your kit home and test yourself twice per week.

Overview

Here is a quick checklist for how to use the COVID-19 LFD tests. It is really important that you follow these steps in the correct order.

You should test yourself twice a week, every 3 to 4 days, to fit your shift pattern – for example, every Monday and Thursday or Wednesday and Sunday.

- Prepare your test area and unpack your equipment onto a clean and dry surface
- Take your swab sample (nasal swab only)
- Process your sample and wait 30 minutes
- Read your result
- Report your result
- Safely dispose of test equipment

Remember, store the test kit at room temperature - not in direct sunlight and not in a fridge or freezer. Keep the test kit away from children and animals

If you receive a positive test, you must immediately report the result to your line manager.

You and your household must self-isolate according to Scottish Government Guidelines until the result of that test is known. You will be asked to take a confirmatory PCR test

If your PCR test is positive you DONOT need to self-test using the LFD for 90 days, from the date you became positive.

If you test positively you must advise your line manager and also must self-isolate.

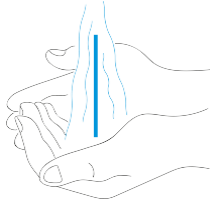
Before you start



Read the instructions carefully. Taking the test may feel a little uncomfortable and unusual for most people.

You can see a demonstration of how to take the test by watching this video:

<https://learn.nes.nhs.scot/40766/coronavirus-covid-19/protecting-yourself-and-your-workplace-environment/covid-19-self-testing-for-healthcare-staff-using-a-lateral-flow-device>



Wash your hands thoroughly for 20 seconds, using liquid soap and warm water. This is so that you do not contaminate the test kit. Now dry your hands thoroughly.



Clean and dry a flat surface, where you will take the test. Unpack the sealed test equipment for one test and place onto the clean flat surface.

Check the test kit contents

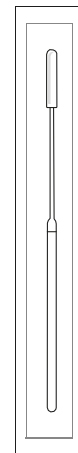
Ensure that the test device (called 'antigen test cartridge'), swab and extraction solution are not damaged, broken or out of date. Use the test kit checklist to make sure you have everything. Use a clean, one-inch deep lid or other small container (e.g. clean egg cup) to keep the extraction tube upright and prevent spillage.



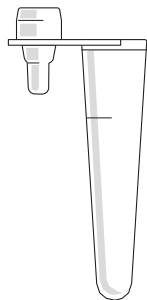
Nozzle cap



Extraction buffer bottle



Swab, inside sealed wrapper



Extraction tube



Rapid test strip


Make a note of the lot number on the Record of Testingsheet at the back of this instruction guide. You can find the lot number on the outer foil package of the device.

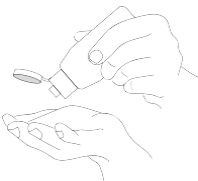
Something damaged/broken/missing? If you have difficulties using the kit, if something breaks or is damaged in use or if you have concerns about the performance of the test, report these issues to your line manager. Any problems or concerns with this device can also be reported to MHRA


<https://coronavirus-yellowcard.mhra.gov.uk/about>


If your kit is broken or damaged in the first instance raise with your line manager to determine if a replacement is required.

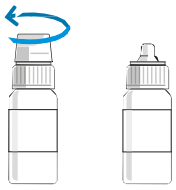
Prepare your test


- 

1 Gently blow your nose into a tissue to get rid of excess mucus.
- 

2 Wash and dry your hands again (or use alcohol-based hand rub (ABHR) if this is available).
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3 Check the swab in the sealed wrapper in front of you. Identify the soft, fabric tip of the swab.
- 

4 Place the extraction tube in a small cup to keep it upright.
- 

5 Unscrew the extraction buffer bottle.
- 

6 Place 6 drops only of the extraction buffer into the extraction tube. Try to avoid touching the tube with the bottle. Reseal the extraction buffer for future use.

Take your swab sample

7



Open the package and gently take out the swab.
Do not touch the fabric end of the swab.

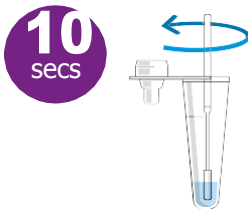
8



x10

Put the swab gently into one nostril, you may feel a slight resistance (insert about 1.5cm or about half an inch). Roll the swab 10 times slowly along the inside of the nostril. Remove the swab and repeat 10 times in the other nostril.

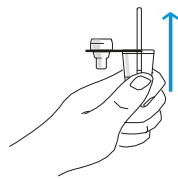
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10
secs

Now put the fabric end of the swab into the bottom of the extraction tube. Press the swab head against the edge of the tube with some force, while rotating the swab around the tube for 10 seconds to squeeze as much fluid out as possible.

10



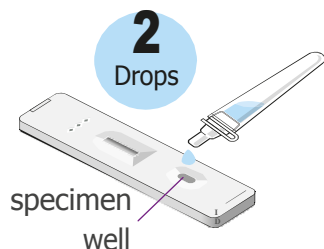
Take out the swab while squeezing the tube and fabric end of the swab. Place the swab back into the wrapper and dispose of it into a domestic rubbish bag.

11



Press the nozzle cap tightly on to the tube to avoid any leaks.

12



2

Drops

specimen
well

Turn the tube upside down and lightly squeeze two drops onto the specimen well.

13

30
Mins



Place the rapid test strip on a flat surface for 30 minutes. Set a clock, timer or watch and wait 30 minutes to read the result. Do not read your results until the 30 minute mark.

Reading your results

Leave your test for the full development time to get an accurate result. Do not read your results before 30 minutes. **If the test device is left to develop longer than 30 minutes you may receive a false positive result and you will need to repeat the test.**



Positive result

Two lines – even faint lines – indicate the test is positive.



Negative result

A single line at the C position indicates the test is negative.



Invalid result

A single line at the T position indicates the test has failed and should be retaken.

Reporting your results

If your test result is positive

You must immediately report your positive test results to your line manager as per local guidelines. To organize a confirmatory PCR test please contact <https://www.gov.uk/get-coronavirus-test>.

Until the results of this test are known, you and your household must self-isolate according to Scottish Government guidelines.

If your PCR test is positive you DO NOT need to self-test using the LFD for 90 days, from the date you became positive.

You must also record your positive test results on the report sheet at the end of this document.

If your test result is negative: Record the information on the report sheet at the end of this document or one provided by your organisation. If you have coronavirus (COVID-19) symptoms please refer to NHS guidance online Coronavirus (COVID-19) in Scotland | NHS inform as this test may miss some positive cases.

If your test result is negative **you should not regard yourself as free from infection** – the test could be a false negative – you may also go on to acquire the virus in the period before the next test. You should remain vigilant to the development of symptoms that could be due to COVID-19.

If your test result is invalid: Record the information on the report sheet at the end of this document or one provided by your organisation. Repeat the test with a new test kit.

Disposing of your test

If the test is negative dispose of the testing equipment in the domestic waste and continue your normal activity.

Finally, if your test is positive you should double bag the test equipment including the testing solution and store it safely for 72 hours before you dispose of it in the household waste and wash your hands.

Disposal advice may be subject to change based upon future waste disposal guidance.

Need more help?

If you need more help to use the LFD test kit, please contact your line manager or watch the video again at <https://learn.nes.nhs.scot/40766/coronavirus-covid-19/protecting-yourself-and-your-workplace-environment/covid-19-self-testing-for-healthcare-staff-using-a-lateral-flow-device>

If you have a reason that you cannot perform the test you should contact your line manager.

Coronavirus guidance and help: If you have coronavirus (COVID-19) symptoms or have contracted coronavirus (COVID-19), please refer to **NHS guidance online Coronavirus (COVID-19) in Scotland | NHS inform**

If you have symptoms of coronavirus (COVID-19) and your condition gets worse, or you do not get better after 7 days, use the **NHS inform website Coronavirus (COVID-19) in Scotland | NHS inform** or Call 111. For a medical emergency dial 999.

Do not delay getting help if you are worried. Trust your instincts.

Problems with this device can be reported directly to MHRA:

<https://coronavirus-yellowcard.mhra.gov.uk/>

Statutory reporting

Step 1

Please acknowledge receipt of your Lateral Flow Test kit by completing this [online form](#).

The form is available from home device and on your mobile phone.

Step 2

Once your test is complete please enter the results into the following link, selecting Rapid Testing:

www.covidtestingportal.scot

Again, this site can be accessed from home and from your mobile phone.

Estates and Facilities staff may use the form on the next page.

Record of testing sheet

Name: _____ **Job Role:** _____

NHS number (if known): _____ **Gender:** _____ **Date of Birth:** _____

Department/Ward: _____ **Ethnicity:** _____

Home address and postcode: _____

Date of test/s performed	Time test performed	Lot number of test strip	Result (recorded as positive, negative and invalid)	If invalid, confirmation that a repeat test has been performed	Comments (e.g. problems or performance in use of device)
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