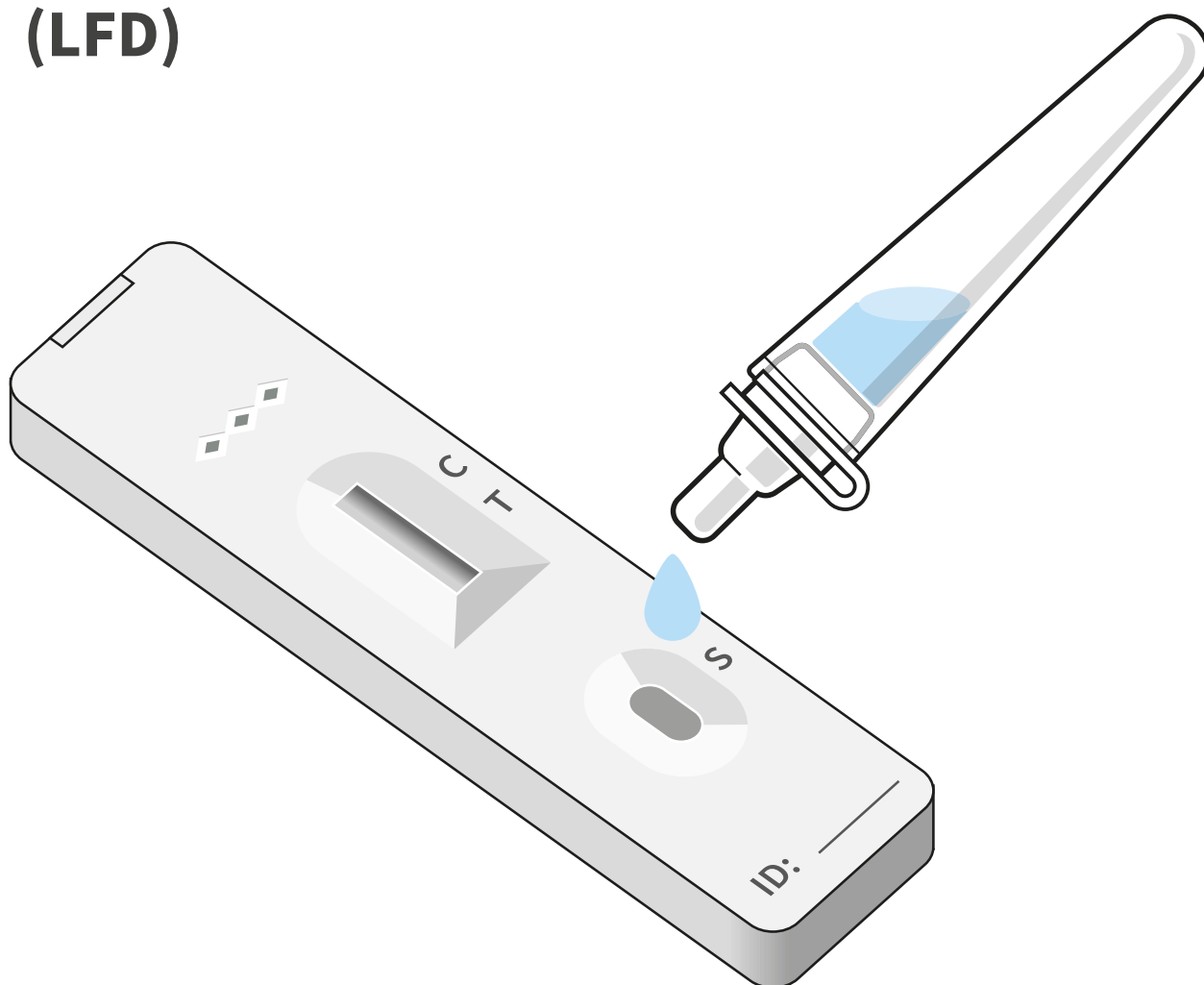


A guide for healthcare staff self-testing for coronavirus using a Lateral Flow Device (LFD)



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

This test is suitable for healthcare 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 Centres.

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 local NHS health board.

If you have tested positive for COVID-19 via PCR you should not recommence regular COVID-19 testing until 90 days after your positive test was taken. You will need to liaise with your NHS Board to track the date at which the re-testing should start. However, if you develop COVID-19 symptoms during that 90 day period, you should self-isolate in line with government guidance and arrange a PCR test.

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.

Overview

You should only perform this test if you have no symptoms of COVID-19.

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

You must record the result of your test regardless of the results on the **COVID-19 Testing Results Portal**: www.covidtestingportal.scot

If you receive a positive test, you must immediately report the result to your organisation, either via your occupational health department, line manager or as per local guidelines.

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

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.

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

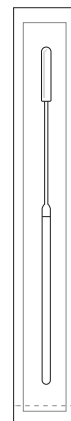
Ensure that the test device (called 'antigen test cartridge'), swab and extraction solution are not damaged, broken or out of date. Use the test kit checklist to make sure you have everything. Use a clean, one-inch deep lid or other small container (e.g. clean egg cup) to keep the extraction tube upright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



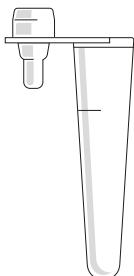
■ Nozzle cap



■ Extraction buffer bottle



■ Swab, inside sealed wrapper



■ Extraction tube



■ Rapid test strip

Make a note of the lot number and batch number on the Record of Testing sheet at the back of this instruction guide. You can find the lot number on the outer foil package of the device and the batch number is found on the device underneath the QR code. You will require to enter this information on the **COVID-19 Testing Results Portal**: www.covidtestingportal.scot

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 the NHS health board that provided you with the kit. Any problems or concerns with this device can also be reported to MHRA <https://coronavirus-yellowcard.mhra.gov.uk/about>

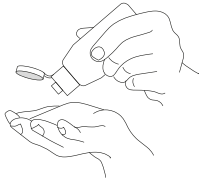
Prepare your test

1



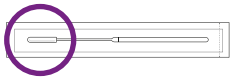
Gently blow your nose into a tissue to get rid of excess mucus.

2



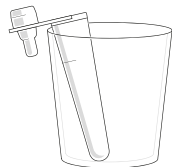
Wash and dry your hands again (or use alcohol-based hand rub (ABHR) if this is available).

3



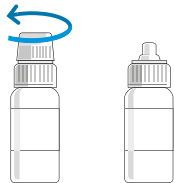
Check the swab in the sealed wrapper in front of you. Identify the soft, fabric tip of the swab.

4



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

5



Unscrew the extraction buffer bottle.

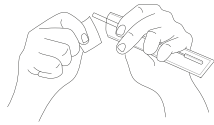
6



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

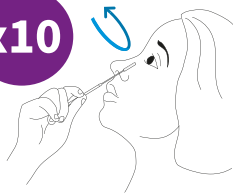
7



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

8

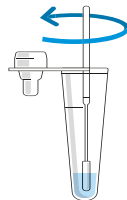
x10



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.

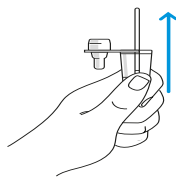
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10
secs



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.

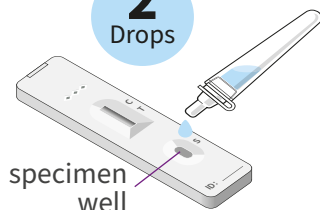
11



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

12

2
Drops



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

How to record your results

You must record your results on the **COVID-19 Testing Results Portal** www.covidtestingportal.scot. It does not matter what the result is, it must be recorded on the portal.

If your test result is positive

You must immediately report your positive test results to your organisation – either via your occupational health department, line manager or as per local guidelines. Your employing health board will provide you with information on where you need to go to have a confirmatory PCR test.

Until the results of this test are known, you and your household should 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.

If your test result is negative: Record the information on the portal and 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 and on the COVID-19 Testing Results Portal.

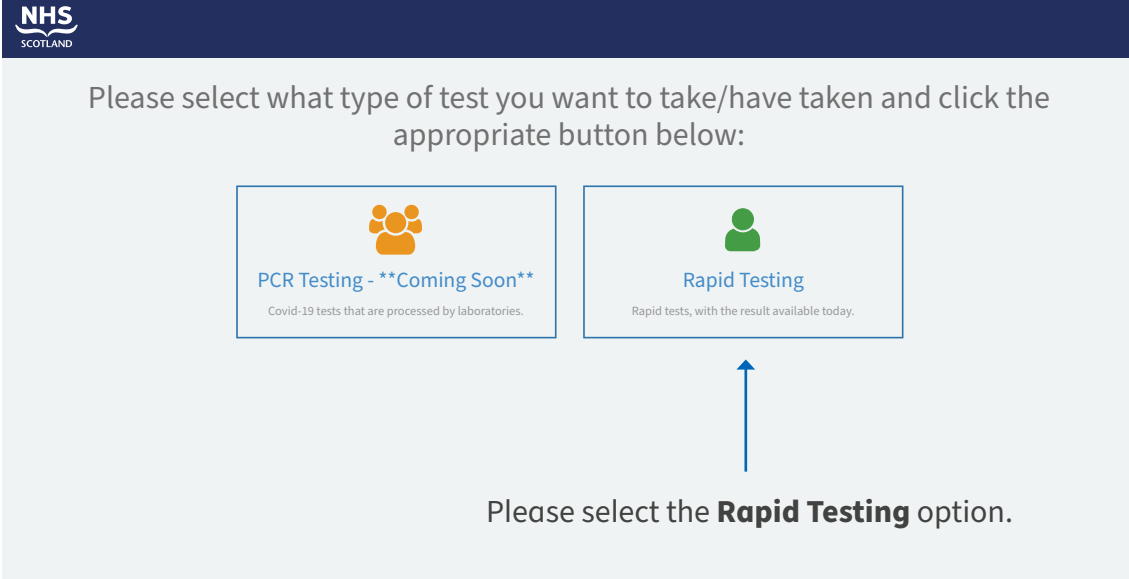
Repeat the test with a new test kit.

Accessing the COVID-19 Testing Results Portal

You can access the testing results portal using a smartphone, tablet device, laptop or computer.

You will need to enter www.covidtestingportal.scot into the address bar of your web browser and you will be taken to the homepage.

You will be asked to confirm that you are not a robot and on completion this will lead to the screen below.



The screenshot shows the NHS Scotland logo at the top left. Below it, a dark blue header bar contains the text "Please select what type of test you want to take/have taken and click the appropriate button below:". Below this header, there are two rectangular buttons. The left button has an orange icon of three people and the text "PCR Testing - **Coming Soon**" with a subtext "Covid-19 tests that are processed by laboratories." The right button has a green icon of a single person and the text "Rapid Testing" with a subtext "Rapid tests, with the result available today." A blue arrow points upwards from the text "Please select the **Rapid Testing** option." located below the buttons.

Screen 1

You will now be asked to complete your personal information so that your test results can be linked to you (see Screen 2 on the following page).

NHS
SCOTLAND

Covid-19 LFT Result

Individual Lateral Flow Test result

Please enter your Community Health Index (CHI) number if you know it

* Last name

* First name

* Date of birth

* Sex

-- None --

Submit

Required Information

Last name First name

Date of birth Sex Postcode

Please enter a contact email add...

Screen 2

You must include the Lot and Serial numbers for the testing device. If you have difficulty in reading the Serial number on the device you can use the QR reader on your mobile device, you will not be redirected to anywhere and nor will the information be stored, this is only to increase the size of the batch number for ease of reading.

It is important to note that you have to format the Lot and Batch numbers correctly or they will not be accepted. The Serial number is one letter followed by eight numbers. Lot number is one letter followed by seven numbers. **Letter in both Serial and Lot MUST be upper case (capital).**

Once all the required information has been completed press submit.

Please note: Several of the fields are mandatory and you will require to enter this information every time that you access the portal unless your browser retains your information.

If your LFD test result is **positive** you will see the below screen.

NHS
SCOTLAND

Thank you for submitting your lateral flow test (LFT) results.

Your result submitted was:

Positive

You have entered a positive lateral flow test result.

Please now book a follow-up PCR test and return to your address to self-isolate.

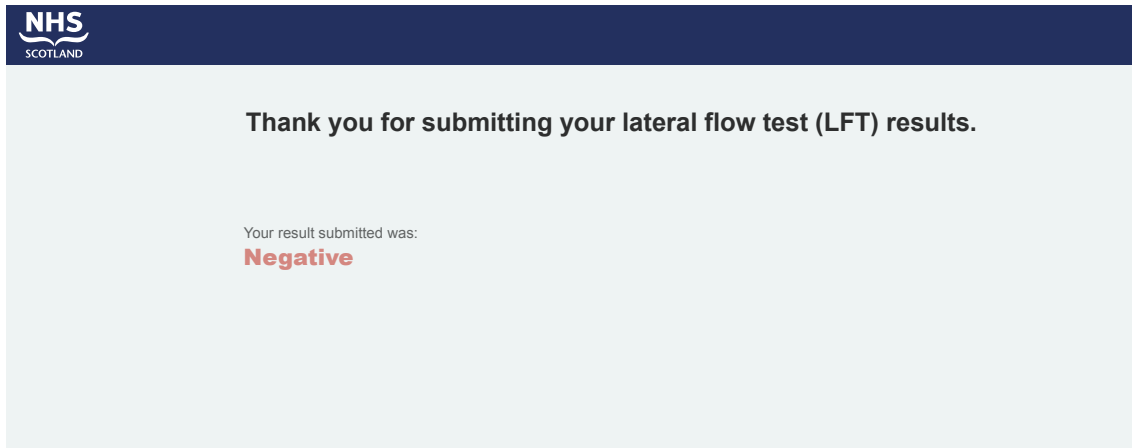
If your organisation has advice on booking PCR tests, please follow this. If not then please follow the below link to the UK Government Covid 19 test booking site:

<https://www.gov.uk/get-coronavirus-test>

Advice for self-isolation can be found at the below links:

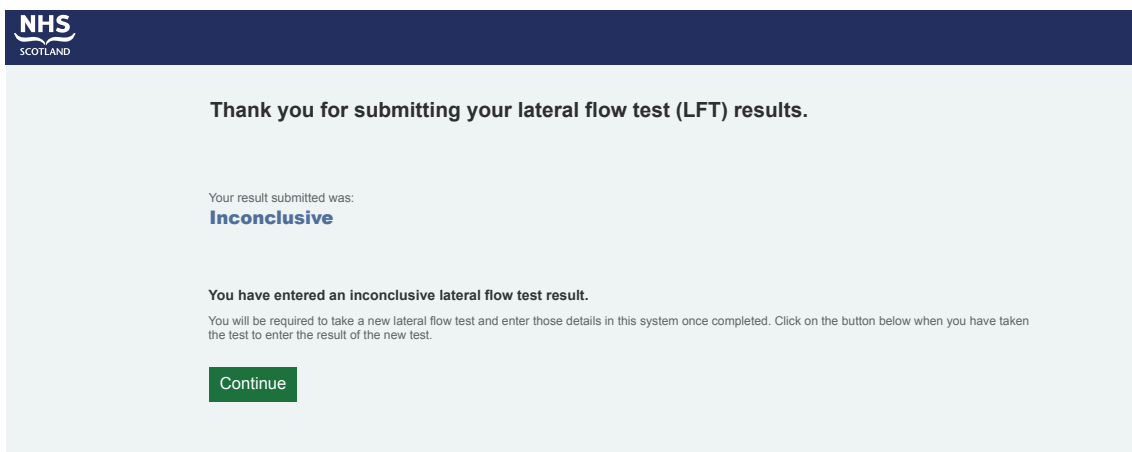
Screen 3

If your LFD test result is **negative** you will see the screen below.



Screen 4

And if your test result is **invalid** you will see the screen below.



Screen 5

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 using the LFD test kit contact the health board that provided you with the test kit.

If you can't perform the test you should contact your employing health board.

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

Record of testing sheet

It is important that you record your sex and ethnicity as this information helps us understand the risks.

Name: _____ **Job Role:** _____

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

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

Home address and postcode: _____

| Date of test/s performed | Time test performed | Lot number of test strip | Serial number of test device | 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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