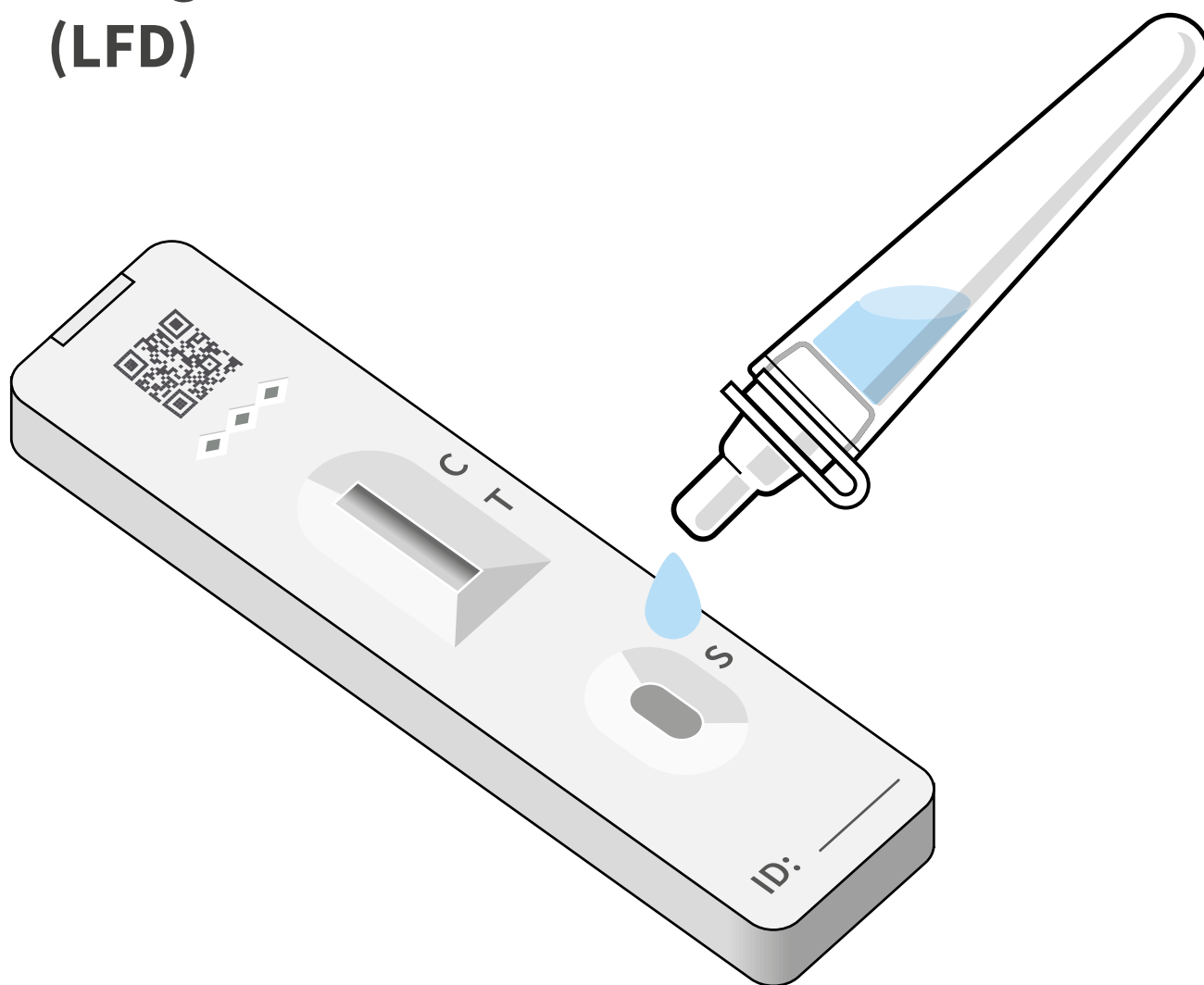


## A guide for care at home staff self-testing for Coronavirus using a Lateral Flow Device (LFD)



This guide will help you remain well at work and keep the people you  
care for safe.

## About this test kit

This test is part of the Scottish Government's response to the pandemic and its commitment to controlling infection and assisting you to self-test for COVID-19 to protect the people in your care.

When used alongside robust Infection Prevention and Control (IPC) measures such as Personal Protective Equipment (PPE), self-testing can support you to safely maintain a balance between infection control and the vital benefits of assisting people you care for.

Please follow the instructions in this booklet as this sets out how you conduct the test safely and have been agreed with clinical and subject-matter experts. If you still feel unsure about using this device after receiving training, please contact your employer.

## 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.

- Prepare the test area and unpack your equipment onto a clean and dry surface.
- Take your swab sample (a throat then nasal swab).
- 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.**

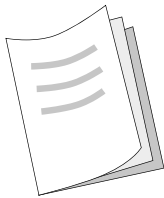
You must record the result of your test regardless of the results on the **COVID-19 Testing Results Portal: [www.covidtestingportal.scot](https://www.covidtestingportal.scot)**

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

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 Care at Home 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.

## 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 perform the test by watching this video: [Lateral Flow Device Testing](#)



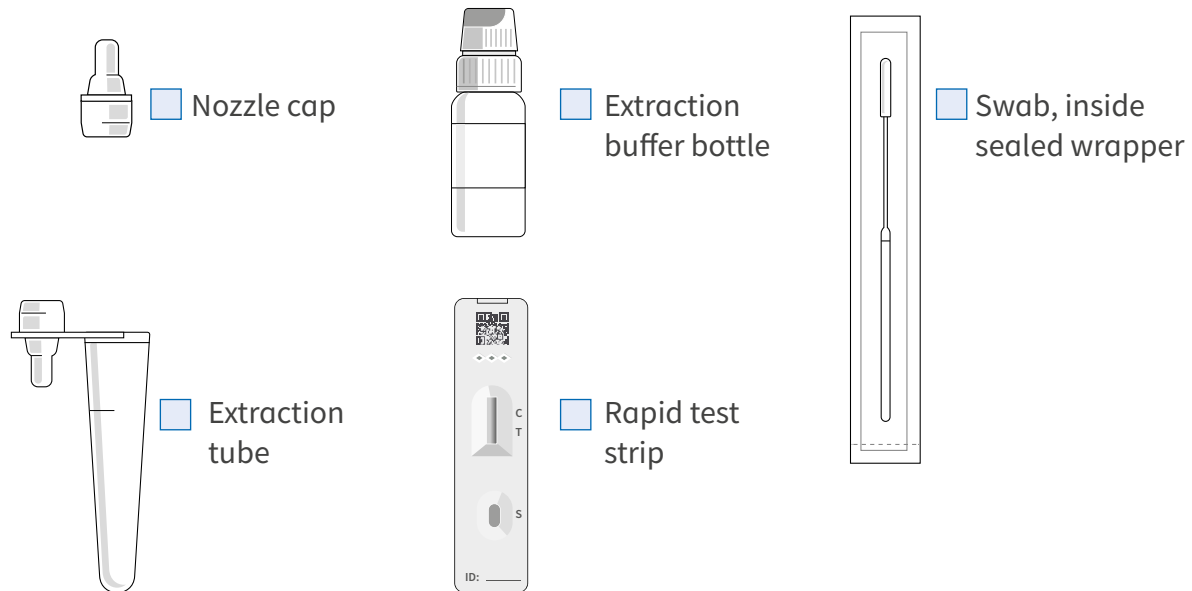
**Wash your hands thoroughly for 20 seconds, using liquid soap and warm water.** This is so that you do not contaminate the test kit. Now dry your hands thoroughly.



**Clean and dry a flat surface, where the test will be taken.** 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, extraction tube rack or clean small container e.g. an egg cup to keep the extraction tube upright and prevent spillage.



Make a note of the lot number (on foil pouch) and device number (below QR code on device), these will be needed to record the result after the test on the **COVID-19 Testing Results Portal: [www.covidtestingportal.scot](https://www.covidtestingportal.scot)**

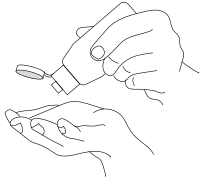
## Prepare your test

1



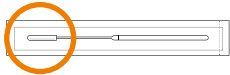
**Gently blow your nose into a tissue to get rid of excess mucus.**

2



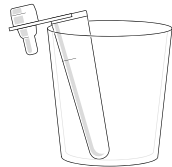
**Wash and dry your hands (or use alcohol-based hand rub (ABHR) if this is available).**

3



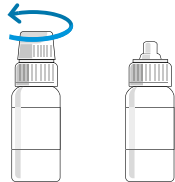
**Check the swab in the sealed wrapper in front of you. Identify the soft, fabric tip of the swab.**

4



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

5



**Unscrew the extraction buffer bottle.**

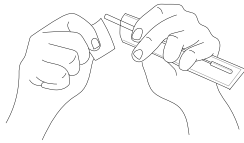
6



**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.**

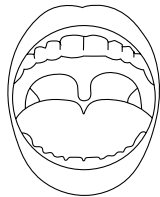
## Take your swab sample

7



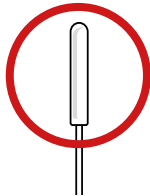
Open the package and gently take out the swab. Do not touch the fabric end of the swab.

8



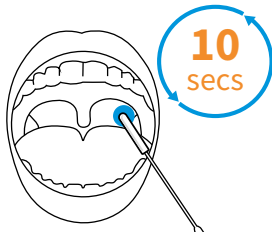
If you have a mirror available look in the mirror, open your mouth widely to expose and view the tonsils, if you have them, and back of the throat.

9



Remove the swab from the sterile packaging without touching the fabric tip to avoid contamination.

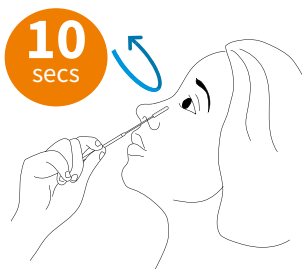
10



Holding the swab in your hand open your mouth wide and rub the fabric tip of the swab against both tonsils (or where they would have been) for at least 10 seconds.

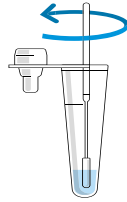
Note: It is important not to touch the tongue, teeth, or gums with the swab during sampling as this can contaminate the swab.

11



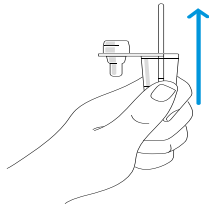
Tilt your head back slightly and gently insert the tip of the swab into one nostril about 2.5cm or one inch until gentle resistance is felt and rotate the swab for 10 seconds, then remove the swab from the nose carefully **without touching the external nasal skin or face.**

12

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.

13



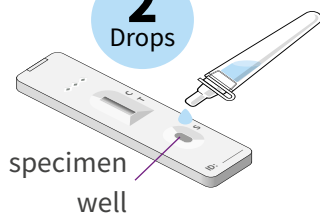
Take out the swab while squeezing the tube and fabric end of the swab. Place the swab back into the wrapper and dispose of it into a domestic rubbish bag.

14



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

15

2  
Drops

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

16

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 the 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.



C

T

### Positive result

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



C

T

### Negative result

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



C

T

### Invalid result

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

## Reporting your results

### If the test result is positive

You must immediately report your result to your organisation and you and your household should self-isolate. You should arrange to take a confirmatory PCR test following Scottish Government guidelines.

**If the test result is negative:** Results should be recorded using the NHS Scotland Covid Testing and Registration System [COVID Testing Portal](#). Your visit can proceed if other IPC measures are adhered to.

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.

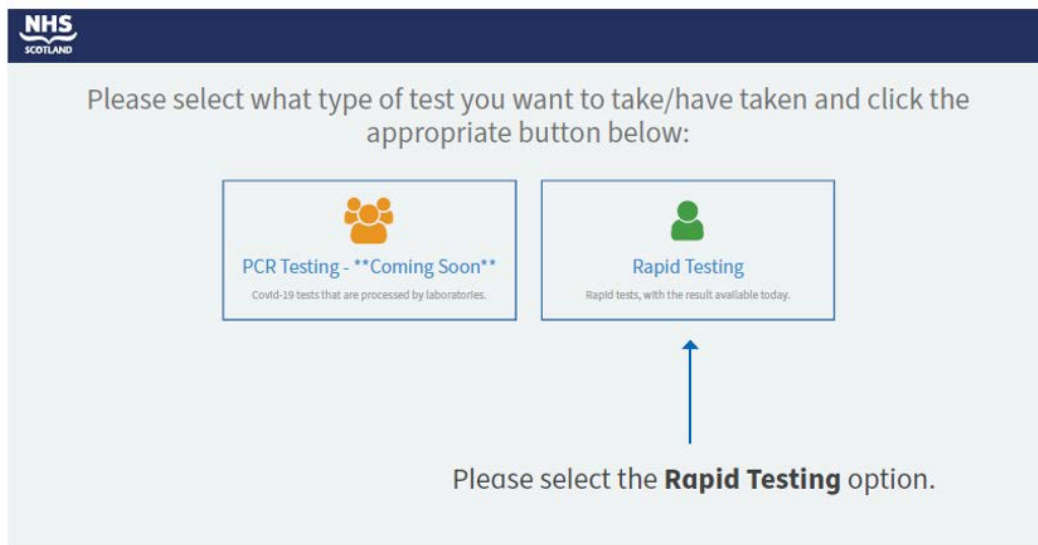
**If the test result is invalid:** Repeat the test with a new test kit.

# Accessing the COVID-19 Testing Results Portal

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

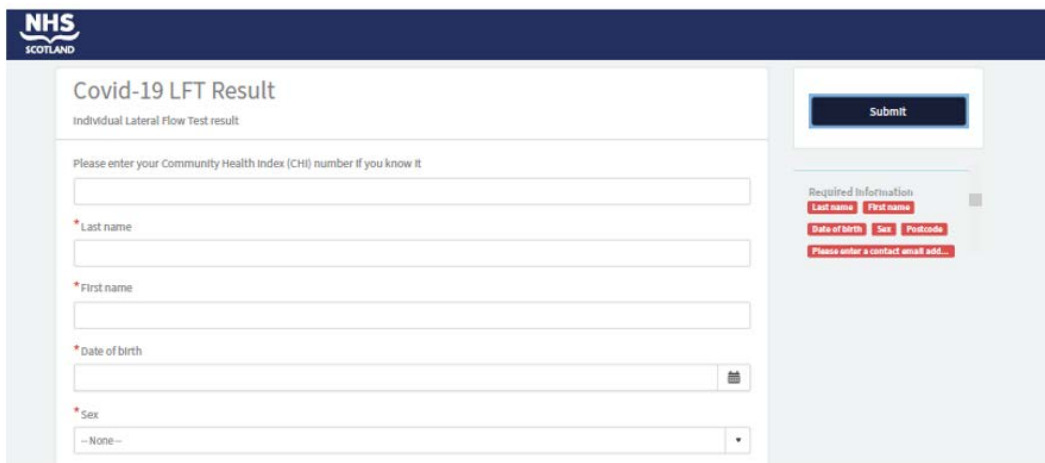
You will need to enter [www.covidtestingportal.scot](http://www.covidtestingportal.scot) into the address bar of your web browser and you will be taken to the homepage.

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 white boxes with blue borders. The left box is titled "PCR Testing - \*\*Coming Soon\*\*" and contains the text "Covid-19 tests that are processed by laboratories." The right box is titled "Rapid Testing" and contains the text "Rapid tests, with the result available today." Below the "Rapid Testing" box, there is a blue arrow pointing upwards towards the box. Below the arrow, the text "Please select the **Rapid Testing** option." is displayed.

You will now be asked to complete your personal information so that your test results can be linked to you.



The screenshot shows the NHS Scotland logo at the top left. Below it, a dark blue header bar contains the text "Covid-19 LFT Result" and "Individual Lateral Flow Test result". Below this header, there is a form with several input fields. The first field is labeled "Please enter your Community Health Index (CHI) number if you know it". Below this field, there are four fields labeled "\* Last name", "\* First name", "\* Date of birth", and "\* Sex". The "Date of birth" field has a calendar icon. The "Sex" field has a dropdown menu with the option "None--". To the right of the form, there is a "Submit" button. Below the "Submit" button, there is a section titled "Required information" with a list of fields: "Last name", "First name", "Date of birth", "Sex", and "Postcode". Below this list, there is a red box with the text "Please enter a contact email add...".

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.

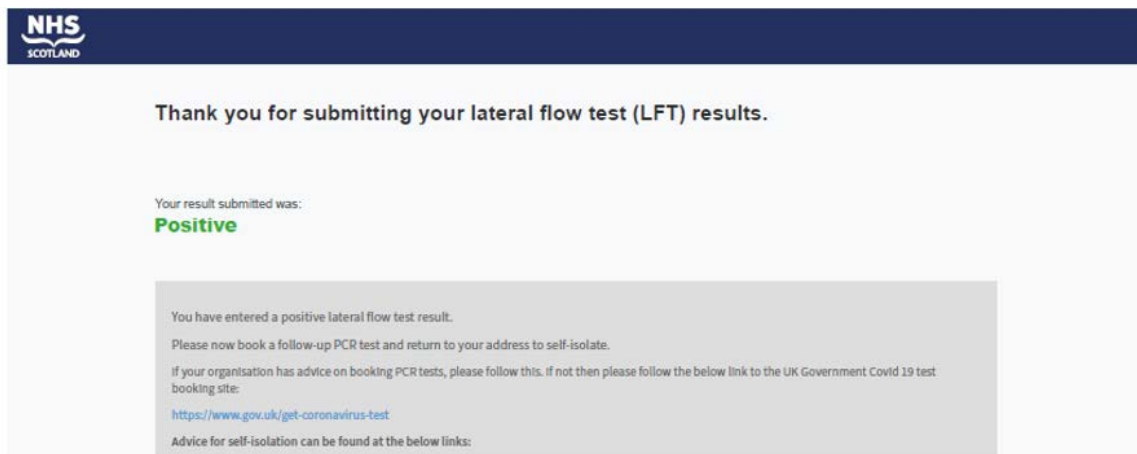
It is important to note that you have to format the Lot and Batch numbers correctly or they will not be accepted. The Serial number is one letter followed by eight numbers. The Lot number is one letter followed by seven numbers. **Letter in both Serial and Lot MUST be upper case (capital).**

**Note:** Some of the batches of the Lateral Flow Device test kits which have been supplied have a slightly different format. If the Serial number (found under the QR code on the testing device) has the format of three letters followed by eight numbers you should enter the **first letter (in capital letter) only followed by the eight numbers.**

Once all the required information has been completed press submit.

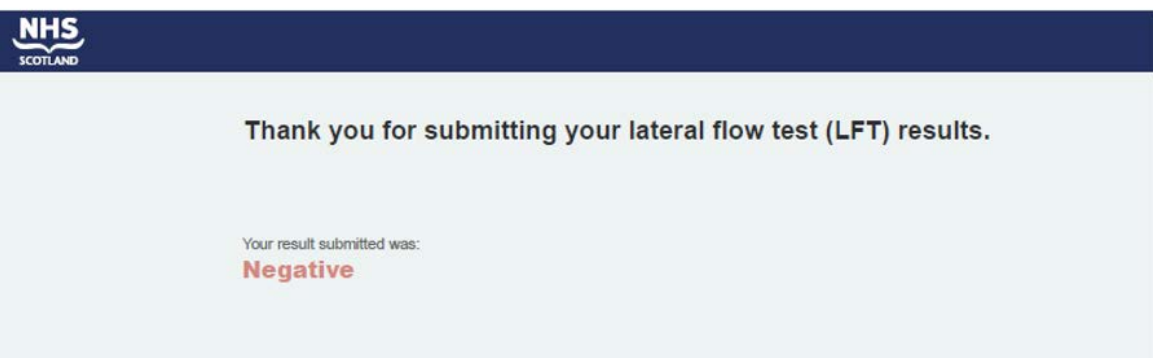
**Please note:** Several of the fields are mandatory and you will require to enter this information every time that you access the portal unless your browser retains your information.

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



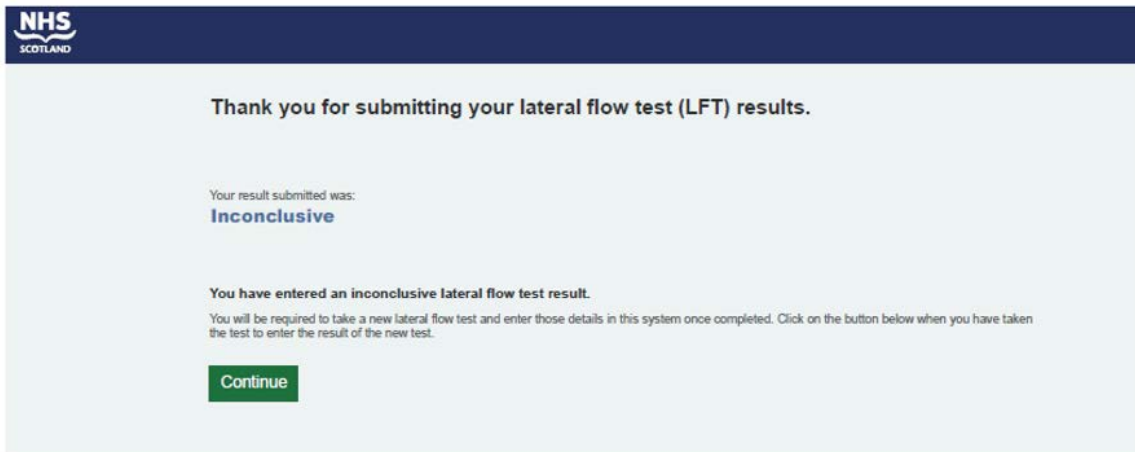
The screenshot shows the NHS Scotland website header. Below the header, the text reads: "Thank you for submitting your lateral flow test (LFT) results." Underneath, it says "Your result submitted was:" followed by the word "Positive" in green. A grey box contains the following text: "You have entered 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:"

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



The screenshot shows the NHS Scotland website header. Below the header, the text reads: "Thank you for submitting your lateral flow test (LFT) results." Underneath, it says "Your result submitted was:" followed by the word "Negative" in red.

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



The screenshot shows the NHS Scotland logo at the top left. The main heading is "Thank you for submitting your lateral flow test (LFT) results." Below this, it states "Your result submitted was: **Inconclusive**". A message follows: "You have entered an inconclusive lateral flow test result." and "You will be required to take a new lateral flow test and enter those details in this system once completed. Click on the button below when you have taken the test to enter the result of the new test." At the bottom is a green "Continue" button.

## Disposing of the test

### **If you are carrying out the test in your own home:**

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

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

### **If you are carrying out the test in a service based building:**

Carefully dispose of the test device and equipment and then wash your hands using warm water and soap. Do not dispose of it in clinical waste (yellow or orange). Please see separate detailed guidance regarding disposing of the used tests and other waste and consult your local waste operator for removal arrangements.

Regardless of whether the test is negative or positive, it must not be disposed of in clinical waste (i.e. in an orange bag) due to the presence of test chemicals.

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 your employer.

Problems with this device can be reported to NHS National Services Scotland (NSS) [NSS.feedback@nhs.scot](mailto:NSS.feedback@nhs.scot) or directly to MHRA: <https://coronavirus-yellowcard.mhra.gov.uk/>

## Further information

More information and training resource can be found here:

[COVID-19 diagnostic swabbing for health and social care staff | Turas | Learn \(nhs.scot\)](#)