



Your step-by-step guide for COVID-19 self-testing

Lateral Flow Test Kits

This guide explains how to test yourself using LFD and self-report results to the NHS.

It is specifically for Care Home staff and Care Home managers who are self-testing at home.

Get more help at www.gov.uk/covid19-self-test-help including demonstration videos and instructions in alternative languages.

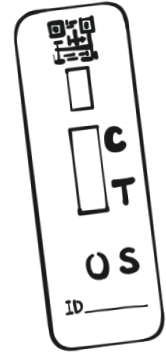
Read this whole guide carefully before you start the test.

About this test

Many people with COVID-19 have mild, or even no symptoms, but can still spread the virus. With regular self-testing we can slow the spread and help protect the most vulnerable in our families and communities.

This 'COVID-19 self-test kit' is a swab test (nose and throat) to check if you have coronavirus (COVID-19).

You can use this self-test kit if you are asymptomatic (you do not have symptoms).



What your results mean

If you test positive you should comply with current national and local guidance for reporting and self-isolation. If you test positive you should notify your Care Home manager of your positive result immediately. You will also need to complete a confirmatory PCR test after receiving a positive LFD test result. Positive results indicate the presence of viral antigens. Antigens are specific proteins found on the surface of the virus. Positive results for COVID-19 do not rule out other bacterial or viral infections.

Negative results do not rule out COVID-19 infection, particularly in the early stages of infection when viral loads are lower. It is important to consider any possible recent exposure to potentially infected individuals plus the presence of any symptoms consistent with COVID-19. Anyone with a negative test but with symptoms of concern should seek medical advice.

Report your result to find out more about it and get the guidance you need to follow (see page 13)

Covid-19 Guidance

If you have COVID-19 symptoms or have contracted COVID-19, visit:

www.nhs.uk/conditions/coronavirus-COVID-19

If your symptoms get worse

If an adult or child has symptoms of COVID-19 and the condition gets worse, or does not get better after 7 days, visit NHS online at: www.111.nhs.uk or call 111.

In case of a medical emergency

If you have a medical emergency, or if a baby or child seems very unwell, or you think there is something seriously wrong, call 999.

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

Testing schedules for care home staff

Below is the regular testing cadence for care home staff. This self-test is an LFD test (shown in blue on cadence). In addition to the weekly PCR test, care home staff should self-test using this LFD test two times per week. In the case of a positive result found with either LFD or PCR, health protection professionals may advise that your care home staff undertake daily testing for a period of 10 days. Your care home will be able to provide more information in the case of a positive result.

In the case of a suspected or confirmed outbreak, your care home will work with your local HPT. Together they

The regular testing cadence

Key: **P** PCR test **L** LFD test

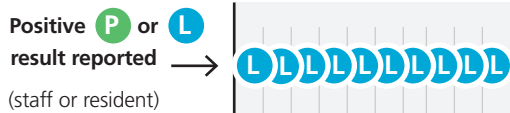


Where there is a positive case found with LFD or PCR

10 days of daily LFD testing for staff, in addition to regular testing

+

Confirmatory **P** PCR test if there are any additional positives from **L** LFD testing



Before you start testing

Before you complete your first LFD self-test at home, you must make sure you are ready to test:

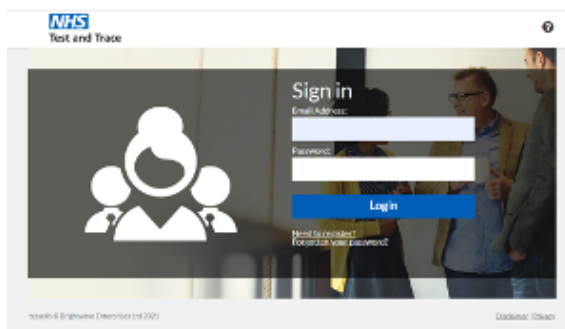
1 Complete your LFD Training

There is an NHS training portal which is available for all staff who will be carrying out LFD testing. This must be completed and the short competency assessment must be passed before you begin LFD self-testing within your care home

Some of the information and links in the training are more generalised for all users of LFD tests in different settings so please keep reading this step-by-step guide to follow the Care Home staff-specific guidance carefully.

If you have already completed the LFD Process Training module, you do not need to complete it again. Please make sure you have shared your results with your Care Home manager.

1 Visit the NHS training portal: <https://go.tessello.co.uk/TestDeviceTraining/>



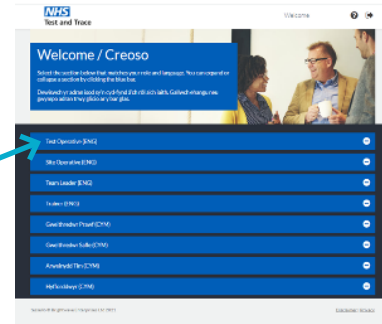
2 Set up an account or login

- A) If you already have an account, login.
- B) If you do not have an account, click on "Need to register?".

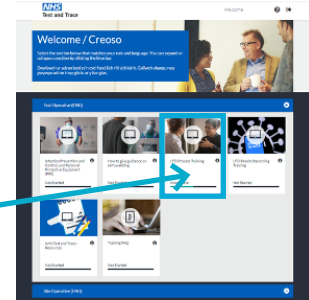
When prompted enter the token: **3wkcVi4UTX**.

Enter your email address to set up an account. If you do not have your own email address, ask your Care Home if they can provide you with an email address you can use.

3 Select **Test Operative** from the menu



4 Select **LFD Process Training**. You will need to complete both the training and the assessment.



5 Take a screenshot or picture of the completed assessment screen. Send this to your Care Home manager so that they can keep a record of who has completed the training



You do not need to complete any of the other LFD trainings on the portal at this time.

For Care Home Managers: You will need to set up a system to track LFD training completion. See Additional Guidance on page 23 for further information.

2 Make sure you have your LFD test kits

Your Care Home will provide you with a box of 25 LFD tests. These tests are for your own use only. When you have used most of the 25 LFD tests provided, ask your Care Home for more tests.

For Care Home Managers: You will need to set up a system to track which kits are distributed to which staff members. See Additional Guidance on page 23 for further information.

What you need to do

It's very important you read the instructions and follow the steps in the correct order. Each test will take about 15 minutes to set up and results will be ready after a further 30 minutes.

- 1 Prepare your test area and check your test kit contents Page 8
- 2 Set up your test Page 10
- 3 Take your swab sample Page 11
- 4 Process the swab sample Page 12
- 5 Read your result Page 13
- 6 Report your result Page 15
- 7 Safely dispose of your test kit Page 21

Store the test kit at room temperature or in a cool dry place (2°C to 30°C). Do not leave in direct sunlight and do not store in a fridge or freezer.

The kit should be used at room temperature (15°C to 30°C). If the kit has been stored in a cool area (less than 15°C), leave it at normal room temperature for 30 minutes before using.

Keep the test kit away from children.

General guidance and warnings

- Use a separate test kit for each test. All items in the test kit can only be used once. Do not re-use them. You will need to report your result each time you take a test.
- If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process.
- If you have a nose piercing swab the other nostril. If pierced on both sides remove the piercing on one side before swabbing.
- If you have had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours.
- Avoid eating or drinking for at least 30 minutes before doing the test to reduce the risk of spoiling the test.
- These kits are only designed for human use.
- Failure to follow the instructions in this booklet may affect the performance of the test and invalidate the test results.

1

Prepare your test area and check your test kit contents

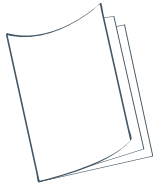


Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.



You'll need: a watch (or a clock), tissues, a mirror, a clean cup to prop up the extraction tube and either hand sanitiser or soap and warm water.

1



Read this instruction guide carefully.

See how to take the swab test by watching an online video at: www.gov.uk/covid19-self-test-help

2



Clear, clean and dry a flat surface immediately before starting the test.

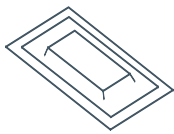
3



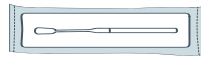
Wash your hands thoroughly for 20 seconds, using soap and warm water, or hand sanitiser. This is so that you do not contaminate the test kit. Now dry your hands.

4

Check the test kit contents. Make sure that nothing is damaged or broken.



Test strip
in sealed
packaging



Swab inside
sealed
wrapper



Extraction
buffer bottle



Extraction
tube



Do not use the LFD cartridge if the sealed packaging is damaged.

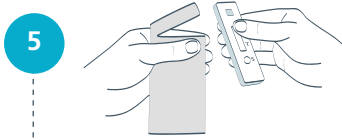
Something damaged, broken or missing? If you notice anything damaged, broken, missing or difficult to use in the kit, **do not use it**. You must also call the customer contact centre immediately to report the damaged, broken or missing contents. Lines open every day, 7am to 11pm.

- England, Wales, Northern Ireland: **119** (free from mobiles and landlines)
- Scotland: **0300 303 2713** (charged at your standard network rate)

If you've been harmed or had a reaction using this kit, report it on the Coronavirus Yellow Card Reporting Site: <https://coronavirus-yellowcard.mhra.gov.uk>

2

Set up your test



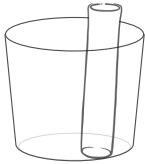
5

Take the test strip out of the sealed packaging and place it onto the cleaned flat surface. Once opened, start the test within 30 minutes.



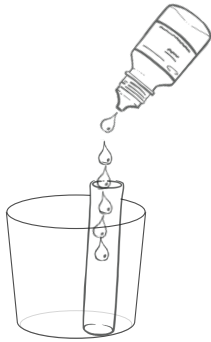
Safely throw away the packaging in your household waste.

6



Place the extraction tube into a small cup

7



Put 6 drops of the extraction solution into the tube (without touching the edge of the tube).

8

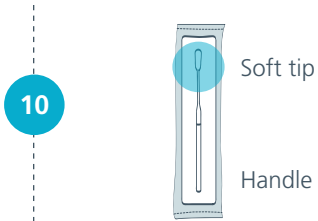


Gently blow your nose into a tissue and throw the tissue away in a closed bin.

9

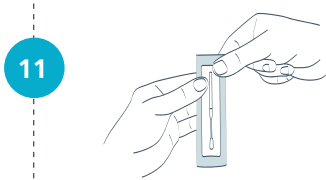


Wash your hands thoroughly again for 20 seconds using soap and warm water (or use sanitiser).




10

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




11

Peel open the swab packaging only when you are ready to use and gently take out the swab. You'll use this for both throat and nose.

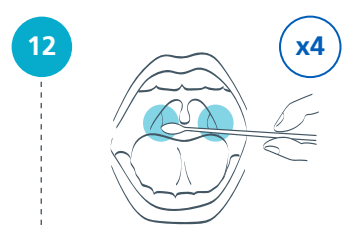
 **Never touch the soft, fabric tip of the swab with your hands.**

3 Take your swab sample

 **Do not touch the tongue, teeth, cheeks, gums, or any other surfaces with the fabric tip of the swab. If it touches anything else, it may spoil your sample.**

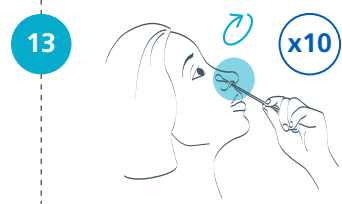
Never touch the fabric strip with your hands.

Swabbing may feel uncomfortable, do not insert swab any deeper if there is strong resistance or pain.



12

Holding the swab between your fingers, open your mouth wide and rub the fabric tip of the swab over both tonsils (or where they would have been). Do this with firm contact 4 times on each side (use a torch or a mirror to help you do this). Carefully remove the swab from the back of your throat.



13

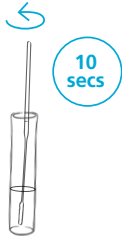
Put the same swab gently into 1 nostril until you feel a slight resistance (about 2.5cm up your nose).

Roll the swab firmly around the inside of the nostril, making 10 complete circles.

4

Process the swab sample

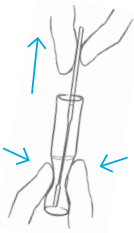
14



Pick up the extraction tube and place the fabric tip of the swab into the extraction tube so it is in the liquid.

Press the tip against the edge of the extraction tube with force, while rotating it around the extraction tube for 15 seconds. This is to transfer your sample into the liquid.

15



Pinch the extraction tube against the swab as you remove it. Make sure you remove all liquid from the soft tip of the swab.

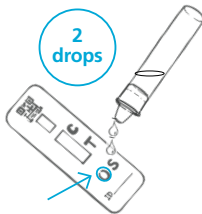
Place the swab in the plastic waste bag provided.

16



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

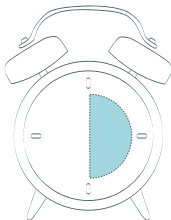
17



Gently squeeze the extraction tube to place 2 drops of the liquid onto the specimen well (S) on the test strip. Make sure that you are dropping liquid and not an air bubble.

Put the extraction tube in the plastic waste bag along with the swab.

18



Check the time and set a timer if you have one. Wait exactly 30 minutes before you read your result.

Waiting the full 30-minute development time before you read your result is very important. A positive result can appear at any time after 20 minutes, however you must wait for the full 30 minutes to record a negative result as the test line (T) may take this long to appear. If a positive signal appears after 30 minutes, it should not be reported as positive.

Find out how to read and report your result on the next page.



Make sure you place the test strip on a flat and level surface. Do not move the strip during the test.

5

Read your result

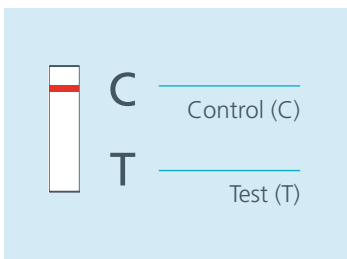
You will see the control line (C) begin to appear after about 4 minutes. You must wait 30 minutes before your result is ready.



Do not leave the test to develop for longer than 30 minutes as this will make the result void.



You must report all results to the NHS.

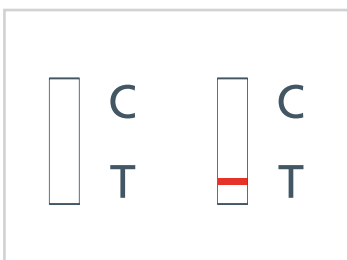


Negative result

One line next to C shows the test is negative. If you get a negative result, it is likely that you were not infectious at the time the test was taken. A negative test result, however, is not a guarantee that you do not have coronavirus.

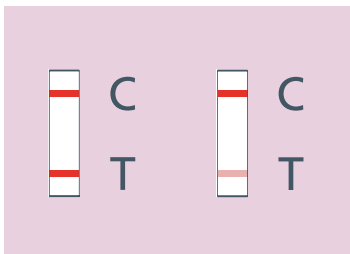
If you test negative, you must continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required.

If you test negative, you must continue to wear appropriate PPE, including a face mask, gloves and apron, and continue to follow IPC measures in line with your care home's policy and in line with national policy. IPC measures remain important because the test is not 100% sensitive.



Void result

No lines or one line next to T means the test is void. If you receive a void result, you should retake the test with a new LFD test kit.



Positive result

Two lines, one next to C and one next to T, even faint lines, shows the test is positive. If you get a positive result, it means you are currently infected with coronavirus and risk infecting others. You must report this test result to the NHS, please see **page 12** for guidance on how to do this. When you report your result, you will be provided with further information on the next steps to take.

Please note, your results will be identified as an LFD (Lateral Flow Device) result on the test message you will receive.

You must also report this test result immediately to your care home.



If your test result is positive, you and your household must self-isolate following Government guidelines. You must not proceed with work.

In the case of a positive LFD result, you will need to complete a PCR test to confirm the positive result. You must self-isolate while awaiting the results of this confirmatory PCR test. Your Care Home may have provided you with a PCR test to use in case of a positive result. Alternatively, you can order a PCR test via <https://www.gov.uk/get-coronavirus-test>

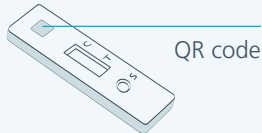
Report your results to get the guidance you need to follow (see page 15).

6

Process and record results

You must report your results to the NHS.

Report your result so the NHS can monitor the spread of the virus, support communities across the UK, combat the virus and save lives. You can also find out more about the result and what you need to do.



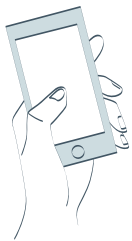
QR code

You need the QR code, or the ID number under it, on the test strip to report your result.



Report online (fastest)

Visit: www.gov.uk/report-covid19-result



Or report by telephone

Lines are open every day, 7am to 11pm.

England, Wales and Northern Ireland: **119**
(free from mobiles and landlines)

Scotland: **0300 303 2713**
(charged at your standard network rate)

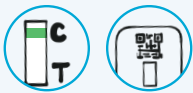
For Care Home Managers: You will need to set up a system for staff to share their results with you on a regular basis. See Additional Guidance on page 23 for further information.

Using the online form

The online form links your LFD ID number and test result to you. The form will ask for your personal details, ID number of the LFD, and whether the result was positive, negative or void.

When using the online form, you have the option to create a user account. When you create a user account, you link your email address to your personal details. After you register your first LFD test using your user account, your personal details will be saved, and you will not have to re-enter them when you register in future. Creating an account should take about 2 minutes and will save about 5 minutes each time you register a test in the future.

Whether you create a user account or not, notifications of your result will be sent to you via SMS or e-mail. Your Care Home manager may ask to see your SMS or e-mail results as part of their Care Home tracking system.



Complete registration as soon as the test result is determined. You need the ID number on the test strip to register the result.

1



Navigate to the online form

Navigate to <https://www.gov.uk/report-covid19-result>

Tap Start Now to enter into the form.

2

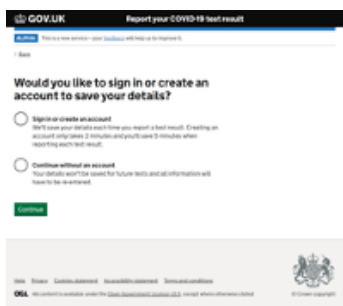


Enter who you are reporting for

Select “myself” then select continue.

You will only be given the option to create an account if you’re reporting a result for yourself

3



Select whether you would like to sign in or create an account or continue without an account

You can create an account using your email address and mobile phone number. Once you have an account, it will remember your personal details and save time when it comes to each test result.

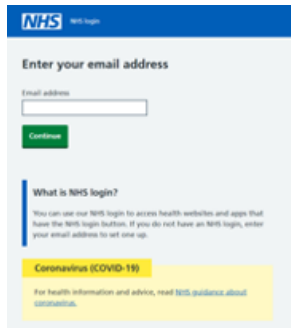
If you want to create an account, continue to step 4.

If you want to continue without an account, continue to step 11.

Create your NHS account:

Please note: you will only need to follow this process once to create a user account. For future registrations, you can enter the email you used to create your user account to login and save time.

4



The screenshot shows the NHS login page with the heading "Enter your email address". There is a text input field for the email address and a green "Continue" button below it. Below the input field, there is a section titled "What is NHS login?" with explanatory text. At the bottom, there is a yellow banner for "Coronavirus (COVID-19)" with a link to "For health information and advice, read NHS guidance about coronavirus."

Enter your email

Enter your email address.

This email will be used to set up your account, and your personal details will be linked to this email address.

This email must be your own individual email, and you will need to be able to access the email listed to confirm your user account set up. This email can be your own work email or a personal email address. It cannot be your care home manager's email or a shared general care home email.

If you do not have your own email address, you cannot create an account at this time.

5



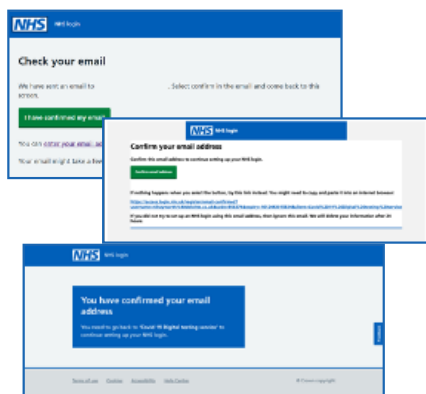
The screenshot shows the NHS login page with the heading "Create a password". It includes instructions on how to create a password, a list of requirements (at least 8 characters, 1 or more capital letters), and two password input fields. There is a "Continue" button at the bottom.

Create a password

Create a password for your account. It must have at least 8 characters and have 1 or more capital letters.

Enter your password again to confirm your password then select continue.

6



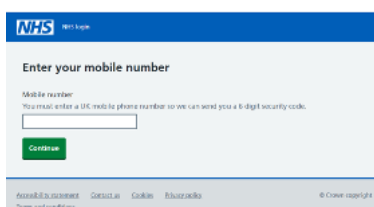
This block contains three overlapping screenshots. The top one is titled "Check your email" and says "We have sent an email to [email address]... Select confirm in the email and come back to this screen." Below it is a screenshot of an email titled "Confirm your email address" with a "Confirm" button. The bottom screenshot is titled "You have confirmed your email address" and says "You should be taken to 'Check if I might be using a mobile phone' to continue setting up your NHS login."

Check your email

In a new browser window, navigate to your email inbox. Open the email from noreply@login.nhs.uk and select confirm email address.

Return to the NHS login screen. Select "I have confirmed my email".

7



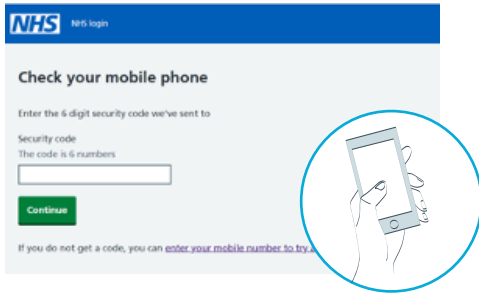
The screenshot shows the NHS login page with the heading "Enter your mobile number". It asks for a mobile number and notes that it's used for a 6-digit security code. There is a "Continue" button at the bottom.

Enter your mobile number

Enter your mobile number then select continue.

A security code will be sent to this number so you must be able to receive messages on the mobile number you enter.

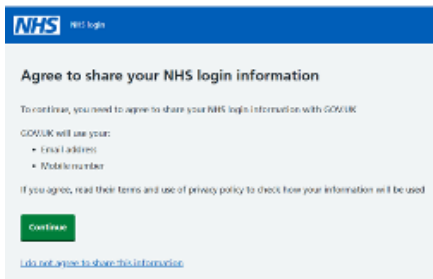
8



Check your mobile phone

Enter the 6 digit security code sent to your mobile phone then select continue.

9

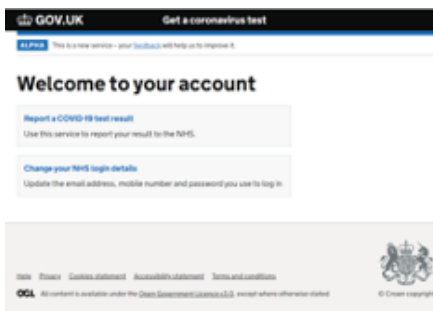


Agree to share your NHS login information

To create your account, you will need to agree to share your NHS login information (your email address and mobile number) with GOV.UK. To learn more about how your information is used, click on "privacy notice" and "terms and conditions."

To agree, select continue.

10



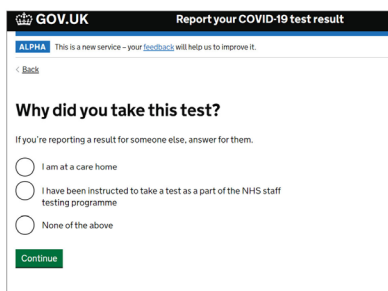
Using your account: Report a COVID-19 test result

You have now successfully created your individual account.

To enter a test result, select "Report a COVID-19 test result"

Main registration flow

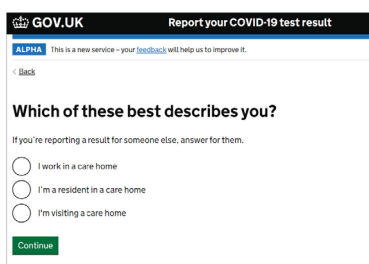
11



Enter why you took the test

Select "Testing for a care home" then select Continue.

12



Enter your role

Select "I work at a care home" then tap Continue.

13

Enter your UON

Enter your UON then select Continue. Your Care Home manager will be able to provide this number to you.

For Care Home Managers: You will need to share your UON with all staff members testing at home. See Additional Guidance on page 23 for further information.

14

Select your country location

Select the appropriate country for the care home.

15

Enter date of the test

Enter today's date (unless you are completing the form after the testing day).

16

Enter the test kit ID number

Enter and re-enter the test kit ID number. The ID number can be found via the QR code on the lateral flow device.

17

The screenshots show the following steps:

- Step 17:** "What's your name?" (First name, Last name), "What's your date of birth?" (Date of birth), "What's your gender?" (Female, Male).
- Step 18:** "What's the first line of your address and home postcode?" (First line of address, Postcode).

Enter your personal details*

You will need to enter your personal details including:

- Full name
- Date of birth
- Gender
- Ethnic group
- Home address

18

The screenshot shows step 18: "Do you have an email address?" (Yes, I have an email address, No, I don't have an email address) and "What's your mobile number?" (Mobile phone number, Confirm mobile phone number).

Enter your contact details*

Enter your following contact details:

- Email address (if you have one)
- Mobile number

If you do not have a mobile number, you can enter a relative's number. If you do not have a relative's number to add, you should contact 119 to complete the form.

***If you have created an account, this information will be saved for future use and you will not need to enter these details for future registrations.**

19

The screenshot shows step 19: "Do you know your NHS number?" (Yes, I know my NHS number, No, I do not know my NHS number).

Enter NHS number (if available)*

The form will ask if you know your NHS number. If applicable, select "Yes, I know my NHS Number" and enter it.

Otherwise, select "No, I do not know my NHS Number" and tap Continue.

20

The screenshot shows step 20: "What's the result?" (Positive, Negative, Invalid).

Enter test results

Select the result of the test, and tap "Continue."

21

Check answers and report result

Why test taken [Change](#)

Which describes you? [Change](#)

Care home's number: ABC12345 [Change](#)

Country: England

Test date: 20 October 2020

Test kit ID number: 12345678

Name: John Doe

Date of birth: 11112222

Gender: Female

Ethnic group: Mixed or multiple ethnic:

Ethnic background: Prefer not to say

Address: 123 ABC Road, WXYZ 1TH

Email: I do not have an email address

Mobile: 123456789

Result: Negative

[Report result](#)

You reported a negative coronavirus test result

It's likely you were not infectious when the test was done

What you need to know

You only need to self-isolate if:

- you get symptoms of coronavirus
- someone you live with tests positive, or has symptoms and has not been tested yet
- you've been traced as a contact of someone who tested positive

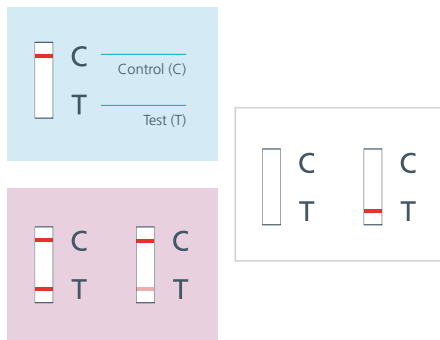
[Report another test result](#)

Review and submit result

Check the answers you have provided and change them if needed. Click "Report Result" when you confirm all your responses are correct. The results page will appear. You will receive your result by SMS or e-mail.

If you have created an account, you can still review and change any saved details on this screen.

22

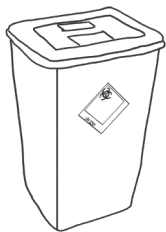


Share result with Care Home

Your Care Home will need to know the result of your test. They may ask to see your SMS or e-mail confirmation or they may use a different tracking system. Follow the instructions provided by your Care Home on how to share your result.

7

Safely dispose of your test kit



Once your test is complete, put all of the used test kit contents in your general household waste.

Advice for safe disposal of lateral flow test waste:

If the test is negative

- Drain any remaining reagent into sink or toilet.
- Place lateral flow test kit into the domestic waste bag (normally a "black" bag).
- Do not place the test into any recycling waste streams.

If the test is positive

- Drain any remaining reagent into sink or toilet.
- Place the lateral flow test kit into a secure bag and keep this in a safe place for 72hrs. After this time place in the domestic waste bag (normally a "black bag")
- Do not place the test into any recycling waste streams.

As you a COVID positive individual in self isolation from this point then you are required to ensure that waste that has been in direct contact with you is held for 72hrs before entering the domestic waste stream.

Additional guidance for Care Home Managers

Care Home Managers are responsible for making sure that all their Care Home staff are following the guidance in this step-by-step guide for self-testing.

Before you distribute any self-test LFD kits to staff

Read this guidance in its entirety. Make sure you understand what is expected of staff with regard to self-testing

Make sure you have set up systems to share your unique UON with staff, track kit distribution, staff training, and staff results

1 Share your unique UON with staff

Staff will need the UON of their Care Home in order to register their LFD tests.

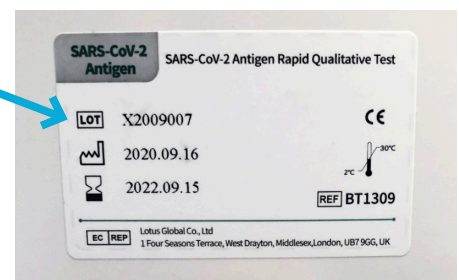
Make sure you share this information with staff so that they have it available to them. They will need to re-enter their UON each time they complete an LFD test.

2 Tracking Kit Distribution

You will need to ensure that each staff member receives (1) a box of 25 LFD kits and (2) a single confirmatory PCR test. This PCR test should be used if the staff member gets a positive result on an LFD test so that they can immediately complete a confirmatory test at home.

Note down the following info when handing out kits to your staff:

- Names of staff members who received kit
- Date and time of kit distribution to staff
- How many boxes of LFDs were given to each staff member
- Lot number of the LFD box(es) given to each staff member. The lot number is found on the side of each box of 25. It is 8 characters long: one letter followed by 7 numbers.
- How many confirmatory PCR test kits were given to each staff member
- Barcode of the PCR test given to each staff member



The boxes of 25 LFD kits should not be split up. Each staff should be given a complete box.

3 Tracking Staff Training

All care home staff will need to complete the required LFD training before starting LFD self-testing. Make sure you have requested competency assessment results from all staff and keep a record of who has completed the training.

Some staff may have already completed LFD training to support with visitor LFD testing. These staff do not need to complete the training again.

4 Tracking Staff Results

When staff complete LFD self-tests, Care Homes will NOT automatically receive a copy of staff results by email or text. Care Homes must request this information from their staff directly.

Make sure you have set up a system for staff to share their test results with you.

Once you have set up a system for results to be shared, make sure all staff are aware of the expectations for sharing their results before the first day of self-testing.

Any staff member who reports a positive LFD result should self-isolate immediately and complete a PCR test to confirm the positive result. Staff with a positive result should not come in to the Care Home. You should distribute a confirmatory PCR test to staff with their LFD boxes. If they do not have a PCR test available at home, they should request one at <https://www.gov.uk/get-coronavirus-test>



Customer contact centre

Lines are open 7am to 11pm every day.

England, Wales and Northern Ireland: call **119**
(free from mobiles and landlines)

Scotland: call **0300 303 2713**
(charged at your standard network rate)

Get help if you're worried about an urgent medical problem

Visit NHS 111 online www.111.nhs.uk or call **111** if:

- You, or someone you live with, gets worse over the next few days or your symptoms do not get better after 7 days.
- You're worried about a baby or child who is ill.

Call **999** in a medical emergency, if you think there's something seriously wrong.

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

Visit www.111.nhs.uk/service/COVID-19 to check if you have coronavirus symptoms and find out what to do next.

Thank you for supporting us.