

Care Home COVID-19 Testing Guidance

Non-Randox test kits (Northern Ireland)

This guidance is for all care homes without outbreaks and includes information about testing for coronavirus (COVID-19).

Before you do any testing

- Read this guidance in its entirety
- Make sure you have booked a courier collection by 7pm the day **before** you start testing. This can be arranged at www.carehomecollect.co.uk

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Introduction

Providing testing within all care homes will help you protect your residents and staff, and is an important part of the national effort to tackle coronavirus. Thank you for everything you are doing to help the country beat the virus at this hugely challenging time.

Order test kits via the online portal for care homes: gov.uk/coronavirus

Currently we are using Non-Randox kits in NI.

This guidance document is for Non-Randox test kits.

Prepare your care home for testing

This will help to ensure you are ready to test staff and residents on a regular basis. If residents develop symptoms test immediately, don't wait for the next retesting cycle.

- Familiarise yourself with the guidance and instructions and assist your team to prepare by watching the instructional video for [over 65s and dementia](#) and [specialist](#) care homes and completing [the online self-assessment tool](#).
- Discuss the testing approach with your residents and staff. Spend time preparing residents and explaining the procedure to them
- Make sure that you obtain consent.
- Review your personal protective equipment (PPE) supply and ensure you have the correct PPE to carry out testing.
- Ensure a proper workstation is available for preparing and packing the tests
- Look out for the delivery confirmation email letting you know when tests will be delivered
- Have a workflow to allow tests to be easily recorded, conducted and registered as swiftly as possible — it is recommended to have two staff members; one to conduct the test and the other to record the relevant information needed for registration
- Make sure you have booked a courier collection by 7pm the day **before** you start testing. This can be arranged at www.carehomecollect.co.uk

Testing process overview

	What to expect:	What to do :
Initial Order	<p>You will receive an email from care.home.portal.for.coronavirus.test.kits@notifications.service.gov.uk confirming your successful order of tests.</p>	<p>Start planning in advance so that you are ready to begin testing when the test kits are delivered to you:</p> <ul style="list-style-type: none"> • Read the instructions and watch the instruction video(s) • Prepare a workflow and allocated work stations for testing • Ensure you have enough of the appropriate PPE
<p>There will be a delay between placing your order and confirming your delivery as we prioritise care home orders. Use the time to prepare your care home for testing.</p>		
Delivery Confirmation	<p>You will receive a second email confirming the test kits are scheduled for delivery. Take this time to start preparing.</p>	<p>Make sure you:</p> <ul style="list-style-type: none"> • Communicate the testing plan to all staff and residents • You should obtain consent to conduct the test from the resident in line with your usual policies and procedures. (more on page 8 - obtaining consent) • Obtain agreement from staff to be tested, and schedule testing of staff taking into account shift patterns
Receive test kits	<p>You will receive your delivery of test kits via courier after 10am.</p> <p>Ensure that all test kits are stored safely at an ambient temperature. Do not refrigerate or leave in direct sunlight.</p>	<p>Start preparing for testing</p> <ul style="list-style-type: none"> • Re-familiarise yourself and staff with the test instructions to prepare, collect and package the sample for each person being tested • Prepare your test record templates and workstations for an easy testing and registration workflow • Spend time preparing residents and explaining the procedure to them
Before testing	<p>Book a courier collection at least a day before testing (by no later than 7pm)</p>	<p>You can book all your courier collections at once or you can book ad hoc courier collections as and when you plan to test.</p> <p>Make sure that you have a confirmed courier collection for the day that you are due to start testing.</p>
Testing days	<p>Testing days, on day(s) of your choice:</p> <p>Conduct your tests between 6am - 3pm. Stop testing at 3pm to allow time for packaging before courier collection.</p> <p>Courier collection will take place between 4pm and 10pm on each day you have a booked collection.</p>	<p>For EACH day of testing:</p> <ul style="list-style-type: none"> • Take time to prepare yourself, your space, your residents and staff • Follow the test instructions to prepare, collect and package the sample for each resident or staff member between 6am and 3pm • Note the barcode number and time of each test against the name of the person tested • Register the completed test online as close as possible to the time of the swab • Courier collects completed test samples between 4pm and 10pm
Results	<p>You will receive the test results by email within 72 hours of test kits arriving at the laboratory</p>	<ul style="list-style-type: none"> • Notify, as appropriate, the resident, GP and family of the test result • Take appropriate actions if the test result is positive or inconclusive

Who should be tested?

Testing should be done for the whole home.

Even where residents and staff are not symptomatic. Whole care home testing is about **prevention** rather than waiting until it is too late and having to deal with an outbreak.

Retesting

From 3 August 2020 all residents will be tested every 28 days and all staff will be tested every 14 days.

Residents **with or without** symptoms

Residents who have previously tested positive can be retested after six weeks or immediately if they develop an onset of new symptoms. Note this frequency will be kept under review in light of emerging evidence.

Residents who develop new symptoms should be **tested immediately** and should follow the existing self isolation guidance. Testing in this instance will happen via usual HSC Trust mechanisms.

As far as possible, residents should be offered the choice to either self-administer the test on themselves or to have the test administered by a suitable member of staff.

Staff **without** symptoms

All care home staff without symptoms can be tested.

Staff who previously tested positive can be retested after six weeks. Note this frequency will be kept under review in light of emerging evidence.

Staff **with** symptoms should **NOT** be tested in the care home

Staff with symptoms should instead be referred for testing at a regional / local test centre or in their own home. Please visit gov.uk/apply-coronavirus-test-essential-workers to arrange a test.

Staff members should register the tests themselves to receive the test results directly, or may give consent to the care home to register and receive their test results. This consent should be given in writing. As test results are personal information no staff member should be compelled to provide consent.

COVID-19 Symptoms

COVID-19 symptoms include a new continuous cough and/or high temperature (>37.8 °C) and/or loss of, or change to, sense of smell or taste.

However, symptoms may be more subtle in older people in care homes who may present with Influenza Like Illness (ILI), shortness of breath, new onset confusion, reduced alertness, reduced mobility, or diarrhoea and sometimes do not develop fever. This may be true for COVID-19, so such changes should alert staff to the possibility of new COVID-19 infection.

Please refer to the latest guidance online for up to date [guidance on symptoms](#).

If you have any questions please call

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Lines open from 7am - 11pm daily

For people who have hearing
or speech impairments, please call

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Booking your courier collection

Please read the below instructions that describe how to arrange a courier collection before you start testing

Please book your courier collection via www.carehomecollect.co.uk

Arranging your test kit courier collection:

- 1 Once you have planned for when to do testing book your courier collection at www.carehomecollect.co.uk
- 2 Make sure that you have your RQIA reference number and care home email address ready and follow the steps on screen to arrange your courier
Note: you have until 7pm to arrange a next day courier collection
- 3 Receive your courier collection confirmation email
- 4 Conduct testing between 6am and 3pm on the day your courier has been arranged (see page 8 for more information about testing)
- 5 Package your test kits up before 4pm using one of the empty boxes you will have received with your test kit delivery and add the UN3373 label to the box
- 6 The courier will collect completed kits from you between 4pm and 10pm on the day you have selected

Tests must be picked up on the same day they are taken

Why courier timing is important:

There is a 48 hour window to get a swab sample to the laboratory for processing. If this window is missed, there is a high chance that the individual may not get their results and a retest may be required at a later time.

You will be able to book multiple collections, but **please make sure that you only test on a day where you have a confirmed courier scheduled to collect your test kits that same day between 4pm and 10pm.**

If you have received test kits for testing in your care home from any other source (for example directly from Public Health England or your local Clinical Commissioning Group), please keep these tests separate and do not return these tests with the same courier.



Important

Please only test on a day that you have a confirmed courier collection arranged

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Sample instructions

If you are administering the tests for others

Follow these instructions found at the back of this guidance



Testing your staff and residents for coronavirus (COVID-19) for non-Randox test kits

Before you test:

- Make sure you have booked an end-of-day courier collection before you start testing. (See guidance)
- Read the online guidance, watch the instructional video and review the competency tool at gov.uk/guidance/coronavirus-covid-19-getting-tested#care-homes
- Make sure you have consent from the person you are testing.
- Where possible, we recommend two people support testing, one to test and the other to record the test details.

1 Wash your hands and put on the necessary Personal Protective Equipment (PPE)

Wash your hands thoroughly for 20 seconds, using soap and warm water. Make sure you wear your mask, visor, gloves, and apron when testing.

2 Clean surfaces

Clean and dry a surface to place the test kit on. Unpack everything from the kit onto the clean surface.

3 Find the tonsils (back of the throat)

Look inside the person's mouth and find their tonsils. This is the area where you will take the swab sample. You can use a torch to help.

If tonsils were removed, swab where they would have been at the back of the throat.

4 Ask the person to gently blow their nose and cough into a tissue.

This is so excess mucus does not interfere with the test. Throw the tissue away in a closed bin.

5 Open the swab inside sealed wrapper

Open the package and carefully take out the swab. You'll use it for both the throat and nose.

Important

The fabric tip of the swab must not touch anything apart from the tonsils, back of throat and nose. If it touches anything else, use a new swab.

6 Take the throat sample

Holding the swab in your hand, open the person's mouth wide and gently rub the swab over both tonsils and the back of the throat for 10 seconds (use a torch and/or mirror to help you do this).

Important

You will use the same swab for both the throat and nose. This may be uncomfortable, and they may feel like gagging, but it should not hurt. Take care not to touch their tongue, teeth, or gums, or any other surfaces with the swab. If it is too difficult to do a throat swab take a swab from both nostrils instead, but only as a last resort.

7 Take the nose sample

Put the same end of the same swab gently into the nostril by about 2.5cm (1 inch) or until you feel some resistance. Rotate the swab for 10-15 seconds and slowly remove it.

Important

This may feel uncomfortable. Do not insert the swab any deeper if there is strong resistance or pain.

If you are self-swabbing

Follow the instructions included at the end of this guidance document. **Please ignore the postal instructions, instead follow the courier collection guidance for care homes (see page 14)**



Coronavirus (COVID-19) Home Test

Thank you for taking the time to complete your coronavirus home testing kit and helping to keep yourself and others safe. Please read these instructions thoroughly and follow the steps carefully to help you get the most accurate result.

BEFORE YOU START, READ THROUGH THESE PAGES TO MAKE SURE YOU UNDERSTAND EACH STEP.

How to complete the home test

STEP 1 Book the free courier collection of your home test sample (complete as soon as possible)

STEP 2 Register your home test kit online (you will not receive your test results if you have not registered your kit)

STEP 3 Take a swab sample from your throat and nose

STEP 4 Give your completed home test kit to the courier

STEP 5 Receive your test results by text message or email

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Both documents are available at the back of this guidance.

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1 Prepare for testing

Learn how to conduct the test

To ensure that tests are carried out safely, you must ensure that suitably competent staff conduct the tests. Every person involved in conducting the test in your care home **MUST read the detailed instructions provided** and watch the instructional videos for **elderly** and **specialist** care homes before conducting the swab test. Residents who would prefer to self administer the test on themselves should watch this **self-swabbing instruction video**, as should staff. Staff are expected to self swab.

If a test isn't correctly undertaken it may lead to inaccurate test results.

It is recommended that staff complete the **COVID-19 Care Home Swabbing Online Individual Competency Assessment** to improve the success of the swab test. It is quick and easy to use and follows on from the above video. Individuals can register at www.genqa.org/carehomes and will be given a login for immediate use. Alternatively care home managers can create an organisational account and arrange this centrally. Please contact info@genqa.org to set this up.



Care home instruction video
<https://youtu.be/110jcv37WzI>



Self-swabbing instruction video
<https://youtu.be/zCqo7MhQT6U>



Competency Assessment
www.genqa.org/carehomes



Testing in a mental health or learning disabilities care setting
<https://youtu.be/oluTQCVKM1A>

PPE (Personal Protective Equipment)

We recommend that you share with your staff, and follow, the current guidance from Public Health England on **how to work safely in care homes** and this short video guide on **putting on and removing PPE**. You should not conduct any tests if you don't have the correct PPE.

PPE is not needed for people who are self swabbing.

Obtaining Consent

You should obtain consent to conduct the test from the resident, consulting family members and their GP as appropriate and in line with your usual policies and procedures. Some residents, for example some people with dementia, learning disabilities or mental health conditions, may lack the relevant mental capacity to make a decision about their own testing. If the person lacks the relevant mental capacity to consent to the test, and they are aged 16 or over, you should consider if the principles of the Mental Health Capacity Act 2016 allow you to make a 'best interests decision' to swab and receive results, on their behalf.

As far as possible, residents should be offered the choice to either self-administer the test on themselves or to have the test administered by a suitable member of staff. Likewise, the resident should be offered the choice to receive the results directly (rather than via the registered manager on their behalf), in which case you should follow the same process set out in this guidance but using the resident's contact details to register the test online.

Obtain written agreement for all staff to be tested and how the results will be shared. For example, directly with the staff member or to the care home directly via the care home manager.

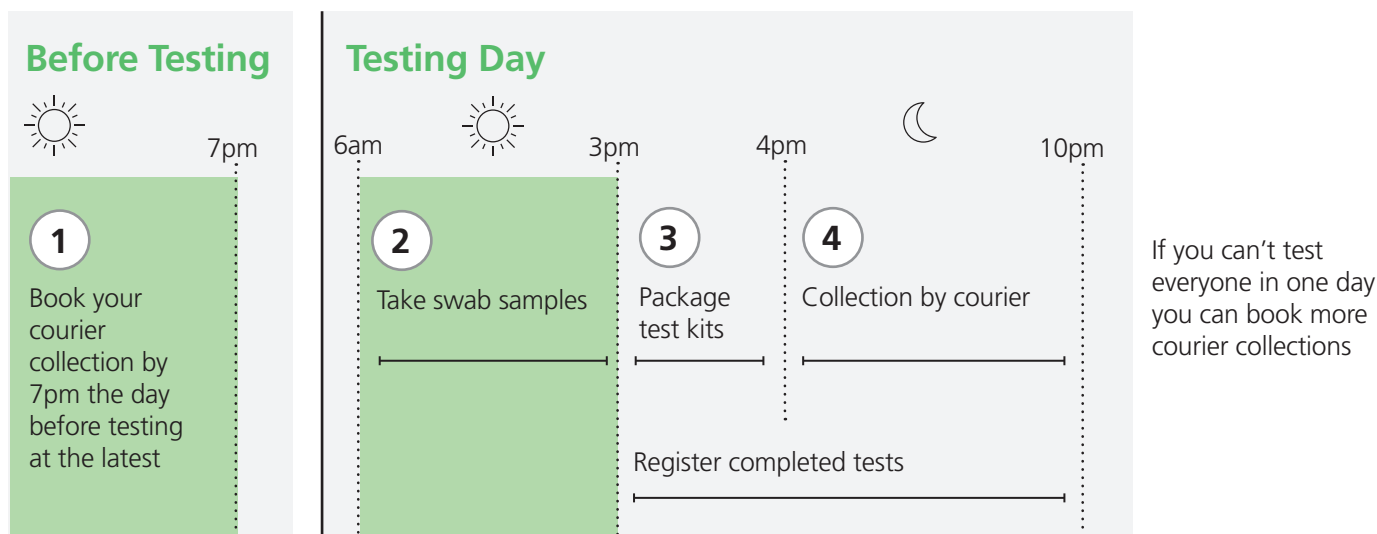
2

Conduct testing

Swabs should be taken between 6am and 3pm

for collection by courier between 4pm and 10pm the same day

This ensures that night shift staff can be tested at the end of their shift, and ensures tests are delivered to the laboratory within 48 hours of collecting each sample.



It is recommended you have two colleagues conduct the test

One recording the test, and the other swabbing the resident. This ensures that there is no cross contamination between the test materials and the materials you are using to record the information.

Have a clean workstation for test preparation.

Preparing your resident for testing

Take a moment to reassure the resident to help them feel more comfortable while you perform the test. Follow local guidance on obtaining consent for the test.

Check nasal passages for any recent nasal surgery or abnormalities, cuts or injuries that would make swabbing difficult. Have the resident gently blow their nose and cough into a tissue to dispose of any excess mucus, and dispose of the tissue immediately in a bin.

If you have any questions please call

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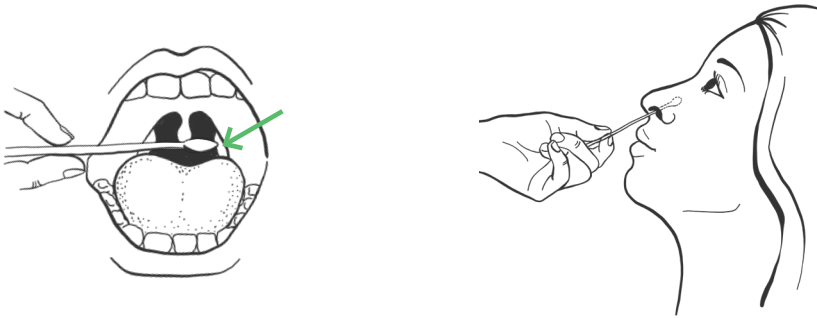
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2

Conduct testing

Combined nose and throat swabbing



Where possible a combined nose and throat swab should be taken.

However a person-centred approach should be used to assess which sample to take from each resident.

Taking a throat swab is more invasive than taking a nose swab and can be uncomfortable. To take a throat swab safely, the person being swabbed needs to be able to understand and comply with instructions, including having the ability to maintain their mouth wide open for the period of the swabbing. This can be difficult not only for people with advanced dementia, but also for those with limited strength due to severe frailty.

Where a combined nose and throat swab is not possible, a nose swab from both nostrils should be taken, if this is feasible. The swab does not need to be pushed far into the nostril. Extra care is needed when interpreting the results from a nasal swab compared to a full throat and nose swab. If the result is negative but the resident has persistent symptoms, a clinical assessment should be made to determine whether a repeat test is required. Isolation should continue until symptoms resolve.

Unused test kits and further testing

Any residual test kits not used should be retained by the care home for future tests if required.

Please do not return unused test kits with the courier even if they insist.

Store test kits in a safe place with an ambient temperature of between 5 and 22 degrees Celsius.

Book a courier collection for any tests via www.carehomecollect.co.uk. Make sure you book the courier first and then test on the same day as the courier collection. It is important to test on the same day as courier collection as once a test has been used it must be tested by the lab within 48 hours of swabbing or the test will become void.

3

Record and register your test

Record swab samples

When you conduct the swab test, you must register each completed test online (see separate instructions in this pack). This will record the URN or barcode of each swab against the name and details of the individual who has been tested. This will also enable you to receive the test results back by email within 72 hours of the test arriving at the laboratory. You should monitor your email account carefully.

Ensure that each swab sample is clearly recorded against the correct resident details.

Extra care should be taken when more than one swab is being collected in the home from residents and staff. You should follow these steps:

- If possible, complete each test in full on a patient by patient basis including swabbing, packaging and record keeping, before moving on to the next person.
- Please use [the suggested record keeping template](#) to capture the personal information of those being tested alongside the barcode or URN number of the test. To help with record keeping, you should prepare the personal information of those being tested ahead of testing. As you test individuals, update the record keeping template with the date, time and associated barcode of the test, and then use this to register the test online (see separate instructions in this pack).

	Name of resident	Date of birth	Gender	Symptoms (Yes/No)	Test kit URN or barcode	Date of swab test	Time of swab test	Time registered online	Time of courier collection	Test result	Date resident (or family) informed of test result	Date GP informed of test result
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

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4

Register completed tests online

It is crucial that you register each completed test online at www.test-for-coronavirus.service.gov.uk/care-home

Register test kits for your care home

Use this service to register coronavirus (COVID-19) test kits for care home residents and staff just before they take the swab test.

If a member of staff develops symptoms of coronavirus while in the care home, you can register a test for them using this service. They would take the test in the care home.

But if their symptoms started when they were outside the care home, they should continue to self-isolate (stay at home) and not come into the care home. They should [apply for a coronavirus test here](#).

To complete this form, you'll need

- the test kit you are registering
- the email address and mobile phone number to which the test results should be sent
- the resident's or staff member's personal details (name and date of birth)

[Register test kit >](#)

This registration process is essential, as without it, the laboratory will not be able to provide you with the test results. Note that you must complete this on the SAME DAY that you conduct the swab testing and as close as possible to the time that the swab is taken.

Once you have successfully registered each test you will receive a confirmation email or text message. You will receive the test results by email within 72 hours of the test arriving at the laboratory. You should monitor your email account carefully. Registered managers should not use a personal email or phone number to receive test results for any residents or staff.

When you receive the test result email, this may not include the name of the resident or staff member. You should therefore retain a careful record of each test URN/barcode and the name of the resident or staff member. Staff members should also retain a record of their own test URN/barcode.

What you will need to register your test online:

- CARE HOME ID:** In Northern Ireland: enter your RQIA number (it looks like this: '120999')
- ENTER THE TEST BARCODE:** Enter the 11 character reference below the barcode on your test kit, or scan the barcode using your phone or computer camera. Take care to double check that this number is correct.
- FIRST AND LAST NAME:** Of the person who has been tested
- STAFF OR RESIDENT:** Select **Staff** or **Resident**.
- SYMPTOMS:** Indicate whether the person being tested is experiencing symptoms at the time the test is taken
- GENDER AND DATE OF BIRTH:** Of the person who has been tested
- EMAIL AND PHONE OF THE PERSON WHO SHOULD RECEIVE THE TEST RESULTS:** i.e. the resident or staff member. In certain cases it may be more appropriate for the registered manager to receive the test results on behalf of residents and, in exceptional circumstances staff, if consent has been obtained. Registered managers should not use a personal email or phone number and must ensure that written consent has been obtained via usual policies and procedures. As test results are personal information no resident or staff member should be compelled to provide consent.
- POSTCODE:** This will be the care home address (for residents) or a home address (for staff members).
- HEALTH AND CARE NUMBER:** Of the person who has been tested, if available (not required)

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4

Register completed tests online

Where a registered manager is receiving the test results on behalf of a resident:

The registered manager should not use a personal email or phone number to receive test results for any residents.

When you receive the test result email, this may not include the name of the resident. You should therefore retain a careful record of each test URN/barcode and the name of the resident.

All test results for residents should be notified to the resident, their GP and family (if appropriate).

When you receive the test results you should follow the national guidance for care homes.

5

Securely package and give the completed tests to the courier



Important

Make sure you have received email confirmation of your courier collection before you test.

Package your test kits before 4pm

Use one of the empty boxes you will have received with your test kit delivery and add the UN3373 label to the box

The courier will collect completed test kits from you between 4pm and 10pm on the day you have selected.

Tests must be picked up on the same day they are taken

There is a 48 hour window to get a swab sample to the lab for processing. If this window is missed, there is a high chance that the individual may not get their results and a retest may be required at a later time.

You will be able to book multiple collections, but **please make sure that you only test on a day where you have a confirmed courier scheduled to collect your test kits that same day between 4pm and 10pm.**

If there is a problem with your courier collection

If your courier has not collected your test kits by 10pm, please email COVIDCareHomeTesting@dhsc.gov.uk or call the helpline number at the bottom of this page to request an urgent collection the following morning. You will receive an email confirmation of your revised collection time.

If the courier arrives before 4pm and your test kits are not yet ready for collection, please politely ask the courier to wait or return at 4pm the same day.

If you have any other problems with your delivery or collection that are not addressed above, please email COVIDCareHomeTesting@dhsc.gov.uk or call the helpline number at the bottom of this page

Managing your results

Staff who are **asymptomatic** when tested

Staff who test **negative** for SARS-CoV-2 and who were asymptomatic at the time of the test can remain at work or return to work immediately as long as they remain asymptomatic.

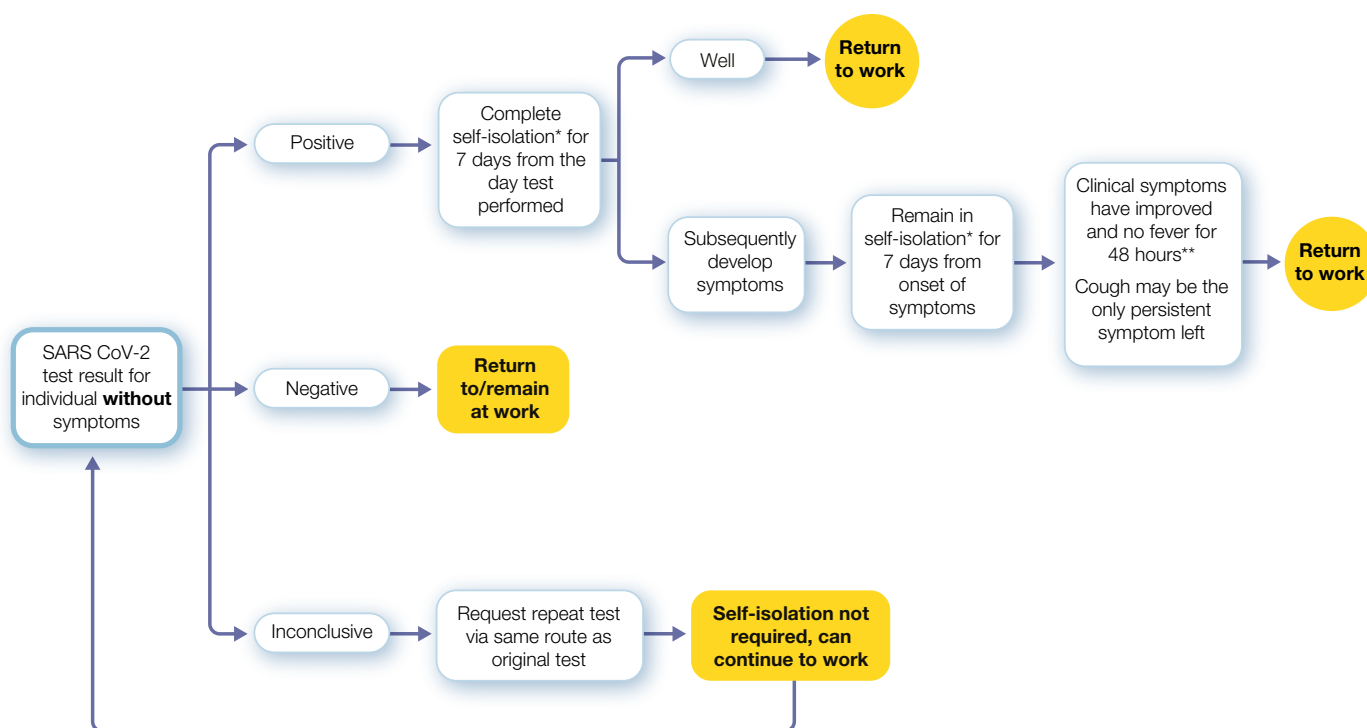
Staff who test **positive** for SARS-CoV-2 and who were asymptomatic at the time of the test must self-isolate for 7 days from the date of the test. If they remain well, they can return to work on day 8.

If, during the 7 days isolation, they subsequently develop symptoms, they must self-isolate for 7 days from the day of symptom onset. They can return to work:

- No earlier than 7 days from symptom onset and provided clinical improvement has occurred and they have been afebrile (not feverish) without medication for 48 hours
- If a cough or a loss of or a change in normal sense of smell or taste (anosmia) is the only persistent symptom after 7 days (and they have been afebrile for 48 hours without medication), they can return to work (post-viral cough known to persist for several weeks in some cases)



Asymptomatic worker: flowchart describing return to work following a SARS-CoV-2 test



Version 1. 11 May 2020

* Refer to [Stay at Home Guidance](#)
** Without medication

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Need help?

If you have any questions or problems with this test kit, please call us.

Helpdesk number **119**.

Lines are open everyday, 7am to 11pm.

It is free of charge from any mobile or landline.

Thank you for supporting us.

Care Home COVID-19 Testing Instructions

For administering the test to others

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Testing your staff and residents for coronavirus (COVID-19)

for non-Radox test kits

Before you test:

- Make sure you have booked an end-of-day courier collection before you start testing. (See guidance)
- Read the online guidance, watch the instructional video and complete a competency assessment before carrying out swabbing at gov.uk/guidance/coronavirus-covid-19-getting-tested
- Make sure you have consent from the person you are testing.
- Where possible, we recommend two people support testing; one to test and the other to record the test details.

1

Wash your hands and put on the necessary Personal Protective Equipment (PPE)

Wash your hands thoroughly for 20 seconds, using soap and warm water. Make sure you wear your mask, visor, gloves, and apron when testing.



2

Clean surfaces

Clean and dry a surface to place the test kit on. Unpack everything from the kit onto the clean surface.



3

Find the tonsils (back of the throat)

Look inside the person's mouth and find their tonsils. This is the area where you will take the swab sample. You can use a torch to help.

If tonsils were removed, swab where they would have been at the back of the throat.

4

Ask the person to gently blow their nose and cough into a tissue.

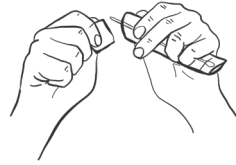
This is so excess mucus does not interfere with the test. Throw the tissue away in a closed bin.



5

Open the swab inside sealed wrapper

Open the package and carefully take out the swab. You'll use it for both the throat and nose.



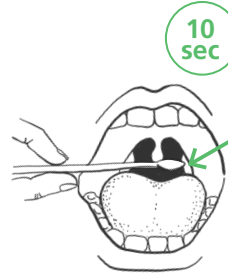
Important

The fabric tip of the swab must not touch anything apart from the tonsils, back of throat and nose. If it touches anything else, use a new swab

6

Take the throat sample

Holding the swab in your hand, open the person's mouth wide and gently rub the swab over both tonsils and the back of the throat for **10 seconds** (use a torch and/or mirror to help you do this).



Important

You will use the same swab for both the throat and nose.

This may be uncomfortable, and they may feel like gagging, but it should not hurt.

Take care not to touch their tongue, teeth, or gums, or any other surfaces with the swab.

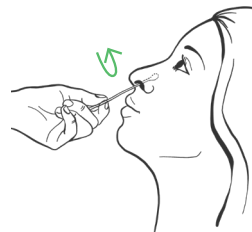
If it is too difficult to do a throat swab take a swab from both nostrils instead, but only as a last resort.

7

Take the nose sample

Put the same end of the **same swab** gently into the nostril by about 2.5cm (1 inch) or until you feel some resistance. This may feel uncomfortable. **Do not insert the swab any deeper if there is strong resistance or pain.**

Rotate the swab for **10-15 seconds** and slowly remove it.

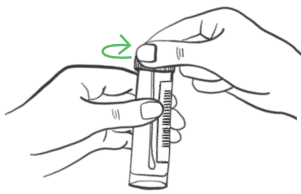


8

Place swab into plastic vial

Make sure the fabric tip is facing down as you place it into the vial. Snap off the stick end, so that it fits inside the vial without bending.





9

Securely fasten the lid

The lid should screw on and fit securely.

If the swab stick is too long still, you may need to use scissors to cut it to size. Clean and dry the scissors first.

Securely fasten the lid on the vial. Make sure the lid is securely fastened and sealed so that no liquid can leak.

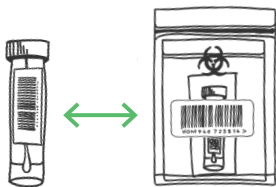


✗ Lid not secure
✗ Bent stick
✗ Too short
✓

Important

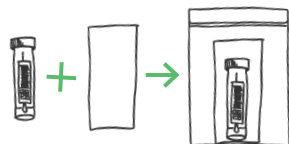
Your vial, biohazard bag and box should have pre-affixed barcode labels.

If any barcodes are missing, or they do not match, please contact the helpdesk on 119.



10

Check that the vial has the same barcode stuck on it as the barcode on the biohazard bag.



11

Place vial and absorbent pad into the resealable clear plastic bag

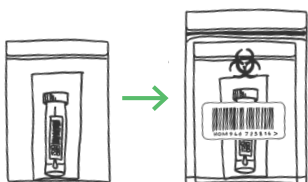
Place the plastic vial and the absorbent pad into the resealable clear plastic bag.

Seal the bag.

12

Place into the larger biohazard bag with the same barcode as the vial

Seal the bag using its silver seal.



13

Package the complete test kit in the box provided.

The box should have a UN3373 label and an identical barcode to the vial and biohazard bag. **Check that the barcodes match.**



14

Fill out the test record and keep for your records

You can choose to fill in the test record template with **personal information** of those being tested, before you start testing, or ask a colleague to fill in this information while you carry out the test. Your colleague should also record the **barcode number** and the **time of the swab** as the test is conducted. This is to ensure that you avoid touching anything while testing.

If you have not already used the **barcode label** that was provided with the test kit, you can stick it to the test record template to make the administration process easier and to help ensure that the test is connected to the right individual.



	Name of resident	Date of birth	Gender	Symptoms (Yes/No)	Test kit UEN or barcode	Date of swab test	Time of swab test	Time registered online	Time of courier collection	Test result	Date resident (or family) informed of test result	Date GP informed of test result
1												
2												
3												
4												
5												
6												
7												
8												

Important

Change your apron and gloves each time you do a test. Throw these away in a closed bin.

Finish testing by 3pm each day to allow time to package your completed tests securely using the packaging provided. Courier collection will take place between 4pm and 10pm.

Make sure you record the individual's information correctly on the test record and match them with their test barcode.

Register the completed test online as soon as possible at test-for-coronavirus.service.gov.uk/care-home

Care Home COVID-19 Testing Instructions

For self-swabbing

If you have any questions please call

119

Lines open from 7am - 11pm daily

For people who have hearing
or speech impairments, please call

18001 0300 303 2713

Coronavirus (COVID-19) Home Test

Thank you for taking the time to complete your coronavirus home testing kit and helping to keep yourself and others safe.

Please read these instructions thoroughly and follow the steps carefully to help you get the most accurate result.

**BEFORE YOU START, READ THROUGH THESE PAGES TO
MAKE SURE YOU UNDERSTAND EACH STEP.**

How to complete the home test

STEP 1

Book the free courier collection of your home test sample (complete as soon as possible)



STEP 2

Register your home test kit online (you will not receive your test results if you have not registered your kit)



STEP 3

Take a swab sample from your throat and nose



STEP 4

Give your completed home test kit to the courier



STEP 5

Receive your test results by text message or email



This test can be conducted on multiple age levels, please follow this guide for who should administer the test:

Age	Administration
18+ years old	Self-administer test (unless unable to do so)
12 – 17 years old	Self-administer test with adult supervision
11 years and under	Adult to administer test on the child If for any reason you cannot complete this test, continue to self-isolate as a household as per the government guidance.

- **Call 111 if you're worried about a baby or child.** If the baby or child seem very unwell, are getting worse, or you think there's something seriously wrong, call 999.
- Do not delay getting help if you're worried. Trust your instincts.
- Get more advice about coronavirus in children at:
www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/

IMPORTANT

Wash your hands thoroughly before handling the contents of the home test kit.

Only take this test if this package is addressed to you.

If multiple people in the same household are completing tests all five steps will need to be done for each person.

If conducting on someone else, including children, extra instructions are provided as part of Step 3B.

Get help with your home test

Call the customer contact centre for assistance with ordering a test kit:

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

Scotland: call 0300 3030 2713 (charged at your standard network rate)

STEP 1

Book the collection of your home test sample



Complete the collection process separately for each person being tested. If you are completing tests for multiple people in the household, each test kit will need to have a courier pick-up booked and have the test kit registered separately.

As soon as you receive this home test kit, book a free, registered courier to collect the test sample that you will provide.

To **book your next day collection**, visit: <https://collections.royalmail.com/>

- You will be asked to enter the barcode number (excluding the # signs) on the pre-paid Royal Mail return label for each kit you are returning.

Your return label will have a unique barcode number. It will begin with ZD followed by 9 numbers and end in GB.

Here is an example:



- You need to book the courier before completing your test.
The courier must be booked by 4pm the previous day to ensure they pick up the next day.

The test kits are time sensitive and expire after 48 hours of the swab being taken. That is why you need to complete your test as close to the courier pick-up as possible.

If your sample is completed too early, the lab may not be able to give an as accurate result.

STEP 2

Register your home test kit

This step
should
take



IMPORTANT

You will not receive your results if you do not register your home test kit.

Register your kit just before you take the test. This should be done anytime after 12pm the day prior to the courier collection.

Complete the registration process for the person being tested. If you are completing tests for multiple people in the household, each test kit will need to be registered for the person who is tested.

For the best experience, complete the registration process on your smartphone.

1	Go to gov.uk/register-home-test to register your home test kit.
2	Complete the online form with the details of the person being tested.
3	You will need: The barcode number from the pack of identical barcodes.

STEP 3

Take a sample from your throat and nose (1/4)

This step should take



Are you ready to take the test?

Taking the test will feel a little uncomfortable and unusual for most people – but please follow the instructions as it is vital to get a good sample for the lab to process.

If administering the test on a child or someone else, please use **Step 3B (pages 10 - 12)** for support through the process.

Prepare to take the sample

1	Wash your hands thoroughly for at least 20 seconds, using soap and warm water.
2	Clean and dry a surface to place the home test kit on. Unpack everything from the kit onto the clean surface.
3	<p>Check that your kit contains these items:</p> <div data-bbox="292 1010 1445 1859"> <ul style="list-style-type: none"> A Instructions booklet B One sheet of barcode labels C One Royal Mail return label D One zip-lock plastic bag E One swab, inside a sealed wrapper (the same swab will be used on your throat and your nose) F One plastic vial, containing a small amount of liquid G One sheet of absorbent material H One biohazard bag with a silver seal I Return box </div> <p>IMPORTANT</p> <p>If you notice anything damaged, broken or missing in the kit, do not use it. Call 0300 303 2713 to ask for a new kit. If something in the kit is difficult to use or breaks when you use it, call 0300 303 2713 to ask for a new kit. If you can, please report the problem on this website https://yellowcard.mhra.gov.uk/ as a medical device adverse incident.</p>

STEP 3

Take a sample from your throat and nose (2/4)

4

Use a mirror to look at the inside of your mouth, and find your tonsils. This is the area where you will swab.

If your tonsils were removed, you will swab where they would have been.



5

Gently blow your nose and cough into a tissue.

Throw the tissue away in a bin.



Take the sample

6

Open the swab package **E** and take out the swab. The same swab will be used on your throat and mouth.

IMPORTANT

Take care not to touch the soft end of the swab on anything apart from your tonsils and nose.



7

Throat swab

Holding the swab in your hand, open your mouth and gently rub the swab over both tonsils and the back of the throat for **10 seconds** (using a mirror may help you do this).

Remove the swab from the back of your throat.




IMPORTANT

This may be uncomfortable, and you may feel like gagging, but it should not hurt. Take care not to touch your tongue, teeth, or gums, or any household surfaces with the swab.



STEP 3

Take a sample from your throat and nose (3/4)

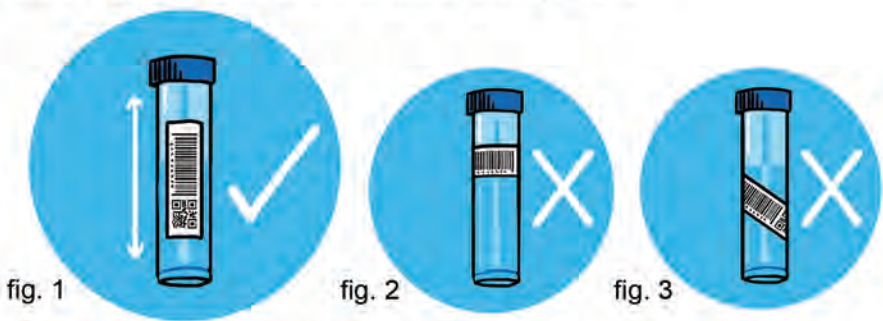
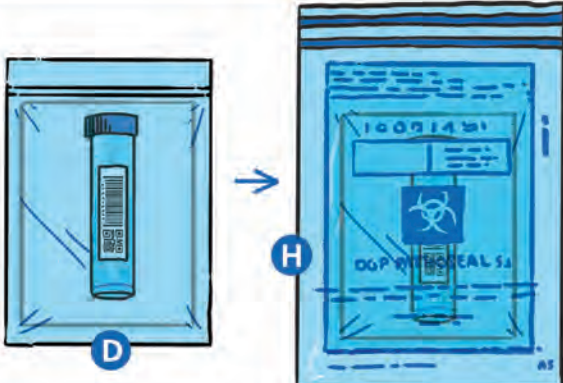

8	<p>Nasal swab</p> <p>Put the same end of the same swab gently into your nostril about 1 inch (2.5cm) or until you feel some resistance.</p> <p>Rotate the swab for 10-15 seconds and slowly remove it.</p> <p>IMPORTANT</p> <div><p>This may be uncomfortable. Do not insert the swab any deeper if you feel strong resistance or pain.</p></div>	
9	<p>Place the swab into the plastic vial F with the fabric tip facing down, and snap off the other end of the swab, so that it fits inside the vial.</p> <p>Then put the lid back on the vial, making sure it is securely fastened.</p>	
10	<p>Wash your hands thoroughly for at least 20 seconds, using soap and warm water.</p>	

The test is now complete. We appreciate you taking the time to complete this test and helping to keep yourself and others safe in the fight against coronavirus (COVID-19).

STEP 3

Take a sample from your throat and nose (4/4)

After taking the sample

1	<p>Peel off one of the barcode labels B and stick it centrally & vertically on the plastic vial F (as shown in fig. 1). If there is already a label on the plastic vial, place your barcode label on top of it.</p> <div data-bbox="402 592 1279 959">  <p>fig. 1 fig. 2 fig. 3</p> <p>Centrally & vertically</p> </div>
2	<p>Place the plastic vial F and the sheet of absorbent material G inside the plastic bag D.</p> <p>Place the plastic bag inside the biohazard bag H.</p> <p>Seal the bag using its silver seal.</p> <div data-bbox="883 1012 1442 1395">  </div>
3	<p>Peel off another barcode from the sheet B and stick it on the outside of the sealed biohazard bag H.</p> <p><i>Note: You will have barcode(s) remaining at the end of the test. Please keep for your reference in case you need to track your test results.</i></p> <div data-bbox="1192 1448 1435 1793">  </div>
4	<p>Put the sealed bag into the return box I and close the box securely. If you can, wipe down the box with an antiseptic wipe.</p>
5	<p>Peel off the Royal Mail return label C to the outside of the box being sure not to cover the UN3373 markings.</p>

You are now ready for the courier to collect your sample.

STEP 4

Give your home test sample to the registered courier

Make sure you are following self-isolation guidelines at home and you are available to answer any calls to your mobile phone between 8am and 4pm on the day of the collection – as the courier could arrive at any point during this period.

When the courier arrives, please provide them with your sealed return box **I** following the government's social distancing guidelines:

- The courier will knock on the door and then move at least 2 metres away.
- When they have moved away, open your door, place the packaged test kit outside your door, and close the door.

The courier will then collect the package and deliver it to a test laboratory.

DO NOT take your test kit to the post office.

STEP 5

Receive your test results by text message

You will receive your test result 2-3 days after your home test sample is collected. However, due to the volume of tests, it may take longer to get back to you.

- Not received your results after 5 days?
Please call the helpdesk number 0300 303 2713.

Please reference the <https://www.nhs.uk/conditions/coronavirus-covid-19/> for guidelines on what to do when you have COVID-19 symptoms or have contracted COVID-19.

- If your symptoms worsen, please use the NHS 111 online service for support and guidance on when to get help.

Thank you for helping to contain the virus and supporting the NHS.

STEP 3B

Take a sample from a child on their throat and nose (1/3)

This step should take



Are you ready to conduct the test?

IMPORTANT

- Do not conduct this test if you do not feel confident**
- Do not continue the test if the child has any pain or asks to stop**
- If for any reason you can't do the test, please continue to self-isolate as a household**

This test should be done anytime after 12pm the day prior to the courier collection.

Taking the test will feel a little uncomfortable and unusual for most people – but please follow the instructions as it is vital to get a good sample for the lab to process.

If conducting a test on someone else including children, it can be helpful to:

- Give them a distraction while you conduct the test (video), or make it into a game.
- Have another adult involved to provide support during the test. Decide before starting who will comfort the child and who will do the test.
- Have the adult hold the child on their lap during the procedure so it is easier to perform the test.

Your child may have some gagging or brief discomfort when the swab touches their tonsils. This is normal for all age groups.

Prepare to take the sample

1	Wash your hands thoroughly for at least 20 seconds, using soap and warm water.
2	Clean and dry a surface to place the home test kit on. Unpack everything from the kit onto the clean surface.
3	See page 5 to check that your kit contains all of the items.

STEP 3B

Take a sample from a child on their throat and nose (2/3)

4	Peel off one of the barcode labels B and stick it along the length of the plastic vial F . If there is already a label on the plastic vial, place the barcode label on top of it.
5	<p>Use a torch to look at the inside of their mouth, and find their tonsils.</p> <p>This is the area where you will swab.</p> <p>If their tonsils have been removed, you will not see them. This is the area you should swab.</p>
6	Have the person gently blow their nose and cough into a tissue to remove any extra mucus. Throw the tissue away in a bin.



Take the sample

Helpful tips for children

- If the child is old enough, explaining the test in terms they can understand might help ease any fear. For example, "You may want to push the swab away but it is really important you let me tickle your throat and nose so that we can tell if you might have coronavirus".
- Play games and suggest they stick their tongue out (and get them to copy you). Then have them say "ahhh" loudly. Show them the swab stick and have them keep saying 'ahhh' while you swab their tonsils.

1	<p>Open the swab package E and take out the swab.</p> <p>The same swab will be used on their throat and mouth.</p> <p>IMPORTANT</p> <p>Take care not to touch the soft end of the swab on anything apart from their tonsils and nose.</p>
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STEP 3B

Take a sample from a child on their throat and nose (3/3)

2

Throat swab

Holding the swab in your hand, have the person open their mouth wide and gently rub the swab over both tonsils and back of the throat for **10 seconds** (using a torch may help you do this).

Remove the swab from the back of their throat.



IMPORTANT

This may be uncomfortable, and the person may feel like gagging, but it should not hurt.

Take care not to touch their tongue, teeth, or gums, or any household surfaces with the swab.

If you cannot swab the tonsils, swab both nostrils instead.

Note: The result may be less accurate than a nose and throat swab.

3

Nasal swab

Put the same end of the same swab gently into their nostril until you feel some resistance.

Rotate the swab for **10-15 seconds** and slowly remove it.

For children, if you are unable to do the tonsil swab, you may swab both nostrils for 10-15 seconds. However, the results from a nose swab alone may be less accurate than a combined nose and throat swab.



IMPORTANT

This may be uncomfortable. Do not insert the swab any deeper if you feel strong resistance or if it seems to be hurting the child.

4

Place the swab into the plastic vial **F** with the fabric tip facing down, and snap off the other end of the swab, so that it fits inside the vial. Then put the lid back on the vial, making sure it is securely fastened.

5

Wash your hands thoroughly for at least 20 seconds, using soap and warm water.

Please complete the steps to pack your sample back on **Page 8**.