

# ‘How to Guide’ Rapid Testing - at Home (Self-Test)

## Rapid Testing in Education Settings



This guidance is for staff self-testing in school-based nurseries, maintained nursery schools, private nurseries, primary schools, secondary schools and FE colleges, ITPs and ACLPs and secondary aged pupils/ students self-testing in secondary schools, FE Colleges and ITPs/ACLPs.

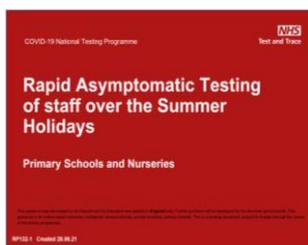
This is a working document, subject to change through the course of the testing programme.

# This document and other guidance available

! Secondary schools and colleges should read the orange guide first, before reviewing this document or any other guidance. Nurseries, Primary schools, ITPs and ACLPs should read the relevant red guide first.



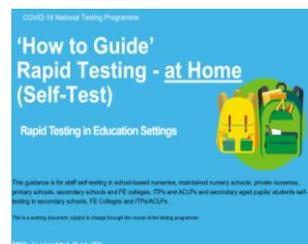
The [orange guide](#) provides an overview of the testing journey for secondary schools and colleges from July 2021 onwards covering testing over summer and planning for return in autumn.



The [red guides](#) set out the requirements for testing over the summer holidays and from the start of the autumn term for [nurseries, primary schools](#) and [ITPs/ACLPs](#).



The [green guide](#) sets out how to set up an Asymptomatic Test Site (ATS) in your secondary school or college.



This document (the [blue guide](#)) sets out how to test your staff in any educational setting and students in year 7 or above in secondary schools and FE settings (including ITPs and ACLPs) using test at home kits.



The [pink guide](#) explains how to re-order test kits for your setting using the digital online re-ordering solution.

# Contents

- Overview

**Step 1** – Read guidance, watch webinars / videos

**Step 2** – Receiving your test kits

**Step 3** – Setting up your collection point

**Step 4** – Running your collection point

**Step 5** – Key messages for your staff and students and distributing test kits

**Step 6** – Carrying out swab tests

a) Using Innova self-test kits

b) Using Orient Gene self-test kits

c) Using Acon-Flowflex self-test kits

**Step 7** – Reporting test results

**Step 8** – Recording results at your setting and reporting incidents

- Additional Resources

- Get Support

# Key updates from last edition:

- **This version combines the content from the previous two blue 'how to guides' to provide guidance to all educational settings on rapid testing at-home.**
- **Slide 5** – Updated lines on other preventative measures to help reduce the spread of coronavirus in education settings, which are referenced throughout the document.
- **Slide 6-** Summary of who should test asymptotically through the educational setting, as part of the rapid testing in education programme.
- **Slides 12- 16 (step 2)** – Introduction of new types of lateral flow device test kits, Orient Gene and Acon-Flowflex (both nasal only swabs), to all settings for at home testing. These slides demonstrate the key differences between these test kits and what you can expect to receive in a delivery of either Innova, Orient Gene or Acon-Flowflex self-test kits.
- **Slides 26- 36 (step 6)** – Following the introduction of the Orient Gene and Acon-Flowflex self-test kits, these slides provide guidance on how to carry out swab tests using each type of lateral flow device.

# Why do asymptomatic testing?

Testing is important because as many as one in three people who contract the virus show no symptoms, so could be spreading the virus unknowingly. Testing all staff and students in year 7 or above without symptoms will support the education sector to continue to operate.

## Asymptomatic testing is a critical tool to help prevent transmission of COVID19

- 1 Identify and help to prevent staff, students and pupils carrying the virus but without symptoms from transmitting and spreading the virus unknowingly in their educational setting.
- 2 Allow nurseries, schools, colleges, ITPs and ACLPs to operate as safely as possible by isolating those that are the most contagious as soon as is practical, which supports the continuation of face-to-face education.

## Testing will help to break chains of transmission

Staff and students in year 7 or above will need to be prepared to carry out twice weekly testing at home (3 to 4 days apart) before coming into the setting in the morning.

**IMPORTANT:** Tests are only for the use by the person assigned the kits- they should not be taken by anyone else.

! This asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close contact of a positive case. Anyone with symptoms, whether they are involved in this programme or not, should book [a free NHS test](#) and follow government self-isolation guidance until the results of their test are known. Testing also does not replace basic preventative measures such as good hygiene, maintaining appropriate cleaning regimes and keeping occupied spaces well ventilated.

## Lateral Flow Testing



🕒 Accessible and easy to use

🔍 No lab required, with fast results

🧼 Safe technology

# Who should test asymptotically?

- ✓ All staff in educational settings
- ✓ Students attending secondary schools, FE Colleges and ITPs/ACLPs
- ✗ Children in primary schools and nurseries



If a primary school or nursery child has symptoms, they should still get tested with a PCR test in the same way as an older child or adult would

## How to access asymptomatic testing



**All staff in educational settings** should be provided lateral flow tests by their setting in order to test at home twice-weekly.



**Students attending secondary schools, FE Colleges and ITPs/ACLPs** should be provided lateral flow tests by their setting in order to test at home twice-weekly.



Where FE Students access testing through their workplace, they should continue to access testing through this route, not through their education provider



Settings can reorder test kits to meet their settings needs based on their stock levels, using the online re-ordering service . Further information on how to reorder test kits can be found in the pink 'how to' guide.



Any staff members or students who receive a positive LFD result should [book a confirmatory PCR test](#). We would advise visiting a community or drive through test site if possible as this is the quickest way to get tested. It is important that any staff or students who receive a positive LFD result self-isolate and do not attend the educational setting until they have had a the results of their PCR test. If the result is positive, they must continue to isolate for 10 days.

# Key questions

## ? **Why are we testing people without symptoms of COVID-19?**

Up to one in three people who have coronavirus (COVID-19) do not display any symptoms. Therefore, regular asymptomatic testing helps to identify positive cases more quickly and break chains of transmission. This helps to reduce transmission of the virus.

## ? **Is this compulsory?**

Testing is voluntary, and individuals should not be prevented from going into the setting if they do not take part. However, staff pupils and students are strongly encouraged to participate as testing regularly helps to reduce the spread of the virus in educational settings.

## ? **Can children and young people swab themselves at home?**

Pupils/students aged 18 and over should self-test and report the result, with assistance if needed. Pupils/students aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 (who attend a secondary school) should be tested by an adult. Children below the age of 11 should not be tested.

## ? **How often do staff and students need to test?**

Staff and students in year 7 or above should conduct testing at home, twice every week, 3-4 days apart. Staff and students should ideally test in the morning before coming into their educational setting.

# Key questions (2-2)

## ? **How effective are these tests?**

LFD tests have been widely and successfully used to detect asymptomatic COVID-19 cases. The speed and convenience of the tests supports the detection of the virus in asymptomatic individuals, who would not otherwise have been tested. All LFD tests are approved by the Medicines and Healthcare products Regulatory Agency (MHRA) or are CE marked and thus have regulatory approval for self-test. The tests are highly specific, with low chances of false positives. They are also very sensitive and able to identify the majority of the most infectious yet asymptomatic individuals. Testing also does not replace basic preventative measures such as good hygiene, maintaining appropriate cleaning regimes and keeping occupied spaces well ventilated.

## **Where do I get my test kits?**

? You can collect your test kits from the setting that you work at or attend. If you work in a setting and need to order more test kits for your staff and students, you can do this using the [online reordering service](#). The number of tests delivered will be based on the student/staff numbers you require tests for and will provide three and a half weeks' worth of testing.

## **Why are multiple different types of LFD self-test kits being supplied for at-home testing?**

? Innova, Orient Gene and Acon-Flowflex self-test kits are all effective at successfully detecting asymptomatic COVID-19 cases. NHS Test and Trace regularly review new products coming on to the market and the Orient Gene Acon-Flowflex have been introduced as they are quicker and easier to use than Innova LFDs, and both require nasal swabbing only. Users should refer to the instructions inside the test kit packaging for details on how to use each type of test kit and further information can be found in step 2 and step 6 of this guide.

## ? **Are all staff included in the testing programme, or only teaching staff?**

Yes, all staff on-site and support staff, such as those responsible for running breakfast and after school clubs are advised to take part in the testing programme.

# Who has responsibility for what?

The antigen LFD rapid tests do not require a clinician to deliver the testing. However, it is important to have clear responsibilities to ensure safe and effective testing.

## PROVIDED BY DHSC / NHS TEST & TRACE

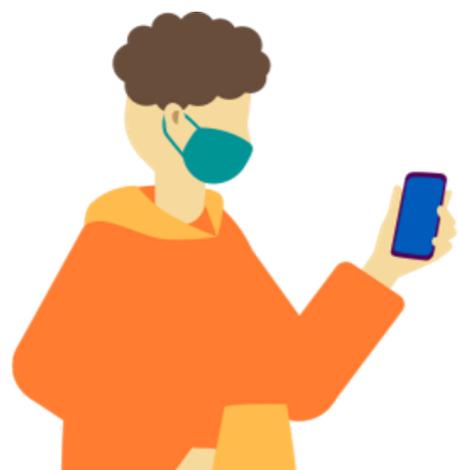
- ❑ Clinical Standard Operating Procedure
- ❑ Home test kits
- ❑ Instructional videos
- ❑ NHS T&T result reporting system

## PROVIDED BY DFE

- ❑ Overall operational delivery oversight
- ❑ Helpline service for technical and operational aspects of lateral flow testing
- ❑ [Online test kit re-ordering system](#)
- ❑ Issuing frequently asked questions and best practice advice
- ❑ Central incident tracking and triage system, providing advice and support for escalating issues
- ❑ Coordinate reporting back to DHSC on clinical assurance
- ❑ Providing a link between local, regional and national response

## PROVIDED BY THE NURSERY/EDUCATION SETTING

- ❑ Appropriate oversight and governance of the testing programme in the setting
- ❑ Communication with staff, students and other stakeholders
- ❑ Managing test stock and [re-ordering](#)
- ❑ Setting up & maintaining Test Kit Log
- ❑ Incident reporting and response including lessons learnt
- ❑ Alignment with local public health response to Covid-19



To ensure testing is running well, we will be in contact with settings to follow-up on any incidents reported and from time to time to find out how testing is going to learn any lessons. Guidance will be updated to reflect this.

## **Step 1:**

**Read guidance, watch webinars /  
videos**

# Step 1: Read guidance, watch webinars / videos

- Following the introduction of two new types of lateral flow devices, Orient Gene and Acon- Flowflex, to all settings for testing at-home the Department for Health and Social Care have updated the guidance and videos to explain how to undertake the different types of tests.
- Instructional videos can be found on the 'How to do a coronavirus (COVID-19) rapid lateral flow test at home' page on [gov.uk](https://www.gov.uk) and it is important that you follow the correct video for the type of test you are taking on this page
- An additional instructional video for Innova test kits is provided on [YouTube](https://www.youtube.com)
- The Instructions for Use inside the test kit packaging should always be followed when taking a coronavirus test
- The Department of Education and NHS Test and Trace hosted a series of joint webinars that provide information on testing and discuss any issues that may arise. These webinars are applicable to all education settings.
- Recordings of the webinars are available on YouTube. They cover:
  - [Webinar 1](#) – Overview for primary schools, school-based nurseries and maintained nursery schools only
  - [Webinar 2](#) – Overview for private, voluntary and independent nurseries only
  - [Webinar 3](#) – How to do an Innova LFD test and recording results

There is also a webinar available on the document sharing platform specifically for ITPs and ACLPs.

All other resource such as templates are available on the document sharing platform. For secondary schools and FE settings this is [here](#). For nurseries and primary schools this can be found [here](#).

The Department for Health and Social Care also have supporting online resources here - [How to do a rapid lateral flow test for coronavirus \(COVID-19\) - NHS.UK](#)

## **Step 2:** **Receiving your test kits**

# Which test kits will I receive?

From 19<sup>th</sup> July, all settings will receive either Innova, Orient Gene or Acon-Flowflex self-test kits for staff and students in year 7 or above to test at-home. Self-test kits for at-home testing will continue to come in packs of 7, to enable 3.5 weeks of testing per staff member or student (aged 11+).

The images below show what a 7-pack of Innova (Figure 1), Orient Gene (Figure 2) and Acon-Flowflex (Figure 3) look like. It is important that staff members and students understand which test kit they have been supplied with and follow the correct instructions for use which are inside the test kit packaging.

If your setting has stock of Innova self-test kits in packs of 3 you should provide the staff member or student with a copy of the instructions for use, as set out on slides 28-30.

Secondary schools and colleges who run an Asymptomatic Test Site (ATS) will continue to receive Orient Gene ATS test kits for onsite testing.

**! You will receive either Innova or Orient Gene or Acon self-test kits for at-home testing. Further information about these types of test kits can be found on the next slide and in step 6 of this guide**

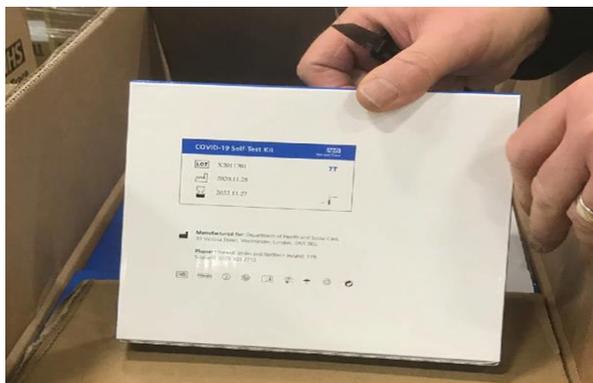


Figure 1: Innova 7-pack

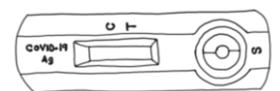
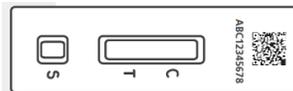


Figure 2: Orient Gene 7-pack



Figure 3: Acon-Flowflex 7-pack

# Key Differences Between the Innova, Orient Gene and Acon-Flowflex test kits

Differences	Innova	Orient Gene	Acon-Flowflex
Device			
Test Kit package	White and teal 	Green and white 	Blue and white 
Preparing the extraction solution – number of drops	6 drops	Approx. 10 drops	No drops required – the extraction solution is already in the vial.
Process swab – swab rotations and processing  Further information on the swabbing process can be found in step 6 of this guide	Follow the rotation process for approx. 10 seconds, then squeeze the swab head by squeezing the extraction tube several times.	Follow the rotation process (shown in step 6) at least 6 times and then leave the swab in the extraction tube for 1 minute, then squeeze the swab head by squeezing the extraction tube several times.	Follow the rotation process for approx. 30 seconds then rotate the swab 5 times while squeezing the side of the tube.
Loading solution into LFD	2 drops	4 drops	4 drops
Results analysis – result development timings	A positive result will appear and can be reported between 20-30 minutes. If a positive line does not appear, you must wait until the 30 minute mark to report it as negative or void.	Read the results at 15 minutes. Do not interpret the result after 20 minutes.	Wait 15 minutes until you read the result and read after 15-30 minutes. Do not read after 30 minutes.
Administering a swab sample	Nasal and throat	Double nasal	Double nasal

# Ordering and Distributing self-test kits

- Tests will come in packs of 7
- The images below show what a pack of 7 self-test kits will look like, depending on the type of test kits you receive
- You should provide 1 pack of 7 testing kits to each member of staff and secondary age student (year 7 and above) so that they can test twice a week over a period of 3.5 weeks.
- The number of test kits delivered will be based on the number of staff and students that you ordered test kits for through the online reordering system.
- Further advice on how to re-order test kits is available on the [Document Sharing Platform](#)
- In some cases, the instructions for use inside the test kit package may be out of date. Please refer to slides 28-30 for more information on how to ensure the correct instructions for use are issued with Innova test kits.
- You will need to consider where to store these. The test kits should be kept at a temperature of between approximately 2°C and 30°C.



Figure 1: Innova 7-pack

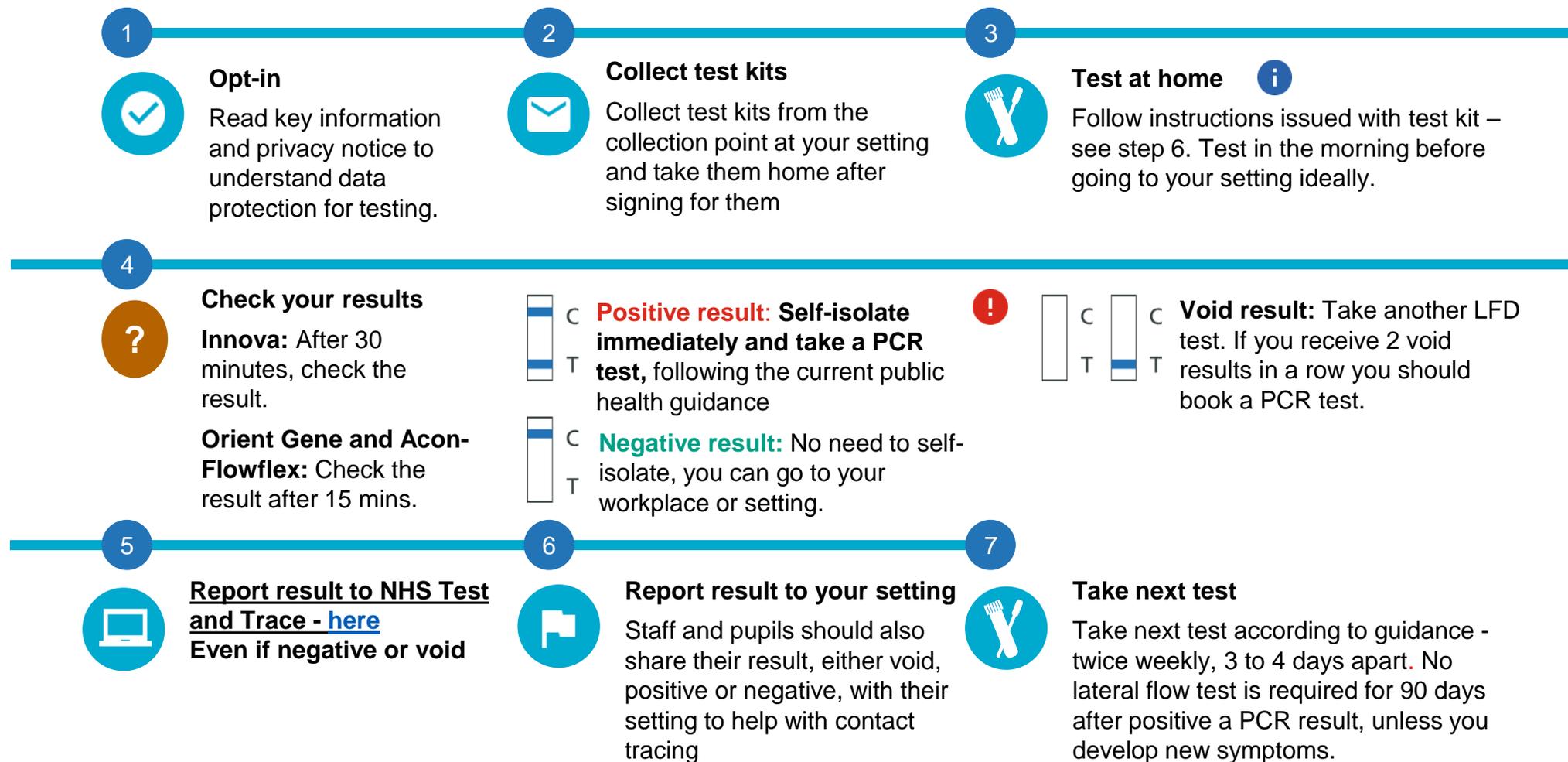


Figure 2: Orient Gene 7-pack



Figure 3: Acon-Flowflex 7-pack

# Testing at home – the process for Innova, Orient Gene and Acon-Flowflex test kits



It is recommended that you **test yourself in the morning** before attending your setting (so there is less chance you get infected between taking the test and attending the setting). However, you may choose to do the testing the evening before, especially the first time, to give you more time to get accustomed to the test, and to have more time for your setting to react to a positive test result.

If you receive a positive LFD result you should [book a confirmatory PCR test](#). We would advise visiting a local walk in or drive through test site as this is the quickest way to get tested, or you can order a home test kit. It is important that you self-isolate until the result of your PCR test. If you test negative, you must continue to follow national and local rules and guidelines. Testing also does not replace basic preventative measures such as good hygiene, maintaining appropriate cleaning regimes and keeping occupied spaces well ventilated.

**Step 3:**  
**Setting up your collection  
point**

## Step 3: Set up your collection point

The collection point does not need any extra infrastructure. However, it must:

- Be able to be secured to prevent unauthorised access to the test kits, such as the staff room
- Not be outside. The test kits need to be stored in temperatures between 2 and 30 degrees
- Have a desk or space for individuals to sign for the test kits they are collecting
- Allow enough space for social distancing

The collection point does not need to be at a fixed point within your nursery, school or college. In secondary schools and colleges, you may find it easier to distribute test kits to pupils and students directly during the registration process in classrooms.

It is also worth noting that the member of staff coordinating the handing out of the test kits should maintain appropriate cleaning regimes and keep the site well ventilated.

Each setting participating in self-testing should undertake a risk assessment prior to starting testing and continue to maintain this on their risk register. This should cover risks associated with testing, non-reporting, poor uptake, communication etc.



### IMPORTANT:

Before distributing any test kits to individuals you need to set up a 'Test Kit Log' (see slide 24) and ensure you have the correct Instructions For Use to hand out where these have been supplied separately alongside test kits (see slide 25).

## **Step 4:** **Running your collection point**

## Step 4: Running your collection point

The administrative requirements for settings are relatively light as tests will be conducted at home. You'll need to identify where some support is needed to carry out some key activities, outlined below.

You must have a **Covid Coordinator** to support with tasks such as:

- communicating with stakeholders
- ensuring staff and students in year 7 or above are using the right instructions where supplied separately alongside the test kits (see slide 25) and that they sign for the test kits using the 'Test Kit Log'
- reporting incidents and carry out risk management
- storing and reporting any required data
- reorder tests when required through the online re-ordering system

You may also need a **Registration Assistant (can be the same person if needed)** to support with tasks such as:

- distributing the correct number of test kits to staff and students in year 7 or above and managing the schedule for the distribution of the next sets of kits
- inputting test results from participants into your 'test register'
- sending reminders to participants to [communicate their results online, or by phone](#), and to the setting
- responding to staff and student questions
- working with the Covid Coordinator to manage the stock of kits and support with the re-ordering of test kits through the online re-ordering system



The registration assistant should maintain appropriate cleaning regimes and keep the site well ventilated.

## **Step 5:**

**Key messages for staff and students  
and distributing test kits**

# What do you need to tell your staff and students in year 7 and above (and their parents/ carers)?

- 1 Tell them what rapid testing is, and direct them to the YouTube and Gov.uk video content and instructions for use available on the [Document Sharing Platform](#).
- 2 Use the next slide 'Participation and Data Protection' and the links on that slide to discuss any concerns they may have about testing at home.
- 3 Tell them who is acting as the Covid Coordinator and Registration Assistant (this can be the same person).
- 4 Explain that they will need to sign for their test kits and record the lot number on the box of their test kits against their name.
- 5 Let them know how they can collect their test kits, and highlight the 'Instructions for Use'. Remember that for any packs of 7 test kits delivered after 3 May 2021 the correct instructions are those included in the box and extra instructions do not need to be handed out (see slide 25).
- 6 Make sure they know it is a requirement for them to report their test result, whether positive, negative or void. Use the "How do you report your test result online" section on slide 38.
- 7 In secondary schools, remind them that anyone aged 11 must have the test administered by an adult, and anyone aged 12-17 should be supervised by an adult but can swab themselves.
- 8 Make sure they know who to contact if they have an incident while testing at home. Use the "incident reporting" section on slide 41.

# Participation and Data Protection

## All participation in testing is voluntary

Once you understand the testing process and have read the privacy notice, if you choose to participate you are committing to self-administer the test and report your results via the NHS Test & Trace digital platform and to your setting.

Before taking your test, you must do three things:

1. Read the **privacy notice** to understand what will happen with your data. Parents / carers of students in year 7 and above should also be directed to this privacy notice.
2. Ensure you have a copy of the correct Instructions for Use, where they have been supplied separately alongside test kits. (The COVID Coordinator will be able to advise you on whether you have the correct instructions.) See slide 25.
3. Record your details in the Test Kit Log (see following slide for details).

 Testing at home does not require written medical consent. By collecting and opening the test at home test kits the individual gives medical consent

For the Covid Coordinator to note - a template privacy notice can be found on the [Document Sharing Platform](#)



People who decline to participate in this testing programme should follow the national guidelines on self-isolation and [get tested](#) if they show symptoms.

# Sign for the test kits

## Settings should record who takes test kits, using the lot number on the back

When issuing the kits to staff and students in year 7 and above the issuer must record who takes the test kits. This is the [Test Kit Log](#) and should include:

- Name of nursery/education setting
- Name of person issuing the test
- Date of issue
- Lot number of test kit
- Confirm receipt of new Instructions For Use where supplied separately alongside test kits (see slide 25)
- Name of person using the test

Please use the template Test Kit Log, which can be found on the [Document Sharing Platform](#). The Test Kit Log should be kept until further guidance is given.



All of the information and images in this document are correct as of 15th January 2021.  
Version 1.3.2

Back cover

# Instructions for Use

- We are required to supply test kits with the right Instructions for Use.
- Instructions for Use are supplied inside the test kit so there is no need to hand out Instructions for Use separately.
- The instructions for Innova, Orient Gene and Acon-Flowflex are different therefore it is important that staff and students in year 7 or above who are testing are directed to these when the test kits are provided to ensure they use the test kit correctly.
- Further information about the different types of self-test kits can be found on slide 14.
- However, **Innova test kits** sent out between January 4<sup>th</sup> - 30<sup>th</sup> April 2021 did not include the correct instructions inside the box and therefore required the correct instructions to be given out with the box. From May 3<sup>rd</sup> 2021 deliveries of packs of 7 tests will once again include the correct instructions inside the box and therefore will no longer require extra instructions to be given out.
- The table below provides a summary of the different deliveries of kit, and what action you will need to take to ensure the correct instructions for use are supplied.

Type of test kit delivery	Action required
<ul style="list-style-type: none"> <li>• All <b>Innova</b> self-test kits delivered between 4 January and 30 April 2021</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure a copy of the correct IFUs (versions 1.3.2 or 1.3.3) are handed out along with these test kits</li> </ul>
<ul style="list-style-type: none"> <li>• Packs of 3 <b>Innova</b> self-test kits delivered from 3 May onwards</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure a copy of the correct IFUs (versions 1.3.2 or 1.3.3) are handed out along with these test kits</li> </ul>
<ul style="list-style-type: none"> <li>• Packs of 7 <b>Innova</b> self-test kits delivered from 3 May onwards</li> </ul>	<ul style="list-style-type: none"> <li>• No action needed – the correct instructions for use will be included in the test kit box</li> </ul>
<ul style="list-style-type: none"> <li>• All self-test kits delivered to PVI nurseries</li> </ul>	<ul style="list-style-type: none"> <li>• No action needed – the correct instructions for use will be included in the test kit box</li> </ul>

# **Step 6:** **Carrying out swab tests**

# How to carry out swab tests

The Innova, Orient Gene and Acon-Flowflex self-test kits supplied for testing at home require different swabbing techniques to ensure the results provided are as accurate as they can be. Videos on how to undertake the tests can be found on [gov.uk](https://www.gov.uk).

## It is important to remember that:

- Innova test kits require both throat and nasal swabs
- Orient Gene and Acon-Flowflex require nasal swabs only
- Further guidance on how to swab using each of the different types of test kits is on the following slides.
- If a staff member or student throat swabs using an Orient Gene or Acon-Flowflex device, they should be advised to retake a test

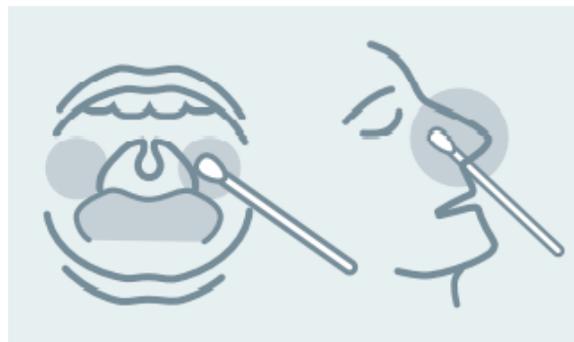


Settings should retain a small number of Innova test kits for staff or students who are unable to nasal swab. In very exceptional circumstances Innova test kits can be used for throat swab only.

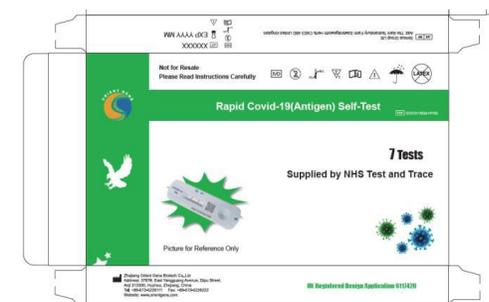
### Innova



### Throat and Nasal Swabs



### Orient Gene and Acon- Flowflex

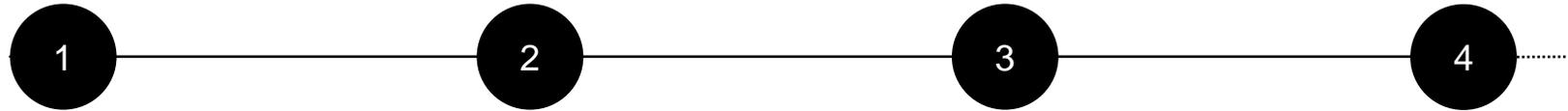


### Nasal Only Swabs



**Step 6a:**  
**Carrying out swab tests using Innova  
self-test kits**

# Self-administering the Innova test (1 of 2)



The person being tested will blow their nose into a tissue and throw the tissue into a bin. This gets rid of excess mucus.

They should then **sanitise their hands**.

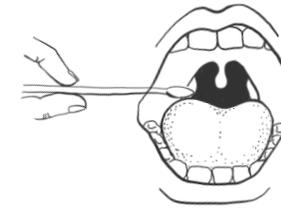


They will look inside their mouth and find their tonsils – using a mirror helps. **Tonsils, marked in green, are where to swab the sample.**

If they've had tonsils removed, the area where tonsils would have been is where to swab.



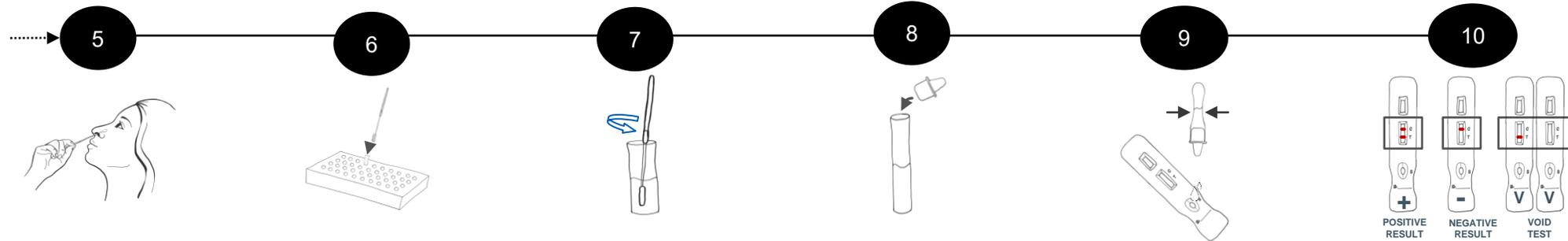
Time to open the package and gently take out the swab. This will be used for both throat and nose.



They will open their mouth wide and rub the fabric tip of the swab over both tonsils at the back of their throat **at least 4 times** (again, a mirror helps). Carefully remove the swab stick.

If the person being tested can't take a throat swab, they can swab both nostrils instead.

# Self-administering the Innova test (2 of 2)



Time to swab the nose. They should **put the same end of the same swab gently into one nostril until they feel a slight resistance (about 2.5cm up the nose)**. Rotate the swab 10 times and slowly remove it. They only need to sample one nostril except when the throat has not been tested. In this instance samples should be taken from both nostrils.

They will place their swab directly into the pre-prepared vial in the tube rack or equivalent, with the cotton bud end facing down.

They should make sure they don't grasp the cotton bud end, which has been in contact with the tonsils and nostril. That might contaminate the sample.

They will then pick up the extraction tube, hold and press the swab head against the wall of the tube with force while rotating the swab for about 10 seconds.

The lower end of the tube is squeezed whilst the swab is removed (to remove as much liquid from the swab head as possible). The swab is then thrown away into a bin, and the cap of the extraction tube is placed onto the tube.

The barcode that was handed over at the start of the test will be attached to the bottom of the LFD device *before* the sample is dropped onto the LFD.

Two drops of the solution is squeezed onto the sample well of the LFD cartridge and the time of the test is recorded on the LFD (for example HH:MM).

Movement of the LFD cartridge should be kept to a minimum and where it is required to be moved, the LFD cartridge must be kept horizontal using a tray.

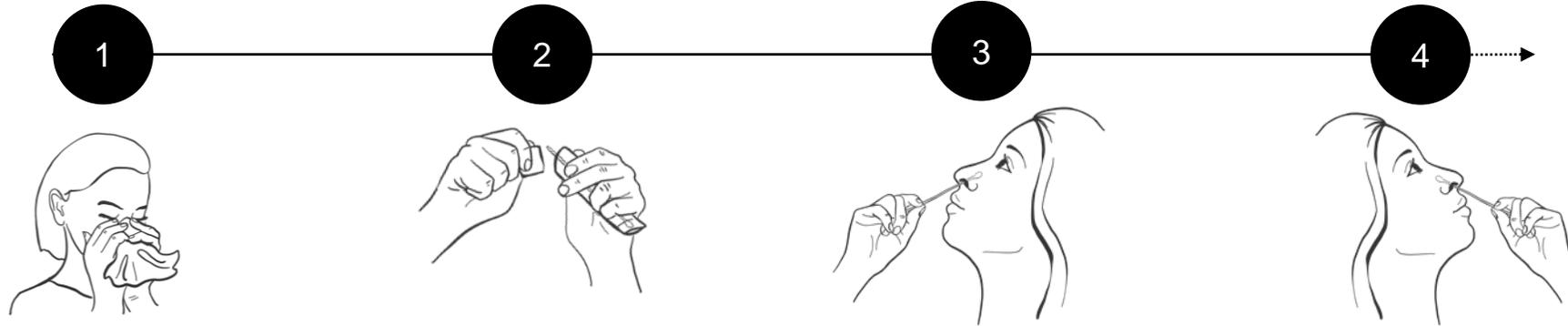
Results are analysed in 20 – 30 minutes and look like this diagram. **Two coloured lines indicate a positive test.**

- '+' mark for positives
- 'V' mark for invalid and void tests
- '-' mark for negatives

## **Step 6b:**

**Carrying out swab tests using Orient  
Gene self-test kits**

# Self-administering the Orient Gene test (1 of 2)



The person being tested will blow their nose into a tissue and throw the tissue into a bin. This gets rid of excess mucus.

They should then **sanitize their hands** once more.

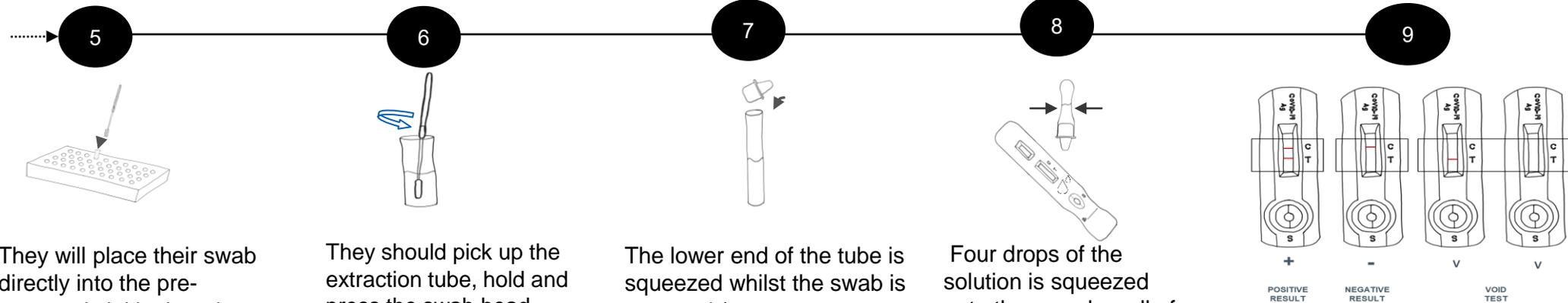
The person should identify the soft, fabric tip of the swab, peel open the sealed packaging and gently remove the swab whilst taking care to not touch the soft, fabric tip of the swab

The person should then insert the swab into one nostril. The swab tip should be inserted until there is a slight resistance up to 2.5 cm (1 inch) from the edge of the nostril. Roll the swab firmly around the inside of the nostril slowly, making 5 complete circles.

Slowly remove the swab from the nostril

Repeat step 4 for the other nostril using the same swab

# Self-administering the Orient Gene test (2 of 2)



They will place their swab directly into the pre-prepared vial in the tube rack or equivalent, with the cotton bud end facing down.

They should make sure they don't grasp the cotton bud end, which has been in contact with the nostrils. That might contaminate the sample.

They should pick up the extraction tube, hold and press the swab head against the wall of the tube with force while rotating the swab six times and then leave the swab in the extraction tube for 1 minute, then squeeze the swab head by squeezing the extraction tube several times

The lower end of the tube is squeezed whilst the swab is removed (to remove as much liquid from the swab head as possible). The swab is then thrown away into a bin, and the cap of the extraction tube is placed onto the tube.

The barcode that was handed over at the start of the test will be attached to the bottom of the LFD device *before* the sample is dropped onto the LFD.

Four drops of the solution is squeezed onto the sample well of the LFD cartridge and the time of the test is recorded on the LFD (for example HH:MM).

Movement of the LFD cartridge should be kept to a minimum and where it is required to be moved, the LFD cartridge must be kept horizontal using a tray.

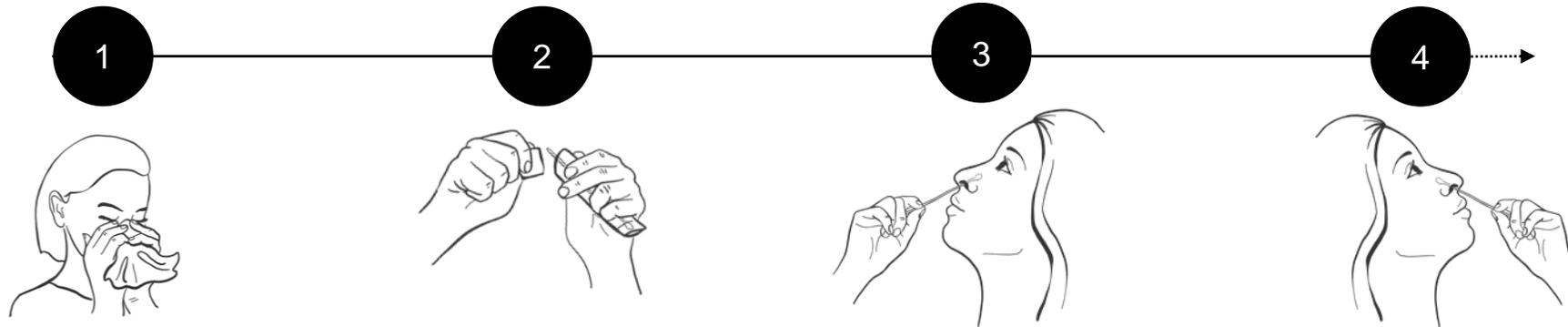
Read the results at 15 minutes. Do not interpret the result after 20 minutes. Results look like this diagram. **Two coloured lines indicate a positive test.**

- '+' mark for positives
- 'V' mark for invalid and void tests
- '-' mark for negatives

## **Step 6c:**

**Carrying out swab tests using Acon-  
Flowflex self test kits**

# Self-administering the Acon test (1 of 2)



**The person being tested will blow their nose into a tissue** and throw the tissue into a bin. This gets rid of excess mucus.

They should then **sanitize their hands** once more.

The person should identify the soft, fabric tip of the swab, peel open the sealed packaging and gently remove the swab whilst taking care to not touch the soft, fabric tip of the swab

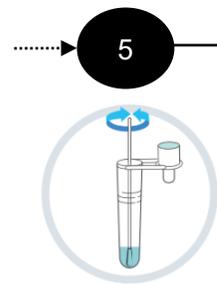
Insert the entire fabric tip of the swab into one nostril. Using gentle rotation, push the swab less than 2.5 cm from the edge of the nostril.

Rotate the swab 5 times brushing against the inside of the nostril.

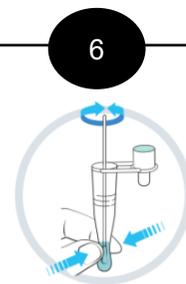
Slowly remove the swab from the nostril

Repeat step 3 for the other nostril using the same swab

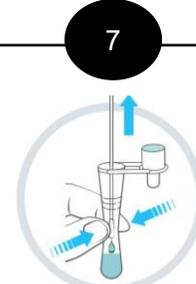
# Self-administering the Acon test (2 of 2)



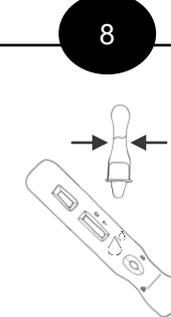
Pick up the extraction buffer tube and place the fabric tip of the swab into the tube so it is in the liquid. Press the tip against the edge of the extraction buffer tube with force, while rotating it around the tube for 30 seconds.



Rotate the swab 5 times while squeezing the side of the tube. This is to transfer your sample into the liquid.



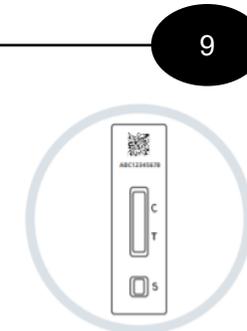
Pinch the extraction buffer tube against the swab as you remove it. Make sure you remove all liquid from the soft tip of the swab. Place the swab in the waste bag provided.



Attach the dropper tip firmly onto the extraction buffer tube. Mix thoroughly by swirling or flicking the bottom of the tube.

Ensure the test kit is on a clean and flat surface. Do not move the cassette during the test.

Gently squeeze the extraction buffer tube to place 4 drops of the liquid into the specimen well (S) on the test cassette. Make sure that you are dropping liquid and not an air bubble. Put the extraction buffer tube in the waste bag



Check the time and set a timer. Wait 15 minutes before you read your result. Read the result when the timer reaches 15-30 minutes. Do not read after 30 minutes.

- '+' mark for positives
- 'V' mark for invalid and void tests
- '-' mark for negatives

# **Step 7:** **Reporting test results**

## Step 7: How do you report your test result online

You are required to [report the results of your tests online, or by phone](#), every time you take a test, even if the result was negative or void.

Settings are not able to view the results that their staff and students have uploaded to the online service.

You should therefore also communicate results separately with your setting, so that they can respond accordingly.

Settings should record those results using the advice on the next slide.

### Report a COVID-19 test result

Use this service to report your result to the NHS after using a coronavirus (COVID-19) lateral flow test kit.

A lateral flow test is a coronavirus test you do yourself. It shows you the result on a handheld device that comes with the test.

Report the result:

- every time you use a lateral flow test kit
- as soon as possible after you get the result

You cannot report a result after more than 24 hours.

[Start now >](#)

## **Step 8:**

**Recording results at your setting and reporting incidents**

## Step 8: Reporting results to your setting

It is important for settings to log test results, using your own system, to support staff and students to follow the correct guidance depending on their test result.

Maintaining a **COVID-19 Test register** can also help you with:

- managing stock and distribution of kits to participants based on how many kits they have used (they may use more if any invalid tests occur)
- encouraging participants to follow requirements when reporting results online, or by phone (you may want to send reminders on test days to take a test and report results)
- identifying and reporting incidents

It is up to the setting to manage this process, however, a template spreadsheet is provided.

The **COVID-19 Test register** should be kept until further guidance is given.

The Kit Log and Test Register must be separate documents for data protection purposes (so that those signing for results cannot see the results of their colleagues).

## Incident Reporting

**If there are any issues with the tests that could potentially impact the quality or safety of testing, raise a ‘yellow card’**

### Nursery/Education Settings

#### Incidents

In the case of an issue, it is most likely that this will be experienced by an individual at home. However, **if there seem to be repeated or similar issues** (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc), these should be recorded by the setting and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.

DHSC/MHRA may require the setting to provide more information if further investigation is required.

#### Learning and improving

To ensure testing is running well, we will be in contact with settings from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.

### Individuals

#### Clinical issue

If there is a clinical incident which led or has potential for harm, participants are advised to report it on <https://coronavirus-yellowcard.mhra.gov.uk>

***This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.***

#### Non-clinical issue

For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland

#### Inform the Nursery/Education Setting

Participants should inform their nursery/education setting about ongoing test-related problems, so that they can check if this is a wider issue across other users.

**Examples of clinical issues are a swab breaking in the mouth, bleeding, allergic reaction on using the kit etc. whereas an example of a non-clinical issue would be missing items from a test kit.**

# **Additional Resources**

# Latest guidance

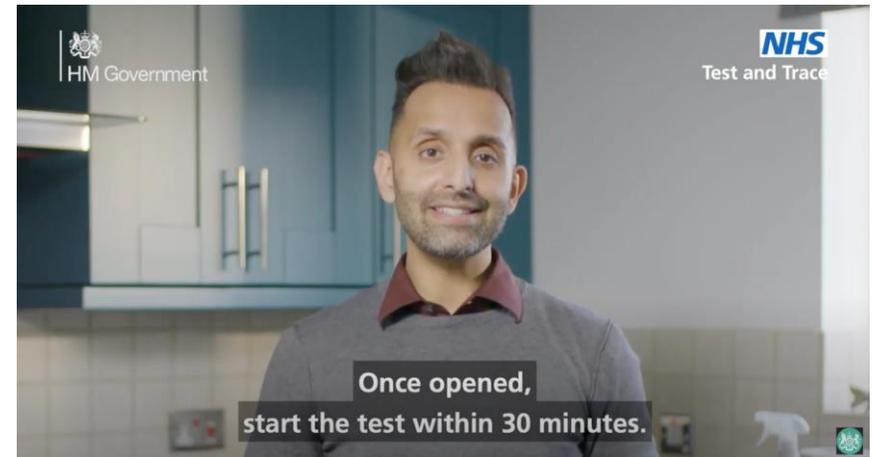
You can find the latest guidance on the [Primary](#) and [Secondary](#) Document Sharing Platforms

You'll have access to FAQs, guidance on ordering kits, and advice on keeping your own 'Register' - amongst other materials.

You'll also find the following resources which will be useful for anyone taking part in testing:

- an introduction to rapid self-testing
- an NHS video demonstrating how to carry out a test
- a step-by-step visual guide on how to do the test

Additional guidance for specialist settings (special schools, special post 16 institutions and Alternative Provision) is available [here](#).



# Get support

Settings in England can raise questions, concerns or report issues via the DfE coronavirus helpline on **0800 046 8687**

## DfE coronavirus helpline opening hours

Monday to Friday: 8am to 6pm

Saturday and Sunday: 10am to 6pm

## If you have an urgent media query

Or if you or your setting is approached by a member of the media, please [contact the Department of Health and Social Care press office](#) in the first instance.

## Anyone with one or more symptoms of coronavirus

A high temperature, a new continuous cough, or a loss or change in sense of smell or taste, should self-isolate and [book a test](#) or call 119 in England and Wales, or 0300 303 2713 in Scotland and Northern Ireland.



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