

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 review the competency tool at [gov.uk/guidance/coronavirus-covid-19-getting-tested](https://www.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.

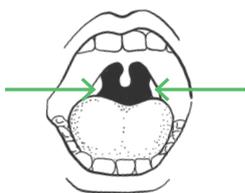


3

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.



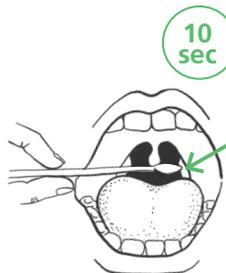
Important

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.

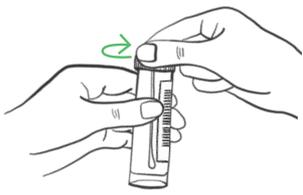


8

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
✔

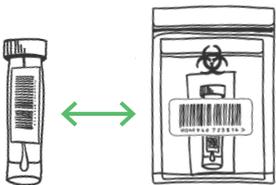
Important

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.

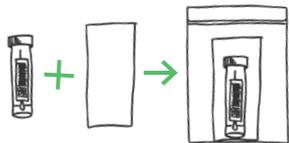


11

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.

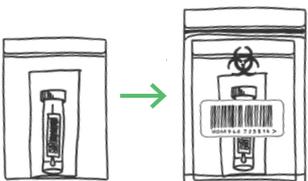
Seal the bag.



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