

Staff Rapid COVID-19 Lateral Flow Device Test (LFT)



HANDS



FACE



SPACE





REPLACE

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Information

There are two types of COVID-19 tests:

LFD Test (Lateral Flow Device)	PCR Test (Polymerase Chain Reaction)
	

Students are being asked to opt in to twice-weekly LFD tests in order to try and manage the COVID-19 infection rates. Approximately 1 in 3 individuals are asymptomatic when they contract COVID-19 and it is believed that the use of regular LFD tests amongst staff will help to identify those who may be positive for COVID-19 but are asymptomatic.

This does not replace the current testing system for anyone who experiences Covid-19 symptoms.

Opting in/out

Involvement within the LFD bi-weekly testing is **purely optional** and is open to all students who's parents/carers have given consent. You can give your consent here if you haven't already done so:

<https://forms.office.com/r/Ec7WDDjVCU>

Kit Contents

Your kit should contain the following items:



SWAB INSIDE SEALED WRAPPER



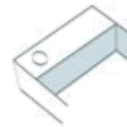
TEST STRIP IN SEALED PACKAGING



EXTRACTION BUFFER SACHET



EXTRACTION TUBE



EXTRACTION TUBE HOLDER (attached to the box)



PLASTIC WASTE BAG

Instructions

Full instructions on how to administer the LFD tests are given out with your test kit. Inside your testing kit is an **old** set of instructions which should **not** be used. Please recycle the old instructions and follow the new set of instructions.

Each test takes approximately 5

minutes to administer and 30 minutes for a result to show. Please read the instructions carefully. There is also a video which explains how to administer the test. [Video link](#)

Students are required to take their LFD test at home on Sunday evening before 8pm and Wednesday evening before 8pm. You will need to report your results twice:

1. Online at www.gov.uk/report-covid19-result
2. School's Form here: <https://forms.office.com/r/ExVs49wtpm>

Please note, if you get a positive result, you will also need to email covid@beckfootupperheaton.org to report this to us.



How to Do a Rapid COVID-19 Self-Test

Instructions before starting

- Wait at least 30 minutes after you last ate or drank anything before starting the test.
- Don't start it if you've had a nosebleed in the past 24 hours.
- If you have a piercing, swab the nostril on the other side. If both sides are pierced, remove jewellery.
- If you can't take a throat swab (for example if you've had a tracheostomy) swab both nostrils instead.
- Before you start wash your hands for 20 secs in soap and warm water or use sanitiser.
- Use a clean, flat surface and, if doing more than one test, make sure to sanitise your hands each time.

Preparing your test



Read the instructions that came with your kit carefully. Take the test strip out of its pack and place it onto the cleaned flat surface. Once opened, start the test within 30 minutes.



Twist or snap open the extraction buffer sachet, being careful not to spill any of the fluid. Open the tube and pour in all the fluid from the sachet.



Close the extraction tube cap and place the filled tube in the tube holder.

Doing your test



Blow your nose, wash and dry/sanitise your hands again. Remove the swab being careful not to touch the soft part.



Open your mouth wide and use a mirror to locate your tonsils (or where they used to be).



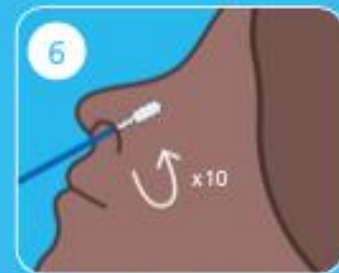
Do this firmly 4 times on each side. Use a mirror to help you do this correctly.



Remove the swab carefully without touching your teeth, tongue or gums.



Insert the same swab inside your nostril until you feel resistance, making sure you don't touch any other part of your face.



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

Processing your test



1 Pick up the tube; open the lid and place the fabric tip of the swab into the tube so it is in the fluid.



2 Press the tip against the edge of the tube with force.



3 Roll the swab around the tube for 15 seconds. It is important to mix thoroughly.



4 Pinch the tube as you remove the swab to make sure that all the fluid is removed then dispose of the swab in the waste bag provided.



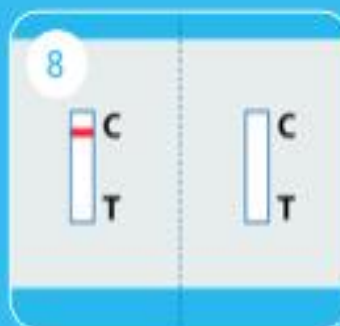
5 Press the nozzle cap tightly on to the tube to avoid any leaks.



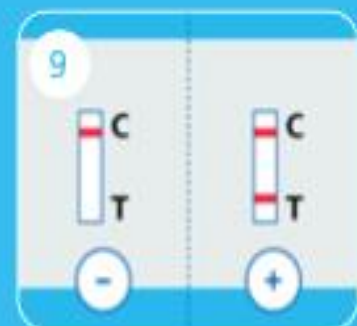
6 Gently squeeze the extraction tube to place 2 drops of the fluid onto the specimen well marked 's' on the test strip.



7 Make sure that you are dropping fluid and not an air bubble. Set a timer for 30 minutes.



8 Within 10 mins, you should see a line at 'C'. If C line is not visible within 30 mins, the test is invalid.



9 If after 30 minutes you still have only one line, your result is negative. If you have two lines, then your result is positive.

Now report your result

To report your result you need the barcode on the test strip (or the ID number under it). You can report your result either online at www.gov.uk/report-covid19-result or call 119.

How To Test: Quality checkpoints (1)

General Guidance

1. You can only use each item in the test kit once. Do not re-use the items.
2. If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process.
3. If you have a nose piercing, swab the other nostril. If pierced on both sides, remove the piercing on one side before swabbing.
4. If you've had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours.
5. Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.
6. Throat and nostril swab is best but if there is a reason why you can't take a throat swab, then swab both nostrils.

Storage

1. Store the test kit at room temperature or in a cool dry place (2°C to 30°C). Do not leave in direct sunlight and do not store in a fridge or freezer.
2. The kit should be used at room temperature (15°C to 30°C). If the kit has been stored in a cool area (less than 15°C), leave it at normal room temperature for 30 minutes before using.



How To Test: Quality checkpoints (2)

Self-swabbing

1. You should open your mouth and visually identify the left and right tonsils (or where they would have been) and swab each tonsil four times.
2. The swab tip should be inserted up to 2.5 cm (1 inch) from the edge of the nostril and rolled alongside the lining of the nose.

Sample processing and analysis procedure

1. All of the extraction solution in the pouch should be poured into the extraction tube.
2. Squeeze out all liquid from the soft tip of the swab when removing the swab by pressing on the tube from the outside.
3. Drop 2 drops of the prepared sample into the well of the LFD cartridge.
4. Re-check that the liquid can be seen seeping through the cartridge (not an air bubble).
5. Reading should be taken at 30 minutes, not before, not after.
6. Watch out for weak positive samples - the line of T can be faint.



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Results

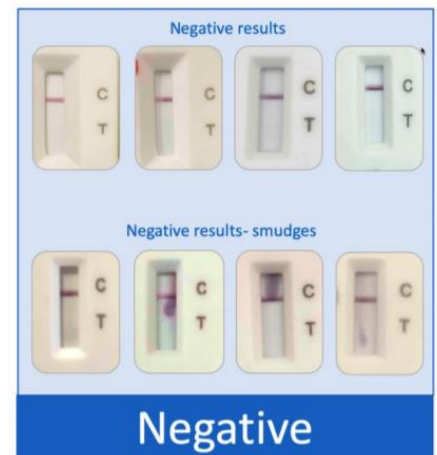
C = control line

T = test line

Negative result

1 line next to C

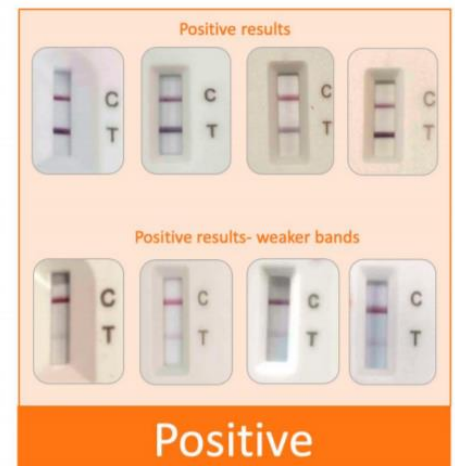
If the LFD test is negative, you can come to school as normal. You must report your results on the NHS website and school Form each time you take the test. You will need the Test ID number which can be found underneath. A negative result does not guarantee you do not have Coronavirus.



Positive result

2 lines, one next to C and one next to T (even if line at T is faint)

- 1) A positive LFD test may not necessarily mean you are positive for COVID-19. You must email covid@beckfootupperheaton.org.
- 2) You must begin your self-isolation. Everyone in your household must also isolate.
- 3) Report your result on the NHS website and school Form.
- 4) Book a PCR test online at [NHS.uk/coronavirus](https://www.nhs.uk/coronavirus) or ring 119.
- 5) Report this at covid@beckfootupperheaton.org.
- 6) Phone school as per normal absence reporting procedure by phoning 01274 493533.



7) Please choose the following options when reporting online:

Is the person who needs a test an essential worker?

Essential workers include NHS staff, teachers and transport staff. Check the [full list of essential workers on GOV.UK](#).

- Yes
- No
- I don't know

Does the person who needs a test have coronavirus symptoms?

The main symptoms of coronavirus are:

- a high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

Most people with coronavirus have at least one of these symptoms.

- Yes, at least one of these symptoms
- No, none of these symptoms

Has the person been asked to get a follow-up test?

For example, their first test was unclear or they need to confirm a possible positive result.

- Yes
- No

Why has the person been asked to get follow-up test?

- They got a positive result and were told to confirm this with another test
- Their previous test was unclear (void)
- Another reason

Is the person who needs a test part of a trial or government pilot project?

For example, they:

- are taking part in community testing
- have been invited to take part in the Contact Testing Study
- were told to get a test by the COVID Symptom Study app (by ZOE)

- Yes
- No

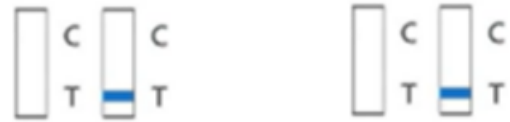
Tell us which pilot or trial it is

- The person was told to get a test by the COVID Symptom Study app (by ZOE)
- The person is taking part in community testing
- The person has been invited to take part in the Contact Testing Study



Void result

If you do not have a line next to C your test is void. You must use one of the other test kits to repeat the test. Do not re-use your first test kit. You must report both results on the NHS website and the school Form. It is important you do this as we may need to report faulty tests to the DFE.



2 Void results

This is very uncommon.

If you get a second void result you must treat this as a positive result:

- book a PCR test online at [NHS.uk/coronavirus](https://www.nhs.uk/coronavirus) or ring 119.
- Everyone in your household must isolate.
- Report this via covid@beckfootupperheaton.org
- Report your result on the NHS website and the school Form.

FAQs

Should I use the LFD test if I have started to develop COVID-19 symptoms?

No, the LFD test should only be used if you are asymptomatic. If you have developed COVID-19 symptoms, you must self-isolate immediately and [organise a PCR test](#).

Should students continue testing if they have already contracted COVID-or if they have received the vaccine?

Yes, students can still be involved as this helps to understand the effects of the vaccine and to also identify if individuals can test positive for COVID-19 more than once.

Can I give one of the LFD tests to another household member?

No, the LFD tests must only be used by the named student. Other household members should access PCR tests in the normal way if they are symptomatic.

Does a negative test result mean I can stop my isolation period early if I previously tested positive and it hasn't been ten full days?

No, government self-isolation advice should be followed at all times. This test does not remove the need to self-isolate.

Do the tests need to be stored in certain conditions?

Tests can be stored in normal household conditions (between 2°C and 30°C). They do not need refrigeration but should be kept out of direct sunlight and not be exposed to heat.

I don't want to opt in at the moment. Can I change my mind?

Yes. You can choose to opt in at any time.

Public Health England would like as many people to agree to testing as they believe it provides more protection.

What if part of my testing kit is damaged or there are missing parts?

If you find that you are unable to take the test as it is damaged ring 119 to report it. Please let school know too at covid@beckfootupperheaton.org, we need to keep a record of any issues with the test kits.

What should I do if I develop symptoms?

The LFD test kits are designed for use if you do not have any symptoms. If you develop symptoms you must book a PCR test.

How do I dispose of the used kits?

Used tests can be disposed of in household waste. A bag is provided in the kit box.

Quick Guide to Taking the Test

Do not eat or drink for 30 minutes before taking the test

Wash your hands and blow your nose

Make sure the test is at room temperature

You will need:
a timer
a flat surface
the test kit

You must use the test within 30 minutes of opening it

Follow instructions to take the test

Wait for 30 minutes

Read the results

Report your results