

**Shetland Islands Council
CHILDREN'S SERVICES**

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Our Ref: VN/ek/L210324a

24 March 2021



Dear Parents/Carers and Pupils

The school has been asked to share the following information with you

COVID-19 Asymptomatic Testing Programme for School/ELC Staff and Pupils

I am writing to let you know about the new Schools/ELC Asymptomatic Testing Programme, which is being put in place as part of the package of COVID-19 risk reduction mitigations in schools across Scotland, and to give you more information about how the programme will operate in our school.

I am also requesting that, as a parent/carer of a pupil in our school who is eligible for testing, you discuss the contents of this letter with them. If you and they are content, please ensure that the attached consent form is completed and returned to the AHS School Office at the earliest opportunity. This will ensure that your child can participate in testing if they wish to do so.

Why is our school/setting participating in the programme?

Along with the other protective measures we are implementing to keep our school community safe, regular testing of staff and pupils will help to further reduce risks for staff and children and young people in our school.

It will do so by helping to identify asymptomatic individuals in school environments at the earliest possible opportunity, and asking them and their close contacts to self-isolate, thus minimising the likelihood of them passing on the virus.

Who can take part?

The regular testing is open to all school staff and pupils who are regularly attending the school premises. The testing programme also includes school-aged childcare staff and early learning and childcare staff in settings that are attached to schools. References to 'school staff' within this letter include this wider group of childcare staff.

Does everyone have to take part?

Testing is voluntary. No-one who is otherwise permitted to come to school will be prevented from doing so just because they do not wish to participate. However, we are strongly encouraging all school staff and pupils who are attending school to participate wherever possible, in order to contribute to the wellbeing of our school community.

What will the testing involve?

Our school has been provided with a supply of Lateral Flow Device (LFD) test kits by the Scottish Government and the UK Department of Health and Social Care for use at home. We will give each participating staff member and pupil a supply of these test kits to take home, together with the 'Instructions for Use'. Each staff member and pupil will be asked to sign for these in a log at the point of handover. Completion of this test kit log is a regulatory requirement.

We will then ask individuals to test regularly at home, twice a week (every three to four days, ideally in the morning before school).

The tests supplied do not require laboratory processing and can provide a quick result in around 30 minutes. Comprehensive guidance on conducting self-testing is contained in the 'Instructions for Use' leaflet which will be provided with the test kit. There is a useful video showing participants how to administer the test here:

<https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVq7lwH5uxAD9UrSzGJ>.

Once the test has been conducted individuals must log the test result – whether positive, negative or void – online at www.gov.uk/report-covid19-result. Tests are free of charge and will be provided by the school.

NB: It is important to note that this regular testing is only for individuals without symptoms. Those with symptoms must continue to follow the usual guidance. They must self-isolate and book a PCR test at a test centre or via a home test kit at the earliest opportunity. People with symptoms must not rely on a negative LFD result to continue to attend school.

NB: A negative test result must not be taken as leave to relax or ignore physical distancing or other measures intended to reduce transmission – testing is an additional intervention that contributes to reducing risk.

What happens next?

Please discuss the contents of this letter with your child. If your child wishes to participate in testing, and you are content for them to do so, please ensure that the attached consent form is completed and returned to AHS School Office at the earliest opportunity.

Testing kits will be available for collection from the School Office from 9.00 am to 3.30 pm Monday to Friday, during the Spring holidays, or on return to school.

We will continue to support and communicate with our staff, pupils and school communities as we implement this programme. Please let us know if you have any questions.

Yours sincerely



Valerie M L Nicolson
Head Teacher

Annex – Frequently Asked Questions

How will my child know how to use the tests?

The school will provide those participating with the most up to date Instructions for Use along with their test kits. Participants will be asked to ensure they use these, and not the ones that are pre-packaged in the test kits.

The Instructions for Use set out clearly how to use the test kits, or how to support someone to do so. They also provide a number to call if there are any problems with the test kits.

Are the tests safe and accurate?

LFD tests have been widely and successfully used to detect COVID-19 in asymptomatic individuals. No test is perfect, but the speed and convenience of LFD tests supports detection of the virus in asymptomatic individuals who would not otherwise be tested. They are clinically approved and are crucial in the fight against the virus. The Medicines and Healthcare products Regulatory Agency (MHRA) has approved the use of these at-home tests for these purposes.

LFD tests are very accurate, which means that only a very small proportion of people who do not have coronavirus will receive a positive result (false positive). The tests are better at picking up true positive cases when a person has a higher viral load and is more contagious. There is a risk of returning a false negative result when viral loads are low (e.g. in the early stages of infection). This is why Public Health Scotland recommend two LFD tests 3 to 4 days apart, or regular testing, to enhance detection by picking up any cases which were not detected during the first test and to catch any new infections.

If someone tests positive using an LFD, it is likely that they are infectious at that moment, whereas people testing positive on a 'Polymerase Chain Reaction (PCR)' test could be in the less infectious early or late stages of disease. This means that by using the LFD, we can identify people with a high viral load who are the most likely to spread the virus further.

What happens if there is a problem with the tests?

Any incidents that could potentially impact the quality or safety of testing should be reported to the Medicines and Healthcare products Regulatory Agency (MHRA).

For incidents occurring in a home setting, please report any issues (for example: something damaged, or missing or difficult to use in the kit, you are unable to log a result) to **0300 303 2713**.

If there is a clinical incident which led to, or has the potential for, harm (e.g. swab breaks in the mouth, bleeding, allergic reaction on using the kit etc.) please report it on <https://coronavirusyellowcard.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.

What happens if my child tests positive?

If your child receives a positive result on your Lateral Flow Device at home, they must report the result online at www.gov.uk/report-covid19-result, self-isolate and book a confirmatory PCR test. This can be done via <https://www.gov.uk/get-coronavirus-test>. We advise visiting a community 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 your child begins self-isolation immediately after they receive the positive result from the LFD test, and does not wait until the result of their PCR test.

What happens if my child tests negative?

They must report the result online at www.gov.uk/report-covid19-result. Individuals who test negative will be able to stay in schools and resume their activities as normal.

What happens if the test result is “void”?

This means the test has not run correctly. Your child must report the result online at www.gov.uk/report-covid19-result. They will need to take another test. Use a new test kit, and do not reuse anything from the first kit.

What if my child has been in close contact with someone who tests positive?

If a pupil or member of staff has tested positive, they will have to self-isolate as per government guidelines. The pupil or member of staff should also inform the school of their absence, and are strongly encouraged to report a positive case to their school to support contact tracing activities.

Both Test and Protect and, once informed, the school will get in contact with staff members and pupils who were in close contact with a positive case to inform them that they need to self-isolate.

What if my child develops symptoms?

This testing programme at school is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 0800 028 2816 or visiting <https://www.nhsinform.scot/>. People with symptoms must not rely on a negative LFD result to continue to attend school.

Can staff/pupils' families get tested too?

No, this asymptomatic LFD testing is aimed at staff and pupils only. The tests will be handed to staff and pupils for personal use and should not be used for anyone else. Family members of staff or pupils taking part are not eligible.

If family members experience COVID-19 symptoms, they must follow standard Government guidance, including self-isolating immediately and booking a test through the NHS Coronavirus (COVID-19) service or by calling 0300 303 2713 in Scotland.

NHS TEST AND PROTECT CONSENT FORM for COVID 19 Testing

This COVID 19 testing programme is being led by the Department for Health and Social Care and the Scottish Government to provide asymptomatic testing in schools for staff and senior pupils.

Taking part in testing is voluntary. There is no expectation or obligation to participate. Nobody should be required to undergo testing without consent, and nobody should be excluded from school if they do not wish to test.

Please read the following sections, complete the questions below and return this form to the school as soon as possible:

I have had the opportunity to consider the information provided to me by the school about this testing programme in the letter dated 11 February 2021. I have had the opportunity to ask any questions about the programme and, if I have, I have had these answered satisfactorily.

For parents/carers/guardians of under 16s: I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so.

Please sign below if you agree to the following:

1. I consent to participate/my child participating in this testing programme.
2. I have understood that my/my child's data will be held and shared in accordance with the data privacy notice.
3. I agree that if my/my child's test results are confirmed to be positive, I/my child will inform the school to support contact tracing.
4. I agree to accurately record all of my/my child's test results at www.gov.uk/report-covid19-result or by calling 0300 303 2713.

Staff name: (PRINT) _____

Signature: _____ Date: _____

Name of Pupil: (PRINT) _____

Year group _____

Name of Parent/Guardian: (PRINT) _____

Signature _____ Date: _____

Relationship to child: _____

Privacy Notice for LFD at Home Testing: Secondary Schools, Primary Schools, Special Schools and Daycare for children services: Early Learning and Childcare (ELC) and School Aged Childcare (SAC) settings

Background

The Scottish Government (NHS Test and Protect), in partnership with the UK Department of Health and Social Care, Local Authorities and the NHS Scotland, is responsible for the overall delivery of COVID-19 Lateral Flow Device Testing (LFD) of staff in primary, secondary and special schools and Daycare of Children services: Early Learning and Childcare (ELC) and School Aged Childcare (SAC) settings and secondary school aged pupils (S1-S6) in Scotland. The testing of asymptomatic people can support education settings to identify positive cases, break chains of transmission and reduce risks in settings.

Scope of this privacy notice

This privacy notice covers the processing of personal data of staff in primary, secondary and special schools and Early Learning and Childcare (ELC) or school aged childcare (SAC) settings, and secondary school aged pupils (S1-S6), by the Department of Health and Social Care, NHS National Services Scotland (NHS NSS) and Public Health Scotland (PHS) and schools and ELC or SAC settings.

This privacy notice provides you with information about how your personal data will be collected and used in connection with COVID-19 Lateral Flow Device (LFD) Testing. It covers the collection and use of your personal data, from providing the LFD data to the test results being recorded and processed.

As part of this testing, different organisations may require a different level of information about your LFD data, including the Department of Health and Social Care (DHSC) and schools/ELC or SAC settings. Please refer to the relevant privacy notices if you want to know more about the uses of your personal data by other organisations. Every organisation involved in this data processing is independently responsible for complying with the applicable data protection legislation.

For further privacy information refer to:

- [Use of your data for COVID-19 Testing | Information Governance \(scot.nhs.uk\)](#)
- [Coronavirus \(COVID-19\): Testing in Scotland | NHS inform](#)
- [How the NHS handles your personal health information | NHS inform](#)
- Your school/ ELC or SAC setting and Local Authority (Council) privacy notices and websites

DHSC Privacy Notice

Who am I giving my personal data to?

If you (or your parent/legal guardian) decide to participate in this LFD process, you will need to submit the results of your self-administered Covid-19 lateral flow device tests through the [DHSC LFD self-test digital journey portal](#). DHSC, in partnership with the Scottish Government, is the data controller in relation to this data processing and you can find more information [here](#).

For individuals based in Scotland, in line with mandatory notifiable disease reporting regulations and the public tasks of NHS National Services Scotland (NSS) and Public Health Scotland, LFD data

submitted through the digital journey portal will flow through the National Pathology Exchange (NPEX) (a data processor for DHSC) into NSS, who safely and securely store the provided data for future use for public health purposes. Public Health Scotland (PHS) also has access to this data to perform their public functions.

Scottish Government, Local Authorities (schools and ELC or SAC settings), NHS NSS and PHS are data controllers for the below purposes.

What is the purpose of processing my personal data?

Participating in the LFD programme is voluntary. The data collected is necessary to enable the administration of the Covid-19 test directly to you without relying on a test centre. It also enables the involved parties to perform their public duties in managing the Covid-19 public health outbreak as indicated in the table below.

As indicated in the table below, each of the organisations involved, play a different role in this process; in partnership, they will process your personal data for the below purposes:

- to perform their public duties and functions (for more details refer to *Table 2 Legal basis*),
- to administer the processing of your LFD results,
- to enable contact tracing,
- to share the test outcome with other parties involved in this process, such as local Health Boards so they can provide you with appropriate advice and support.

Table 1 roles and responsibilities of the data controllers

Organisation (Data controller)	Role within the Test & Protect Programme	Access to personal data
Scottish Government (Scottish Ministers)	The Scottish Government provides strategic direction and leadership for the Test and Protect Programme, as per the duty of Scottish Ministers to protect public health.	No. The Scottish Government do not have access to personal identifiable data.
Department of Health and Social Care (England)	Is responsible for the overall delivery of COVID-19 Lateral Flow Testing (LFD) as part of the UK Testing programme.	Yes.
Local Authorities/ Private Childcare provider	In partnership with the Scottish Government and DHSC, are responsible for the overall delivery of COVID-19 Lateral Flow Device Testing (LFD) of staff in primary, secondary and special schools and	Yes.

ELC and SAC settings and secondary school aged pupils (S1-S6) in Scotland.

Public Health
Scotland (PHS)

Responsible for performing their statutory public functions and tasks, i.e., research, statistics and management of outbreaks. Decides on analytical methods and reporting in its role as an independent official statistics producer.

Yes, on a need-to-know basis only

The Common Services
Agency (NHS National Services Scotland - NHS NSS)

Responsible for:

- hosting and administering the secure database on NHS secure servers which receives the LFD data
- linking data to the Test and Protect Case Management System (CMS) for initiating contact tracing on positive results
- linking data to the NSS Data Hub for national reporting of aggregated and anonymised results
- providing feedback on incident reporting and outbreaks
- linking LFD data to medical records

Yes, on a need-to-know basis only

What categories of personal data will be collected and processed?

The following personal data will be collected directly from you (or your parent/legal guardian):

- **Identity Information:**
 - Last name
 - First name
 - Date of birth
 - Gender
 - Ethnic group
 - Occupation/profession/Job title (ONS classification)
- **Contact Information:**
 - Area of residence
 - First line of address
 - Postcode

- Contact mobile number
- Contact email address
- **Health information:**
 - Covid-19 Test Result (select from positive, negative or void)
- **Information about the Covid-19 test you have taken**
 - Test kit ID number
 - Date test taken
- **Other:**
 - Name or postcode of the school or ELC or SAC setting
 - Reason for taking the test (Testing for an education provider - like a school or college)

The following personal data will be collected from other sources:

- Community Health Index (CHI) number – where this is not provided by you, NHS NSS may need to match your details with the CHI database for the positive tests based on the information kept by NHS NSS. This is necessary to ensure that your records are accurate and kept updated.

In the event of a positive LFD test you should book a PCR test to confirm the results. The involved parties in the PCR process will provide you with information about the processing of your personal data in this case.

What happens if I choose not to provide the personal data requested?

This privacy notice covers the LFD Covid-19 weekly testing of staff and secondary school aged pupils (S1-S6) for rapid identification of asymptomatic positive cases to reduce onward transmission within schools and ELC or SAC settings. This testing programme, alongside other protective measures such as physical distancing and handwashing, helps reduce the risks of coronavirus in education settings.

Staff and pupil participation in LFD testing is voluntary. It is the responsibility of the participating schools/ ELC or SAC settings to ensure that that they obtain the appropriate and valid consent (e.g. from the participants or their parents/legal guardians). People who decline to participate in twice-weekly contact testing may still attend school/ELC or SAC settings, provided they continue to follow national guidance on symptomatic testing and self-isolation.

In order to submit the LFD data to the LFD portal, you will need to provide personal data.

What is the lawful basis for collecting, storing and using my data?

The legal basis for each of the organisation involved to processing your personal data or making decision about it are:

Table 2 Legal basis

Scottish Government	Necessary for performance of a task carried out in the public interest on the basis of The Public Health etc. (Scotland) Act 2008 section 1 (Duty of Scottish Ministers to protect public health) (UK GDPR Art 6(1)(e))
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Necessary for reasons of substantial public interest for statutory and government purposes on the basis of The Public Health etc. (Scotland) Act 2008 section 1 (Duty of Scottish Ministers to protect public health) (UK GDPR Art 9(2)(g))

Necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services, on the basis of section 1 of The Public Health etc. (Scotland) Act 2008 (Duty of Scottish Ministers to protect public health) (UK GDPR Art 9(2)(h)).

Necessary for reasons of public interest in the area of public health on the basis of The Public Health etc. (Scotland) Act 2008 section 1 (Duty of Scottish Ministers to protect public health) (UK GDPR Art 9(2)(i))

Necessary for scientific research or statistical purposes in the public interest (UK GDPR Art 9(2)(j))

UK General Data Protection Regulation (GDPR) Article 6(1)(e) (lawful basis to permit the processing of personal data) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authorities vested in the data controllers.

NHS NSS and PHS

UK GDPR Article 9(2)(h) (lawful basis to permit the processing of special category data) processing is necessary for the purposes of preventive or occupational medicine, the provision of health or social care or treatment or the management of health or social care systems and services.

UK GDPR Article 9(2)(i) (lawful basis to permit the processing of special category data) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health.

UK GDPR Article 9(2)(j) (lawful basis to permit the processing of special category data) processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes.

Local Authorities or Private Childcare provider (including

UK General Data Protection Regulation (GDPR) Article 6(1)(e) (lawful basis to permit the processing of personal data) processing is necessary for the performance of a task carried out in the public

schools and ELC or SAC settings)

interest or in the exercise of official authorities vested in the data controllers.

UK GDPR Article 9(2)(j) (lawful basis to permit the processing of special category data) processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes.

DHSC

DHSC's legal basis for processing your personal data is:

- **GDPR Article 6(1)(e)** – the processing is necessary for the performance of its official tasks carried out in the public interest in providing and managing a health service
- **GDPR Article 9(2)(h)** – the processing is necessary for the management of health/social care systems or services
- **GDPR Article 9(2)(i)** – the processing is necessary for reasons of public interest in the area of public health
- **DPA 2018 – Schedule 1, Part 1, (2)(2)(f)** – health or social care purposes

Other organisations involved in processing your data (such as NHS Digital) will be doing so either with an agreement in place with the data controllers (e.g. DHSC) to provide that service, or with a legal basis of their own).

The processing of personal data covered in this policy also adheres to Schedule 1 of the UK Data Protection Act 2018. In particular, the applied conditions under Schedule 1 are:

Condition 2 - Health or social care purposes

Condition 3 - Public health

Condition 4 - Research etc

Condition 6 - Statutory etc and government purposes

How will my personal data be shared?

Your personal data will only be shared with specific parties as part of this processing and on a need-to-know basis. Where special categories of personal data are shared, this is subject to suitable and specific measures to safeguard your rights and freedoms. NHS NSS and PHS may share your personal data with:

- Your local Health Boards to carry out their public health duties
- The GP of the person who tested positive

- NHS Test and Protect service who undertake contact tracing to initiate contact tracing for positive cases
- Other parties of the health and care system for monitoring and planning actions in response to COVID-19

Where positive tests become part of the medical records of the tested person, parties authorised to access your medical records will also have access to this information.

Information about Covid-19 LFD tests may be provided to the Scottish Government in an aggregated and anonymised format for the evaluation of the effectiveness of this testing, including operational performance, clinical and public health effectiveness.

Your school/ELC or SAC setting may need to access information about your LFD for certain purposes (e.g. stock management and incident reporting about the quality or safety of testing). Information submitted to the self-test digital journey portal is not shared with school/ELC or SAC setting and you may have to provide this information directly to these organisations. Your school and/or ELC or SAC setting should provide necessary contact details for reporting the information to all participants.

How long will my personal data be kept?

- The test information processed by NHS Scotland is kept for as long as is required to provide you with direct care and to support NHS Scotland initiatives to fight COVID-19. Information held for direct care purposes is stored in line with the [Scottish Government Health and Social Care Records Management Code of Practice 2020](#). This means such information will be held for up to 7 years before it is deleted.
- When positive test results are added to your personal medical records, this will be retained on these records for your lifetime.
- The information processed by your school/ ELC or SAC setting will be processed in accordance with the Data Protection Act 2018 to allow us to effectively deliver an education service. The Data Protection Act 2018 gives parents/carers and pupils the right to know how we will use personal data. Further information about how we use pupil personal data is available from Children's Services or the Council's website at <http://www.shetland.gov.uk/information-rights/documents/SchoolsQualityImprovementPrivacyStatement.pdf>
- The information processed by DHSC will be kept in line with [their privacy notice](#), for up to 8 years, in accordance with the [Records Management Code of Practice for Health and Social Care 2016](#).

Where is my personal data stored?

Your data will be stored securely within the United Kingdom and safely accessed by authorised parties. We will not share your personal data outside the United Kingdom.

Is my personal data kept private and secure?

We have legal duties to keep information about you confidential. Strict rules apply to keep your information safe and comply with the Data Protection Act 2018, UK GDPR and organisational Data Protection policies. Appropriate technical and organisational measures are used to keep your data safe, including adherence to the NHS Scotland Information Security Policy framework, PHS/NSS Corporate Information Security Policies, PHS/NSS Information Security Acceptable Use Policy, NHSS Information Security and Cyber Security incident reporting and management processes and information governance training.

What Are My Rights?

Under the UK GDPR and Data Protection Act 2018, you have the following rights:

1. The right to be informed.
2. The right of access.
3. The right to rectification.
4. The right to erasure.
5. The right to restriction of processing.
6. The right to data portability.
7. The right to object.
8. Rights in relation to automated decision-making.
9. The right to lodge a complaint with a supervisory body.

For more information about how to exercise your rights within the NHS Scotland visit:

[How the NHS handles your personal health information | NHS inform](#)

For more information about your rights and how to invoke them in relation to your test results, visit the website at: <https://nhsnss.org/how-nss-works/data-protection>

Data Controllers contact details

If you have questions, complaints or you would like to make a data subject access request (DSAR) regarding how your personal data is collected and processed by the data controllers, the contact information you need is noted below.

Contact details of the data controllers:

NHS National Services Scotland Website: https://nhsnss.org/contact-us	Contact details of the Data Protection Officer (DPO) Email Address: nss.dataprotection@nhs.scot Postal Address: Gyle Square, 1 South Gyle Crescent, Edinburgh, EH12 9EB Telephone: 0131 275 6000
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Public Health Scotland Website: https://www.publichealthscotland.scot/contact-us/	Contact details of the Data Protection Officer (DPO) Email Address: phs.dataprotection@phs.scot Postal Address: Gyle Square, 1 South Gyle Crescent, Edinburgh, EH12 9EB Telephone: 0131 314 5436
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Scottish Government	<p>Contact details of the Data Protection Officer (DPO)</p> <p>The Scottish Government Data Protection Officer Victoria Quay Commercial Street Edinburgh EH6 6QQ Email: DataProtectionOfficer@gov.scot</p>
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<p>Scottish Local Authorities:</p> <p>Links to Scottish Local Authority websites can be found on the COSLA website:</p> <p>https://www.cosla.gov.uk/councils</p>	<p>Contact details of the Data Protection Officer (DPO)</p> <p>Data Protection Officers' contact details are available here:</p> <p>https://protect.scot/local-authorities</p>
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DHSC	<p>Contact details of the Data Protection Officer (DPO)</p> <p>Updated details of the DHSC's Data Protection Officer are available here:</p> <p>Testing for coronavirus: privacy information – quick read - GOV.UK (www.gov.uk)</p> <p>Email: data_protection@dhsc.gov.uk</p>
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In relation to personal data processed by other parties

For any data processing that is not covered in this privacy notice, other involved organisations are responsible. Please refer to their privacy notices.

To raise a complaint with the Information Commissioner's Office (ICO) as the supervisory body in the UK, contact:

Information Commissioner's Office

Postal Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Website: www.ICO.org.uk

Last updated: 10 March 2021

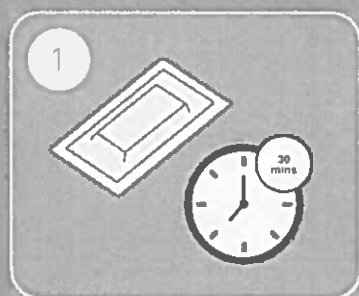
How to Do a Rapid COVID-19 Self-Test



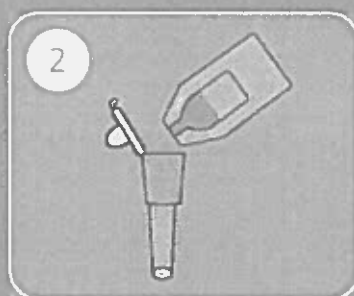
Instructions before starting

- 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

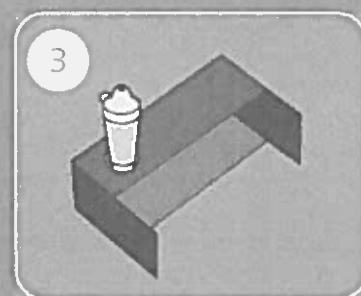
Preparing your test



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.

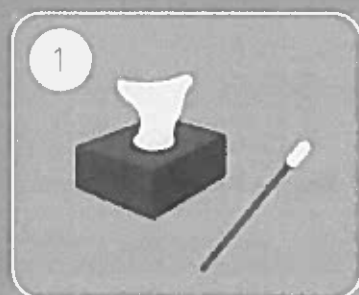


Twist or snap open the extraction buffer sachet, being careful not to spill any of the fluid. Open the tube and pour in all the fluid from the sachet.

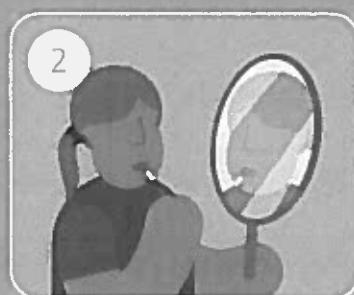


Close the extraction tube cap and place the filled tube in the tube holder.

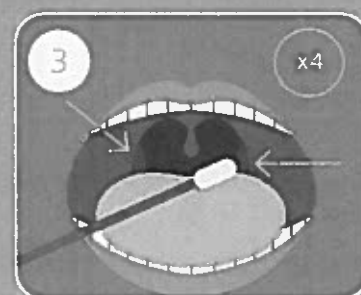
Doing your test



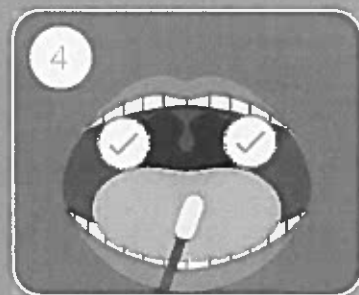
Blow your nose, wash and dry/sanitise your hands again. Remove the swab being careful not to touch the soft part.



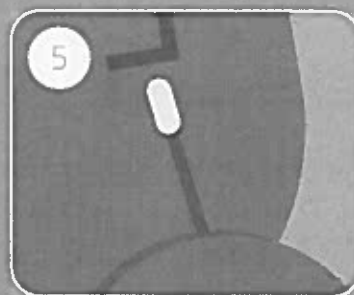
Open your mouth wide and use a mirror to locate your tonsils (or where they used to be).



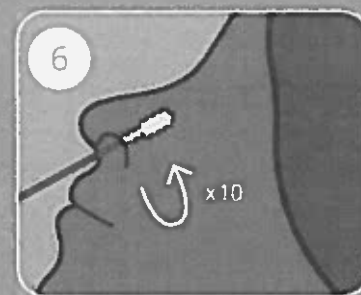
Do this firmly 4 times on each side. Use a mirror to help you do this correctly.



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

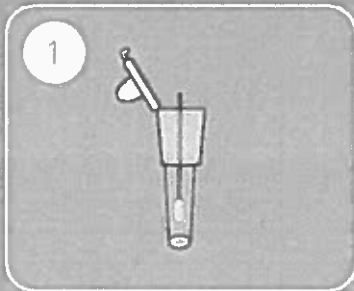


Insert the same swab inside your nostril until you feel resistance, making sure you don't touch any other part of your face.

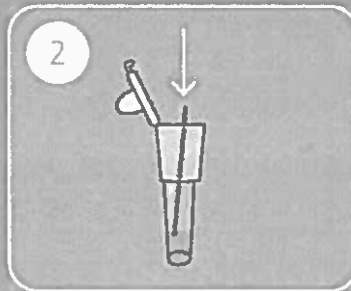


Roll the swab firmly around the inside of the nostril, making 10 complete circles.

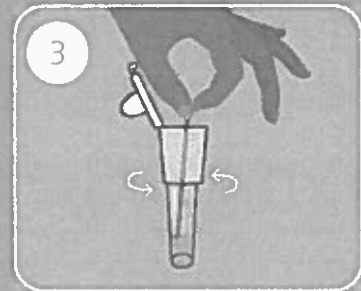
Processing your test



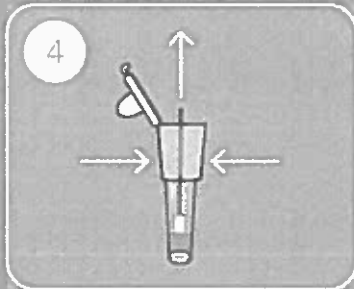
1 Pick up the tube, open the lid and place the fabric tip of the swab into the tube so it is in the fluid.



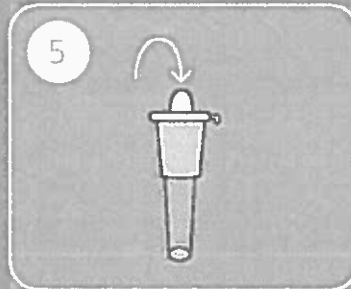
2 Press the tip against the edge of the tube with force.



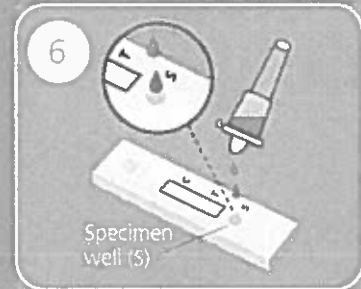
3 Roll the swab around the tube for 15 seconds. It is important to mix thoroughly.



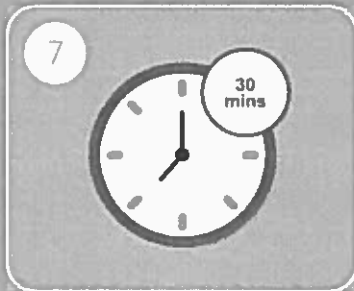
4 Pinch the tube as you remove the swab to make sure that all the fluid is removed then dispose of the swab in the waste bag provided



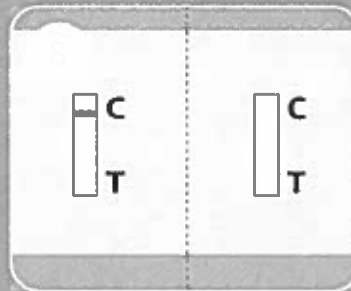
5 Press the nozzle cap tightly on to the tube to avoid any leaks.



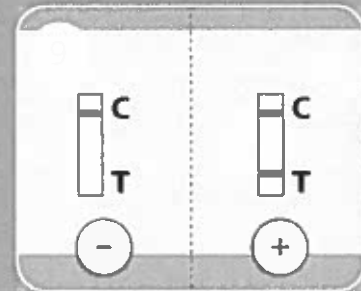
6 Gently squeeze the extraction tube to place 2 drops of the fluid onto the specimen well marked 'S' on the test strip.



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 0300 303 2713.

An Introduction to Rapid Self-Testing for COVID-19

The importance of testing

The ultimate aim of testing is to break the chain of transmission of COVID-19. As many as one in three people with COVID-19 show no signs of having it, that is they are 'asymptomatic'.

Testing helps us to identify and isolate more asymptomatic people who test positive and are therefore, more likely to spread the virus, at the same time as minimising disruption for those who test negative.

The benefits of self-testing

Self-testing for COVID-19 is simple, quick and can be carried out at home without the need to attend a test centre or post samples to a lab for analysis.

How the device works

The self-test kits are lateral flow devices. The device detects the presence or absence of COVID-19 by applying a test sample to the device's absorbent pad. The sample runs along the surface of the pad showing a visual positive or negative result. Results are ready in 30 minutes. Tests come in packs of 7.

What you need to do



Receive or collect the test package



Carry out the test
[Watch How To Video](#)



If you test **positive**, you should book a confirmatory PCR test. This can be done via <https://www.gov.uk/get-coronavirus-test>

We would advise visiting a community 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**, no further action is required until the next test, but remain vigilant to COVID-19 symptoms.

If the test is **void** (invalid) please take another test as soon as possible.

It is very important that you read the comprehensive [Step-by step guide](#) that comes with the test kit. There is also an additional infographic [How to Do a Rapid COVID-19 Self-Test](#) for your information. Tests should be conducted twice a week, 3 to 4 days apart, and preferably at the beginning of the day.

To report your result you need the barcode on the test strip (or the ID number under it). You must report your result either online at www.gov.uk/report-covid19-result or call 0300 303 2713. Please also report your results to your employer.

Thank you

On behalf of NHS Test and Protect, thank you for participating in this important work to reduce the risks of coronavirus in your school/ELC setting and local community. Schools and ELC providers in Scotland can raise questions, concerns or report issues by emailing control@dhsc.gov.uk or tel: 0207 972 1000 - option 3.

