

Virus Test Kit - Instructions for Use








Before starting to take the sample, please ensure you have carried out the appropriate training as identified by your organisation including referring to specific training guide promoted by Public Health Scotland. Read these instructions carefully.

Safety information and material safety data sheets related to this kit can be found in the National Services Scotland website if required or through the contact at the end of this document.

Kit Contents

The virus test kit consists of a pack containing the following items:

- a) a self-sealed plastic bag
- b) a small plastic bottle with liquid in it and a bar code attached to it
- c) a swab (long stick with a 'cotton bud' at the end)
- d) an inner bag with an absorbance liner to put the sample bottle in when complete
- e) a spare barcode label to be retained for your own record
- f) a further transit bag to place a number of samples ready for collection by the courier company

Product	Picture	Product	Picture
a) Self-sealed Plastic ziplock bag (also use to return the sample in)		b) Small plastic bottle with liquid and a bar code attached 	
c) Swab		d) An inner bag with an absorbance liner to put the sample bottle in when complete	
e) Spare (loose) Bar Code label To be retained for your own records		f) Further transit bag This plastic sealable bag is to hold up to 20 completed kits that will be passed to the courier for collection	

Preparation - Step by Step Instructions for Use

1. Do not eat immediately before taking the swab
2. Before starting to take the swab, check the expiry date and integrity on the self-sealed bag (a).
3. Remove all components of the kit from the self-sealed bag (a) and check they are all supplied as per listed above. If the bag is damaged or missing components, do NOT use the kit, and immediately notify nss.npcustservs@nhs.scot quoting the virus test kit reference number details on the label.
4. Ensure the bar code you are using has been registered against your contact details. Your organisation will advise you on how that should take place.
5. Blow your nose
6. Wash your hands thoroughly and dry them.

Taking sample - Step by Step Instructions for Use

7. Remove the small bottle containing the liquid (b) and place on a clean stable surface. Unscrew the lid and place on the surface. The bottle has a small amount of liquid in it.

Do NOT pour this liquid out. Do NOT touch this liquid or get it on your skin. If you do, please wash your skin immediately with lots of soap and water. See warning below.

8. Remove the swab (c) from packaging.

Do NOT touch the end that looks like a cotton bud, the cotton bud must not touch surfaces other than the inside your mouth and nose.

9. Start by taking the throat swab. Stand in front of a mirror. Open your mouth as wide as possible so you can see the back of your throat and tonsils if you have them. Gently put the swab (c) into your mouth until it is at the back of the throat. Be careful not to touch the tongue with the swab. Rub the swab along the back of the throat and tonsils for about 10 seconds. Remove the swab from your mouth. Do not put the swab down yet.
10. The same swab (c) is then used to take a swab of the back of your nose. Tilt your head slightly back and using the same swab, very gently insert the end that looks like a cotton bud into one of your nostrils. Gently slide the swab backwards so that it is going along the floor of your nose to the back. When doing this, your hand with the swab should be in front of your face. Stop when any resistance is felt and it doesn't slide in easily. Do not force the swab at any point. When it is in position rotate the swab gently for 10-15 seconds. Remove the swab from your nose. Do not put the swab down yet.
11. With the swab (c) in your hand, dip the end that looks like a cotton bud into the bottle with the liquid (b). Swirl the swab in the liquid for 15 seconds. As you take the swab out of the bottle, press the cotton bud end against the side of the bottle to squeeze out any remaining liquid.
12. Replace the lid on the bottle now and make sure it is screwed on tightly.
13. Put the used swab into your clinical waste receptacle, or if you do not have access to that system, then place into a bin bag and tie the bin bag. Store the bin bag safely for 72 hours before being placed in your normal waste collection arrangements.
14. Wash your hands thoroughly.

Packing and Returning Sample

15. Package the bottle containing sample inside the inner bag (d) and close firmly with the seal
16. Place the inner bag inside the self-sealed bag (a), before putting inside the further transit bag (f) along with other samples carried out on staff at your location. You should not place more than 20 samples in this additional transit bag (f)
17. Send the additional transit bag, now sealed, containing all samples taken for testing using the courier that has been scheduled to your location for collection. Ensure you are aware of the scheduled collection time, details are available on the website link.

Your own record

18. Retain the spare barcode (e) for your own record

Warning

- Keep out of the reach of children
- Clean the spills with household bleach or disinfecting wipes
- Harmful if swallowed, harmful in contact with skin, harmful if inhaled (harmful to aquatic life with long lasting effects)
- Do NOT swallow the solution.
- Do NOT reuse the device/pack

IF SWALLOWED: Rinse mouth, refer to Dr/physician

IF ON SKIN: Wash with plenty of soap and water.

Manufacturer:  NHS National Services Scotland, 1 Gyle Square, Edinburgh, United Kingdom

- Request for more kits or collection of samples – see website links
- Complaint with kit contents – email: nss.npcustserves@nhs.scot with relevant product detail
 - Material Safety Data Sheet
https://www.nhsscotlandprocurement.scot.nhs.uk/media/22726/bm1677_msds.pdf