



Step by Step Guide to Lateral Flow Testing – September 2021

Newlands Girls' School will be providing Lateral Flow Testing for COVID-19.

The aim of the testing is to identify asymptomatic members of the school community and reduce the spread of the virus.

- All staff in the testing centre have received the appropriate NHS led training.
- Risk assessments are in place and all safety measures will be adhered to.
- PPE is compulsory alongside cleaning and hygiene measures.

Step 1	<p>Registration Please arrive at the registration desk at the allocated time. Give your name to the registration assistant and consent will be checked. You will be registered and issued with a bar code. The Registration Assistant will tell you which testing bay to go to.</p>
Step 2	<p>Testing Bay Swabbing - Please go directly to the testing bay. The sign will show the number of the bay – for example 'Bay 1 Swabbing' Take a seat and the Testing Assistant will support you in completing the swab.</p>
Step 3	<p>Swabbing You will begin by using hand sanitiser and blowing your nose into a tissue. Dispose the tissue in a bin and use the sanitiser again.</p> <ol style="list-style-type: none"> a. The Testing Assistant will pass you a Swab – hold it by the tip, not the soft end! b. Open your mouth, tongue flat and say Ahh. c. Gently rub the swab three times against each tonsil (on each side at the back of your throat) There will be a mirror in the bay to help you. d. Now place the swab gently up one of your nostrils – quite high up and on the side. e. The Testing Assistant will help you do it correctly. f. When the swab is completed, you will place the swab into a test tube for the next part of the processing. <p>Your part in the test is now complete. You can sanitise your hands again and put on your face mask before leaving the bay and the test centre.</p>
Step 4	<p>Processing The testing team will now process your swab.</p>
Step 5	<p>Results recording Once registered, you will receive the result by text message. You will only be contacted by the school if your result is positive.</p>
Step 6	<p>Next steps If the test is negative, there is no further action to take. If the test is invalid, you will need to complete another test If the test is positive, you will need to self-isolate as per Public Health England guidance.</p>

