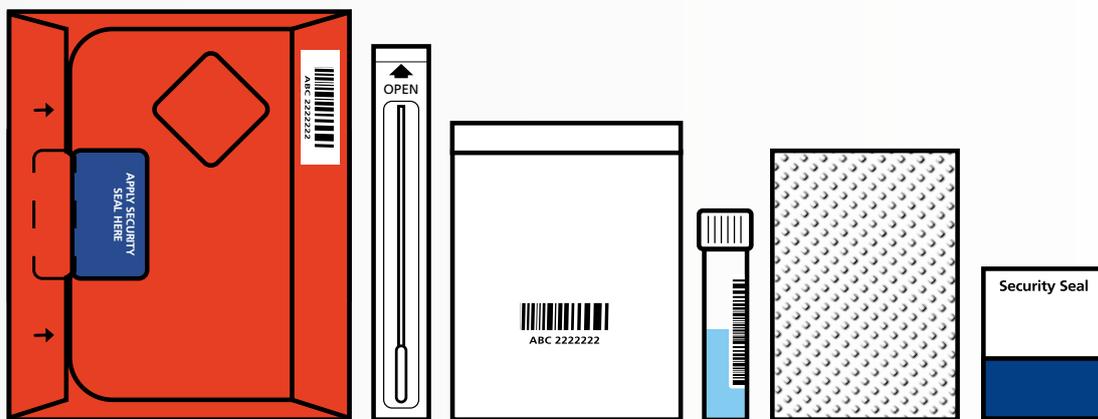# Your step-by-step guide to Priority PCR COVID-19 testing

Do not take this test if you are going into hospital.

The hospital will send you a different test.
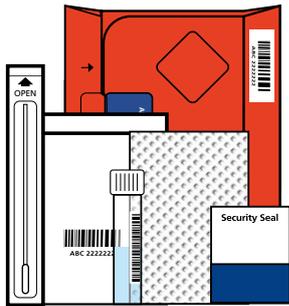
# Contents

# About this test

Do not let anyone else take this test.
The test is just for you.

**Important**

You have been sent a Priority PCR test kit. This is so you can take the test as soon as you feel unwell and get the result quickly.

If the test says that you have COVID-19, you may be able to get new treatments from your doctor.

**Important**

Only use this test if you feel unwell and think you may have COVID-19.

**Important**

You need to register the test kit online just before you take it, or call **119** and ask them to register it for you

You can do this test on your own or you can ask someone to help you.

Get someone to help you if you have trouble with your hands or eyes.

**Important**

Do not eat or drink for **30 minutes before** you do the test.

The test **will take about 30 minutes**.

If it takes longer, that's OK.

# When to use this test

**Easy Read**

**Important**

Read through this guide before you start and follow the steps in the correct order.

Only use this test if you think you have COVID-19.

If you do not need to do a test now, keep the test kit safe in case you need it in the future.

# How to send the test back to us

**Important**

You need to return it on the same day that you take the test.

Before you do the test, you need to decide how you will send it back to us.

You can post it in a priority postbox or ask someone else to post it for you.

If you cannot get to a priority postbox, we can send a courier to pick it up from your home.

This might be because:

- you are feeling unwell and need to stay home
- you are doing the test on a Saturday, Sunday or bank holiday
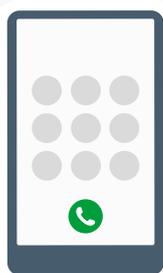- it is too far to walk

# How to register your test kit

**Important**

You need to register your test kit just before you take the test.
To register online, go to:
**www.test-for-coronavirus.service.gov.uk/register-kit**

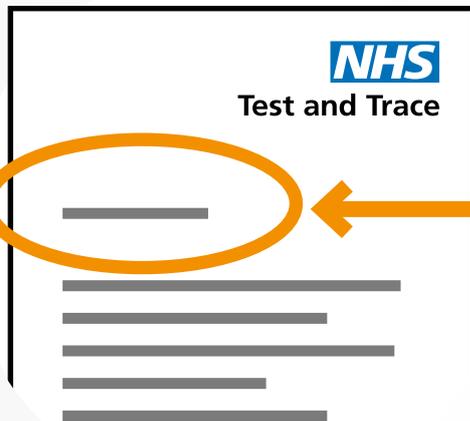If you cannot register online or you need help, call **119** and we will do it for you.

When you register the kit, you will need to give us:

1 A mobile phone number. This is so we can send you the result.

If you do not have a mobile phone, call **119** from your home phone.

**2** Your NHS reference code.

It's called different names depending on where you live.

If you live in:

**England** or **Wales**, it's called an NHS number.

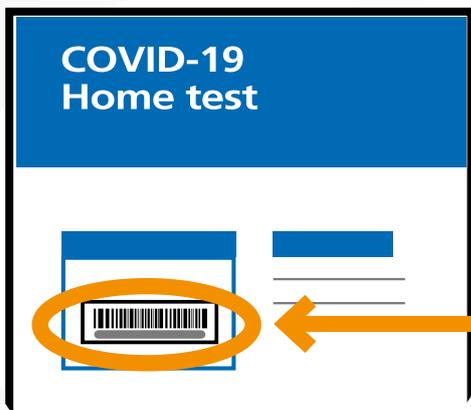**Scotland** it's called a CHI number

**Northern Ireland**, it's called an H&C number

The number is on the letter we sent you about this test. If you cannot find it, ask your doctor.

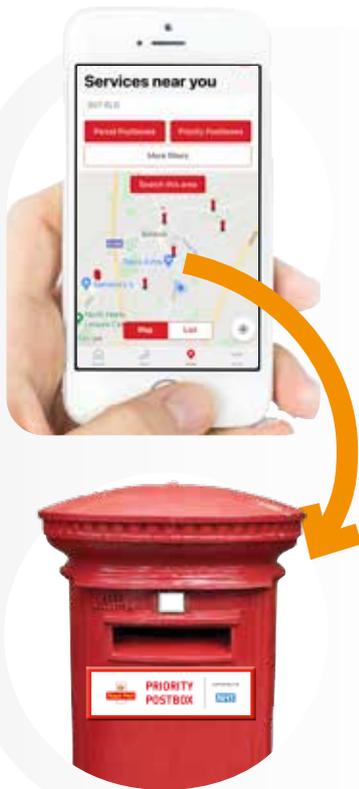**3** The number **on the prepaid return label.**

The number is underneath the Royal Mail barcode.

Tracked **24**

**COVID-19 Home test**

**4** The number **underneath the test kit barcode.**

This is also on the see-through bag and the return box.

# How to find a priority postbox

You can find the priority postbox nearest to you on the Royal Mail website.

It will also tell you the time of the last collection that day.

**www.royalmail.com/services-near-you**

You can also phone them on **0345 266 8038.**

Opening times: Monday to Friday, 8am to 6pm

You may have to pay for this call. You can find out how much it will cost at: **www.gov.uk/call-charges**

# How to book a courier

To book a courier, call us on **119**. You need to call us the day before you take the test.
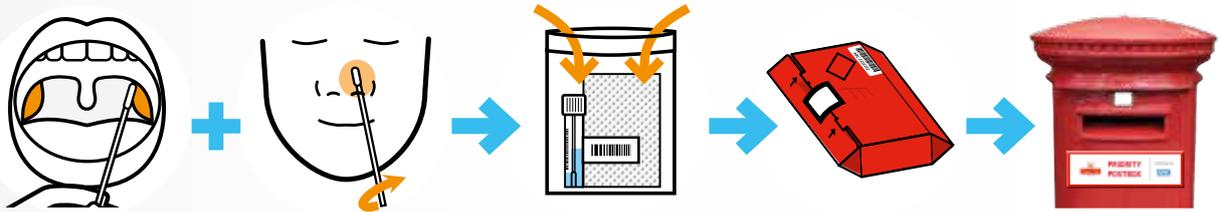
When you call **119**, they will tell you if the courier will come in the morning or afternoon.

We cannot give you an exact time when the courier will arrive.

If your courier is booked for the morning, you will need to take your test by **7am**.

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You will need to swab your tonsils and your nose.

You will then put the swab in a small tube and then send it back to us.



You can watch a video on how to do a swab test: **gov.uk/pcr-home-test**
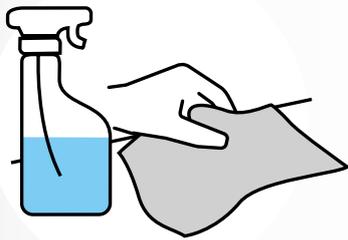
# Before you start



YYYY-MM-DD

Check the use-by date.

This is next to the picture of an hourglass on the bag.
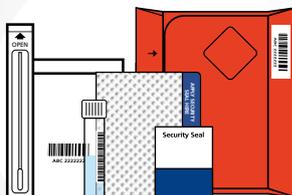
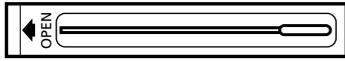**Do not** use the test if it is within 7 days of the date.

You need to:



1 Find a flat surface like a table.

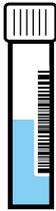2 Clear it, and then clean and dry it.

3 Put all the items from your test kit on it.
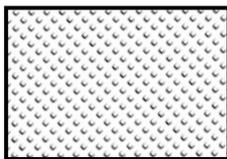
# What is in your test kit

**1** A swab in a packet. The swab is a stick with a bud at 1 end.

**2** A plastic tube. It will have a small amount of liquid in it.
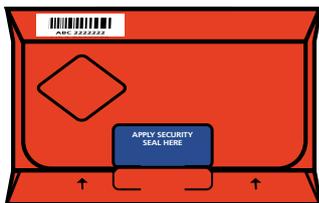
**3** A small see-through bag.

**4** A white pad made of soft material.

**5** A security seal to go on the box. Only put the seal on when you are ready to post the box.

**6** A red box to send your test back to us.
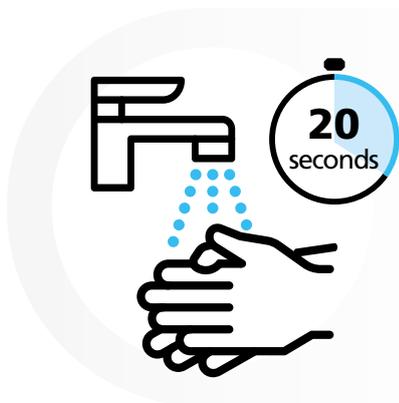
**Important**

If anything is missing or does not look right, call us on **119** and we will send you a new kit.

**Do not do the test** until you get the new kit.
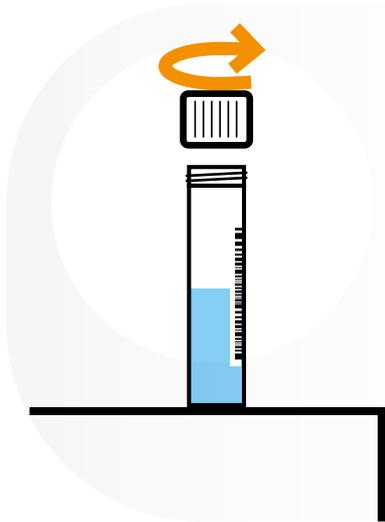
# Get ready for the test

Blow your nose with a tissue.
Then throw the tissue in a bin.

Wash your hands with soap
and water or hand sanitiser
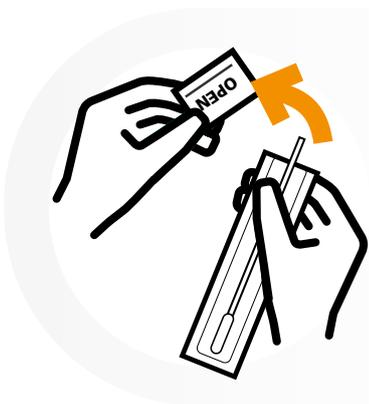for **20 seconds**.

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# Start the test

Unscrew the top from the plastic tube and put it on the table.

Make sure that you keep the tube upright. You can stand it up in a mug or glass to make sure that it does not fall over.
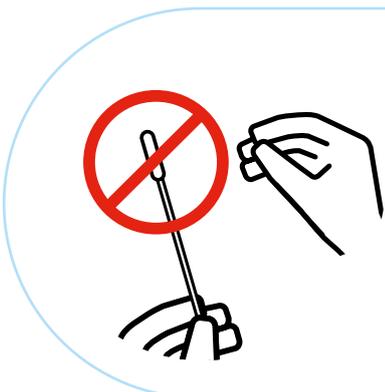
**Important**

Try not to spill any of the liquid.
If you spill any liquid, clean it with paper towels and household cleaner.

Open the swab packet at the stick end, and gently take out the swab.
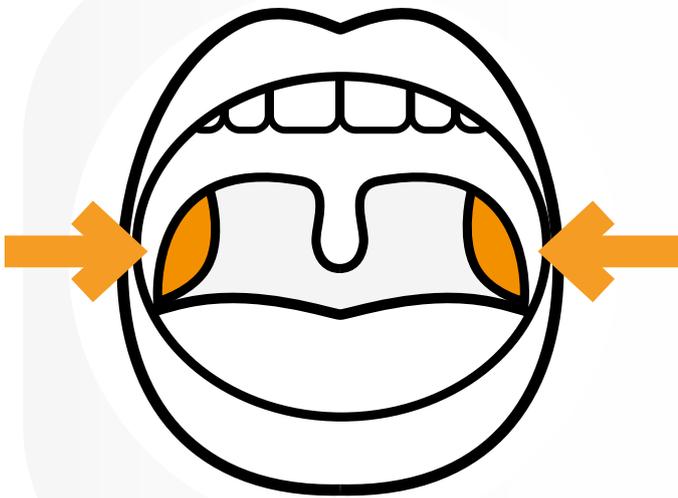
Make sure you hold it at the stick end.

**Important**

Do not let the tip of the swab touch anything else,
or it could spoil your result.

# How to swab your tonsils

Look in a mirror and open your mouth to find your tonsils, or the area where they used to be if they have been removed.

Your tonsils are the soft parts on either side at the back of your throat.

Some people find this quite difficult. You can ask someone to help you.

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Gently rub the swab over your tonsils.

Rub each tonsil 4 times.

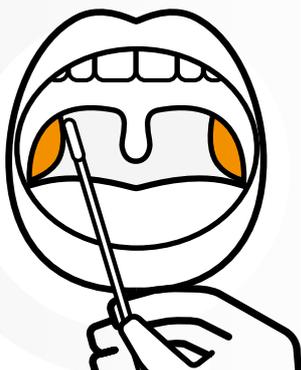**4x** It may feel a bit strange, but it should not hurt.

**Important**

Be careful when you use the swab. Do not push it too hard or bend it - it could break.

If you cannot swab your tonsils, you can swab both nostrils instead.

We will tell you how to do this on the next page.

If you cannot swab your nose, you can just swab your tonsils instead.

# How to swab your nose

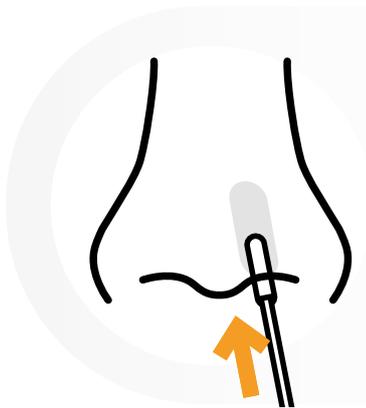Now use the same swab to take a sample from your nose.

If your nostril is pierced swab the other nostril.

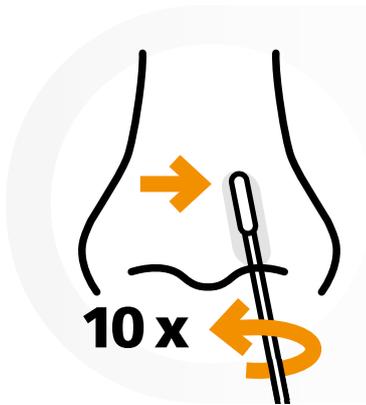If both nostrils are pierced, you need to remove the piercing on one side and then swab that side.

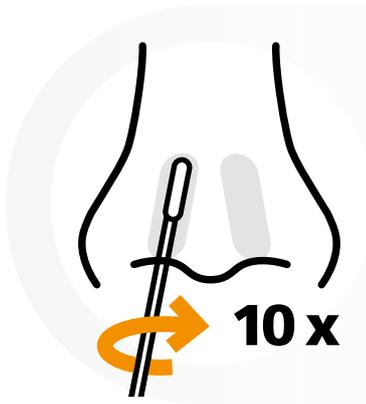If you have had a nosebleed, swab the other nostril or wait 24 hours.

Put the swab into your nostril and push it gently upwards.

Stop when you feel it pressing inside your nostril.

Slowly turn the swab round 10 times in your nostril.

10 x

**If you did not swab your tonsils,** you need to swab your other nostril as well.

10 x

# What you need to do next
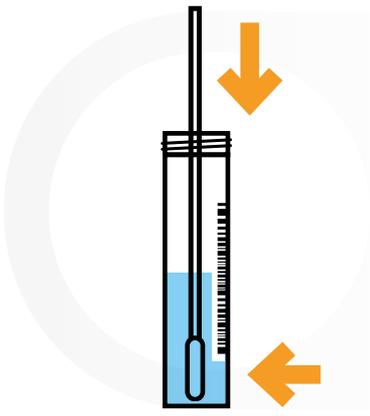
Put the swab into the plastic tube.

The soft end should go in the liquid at the bottom.
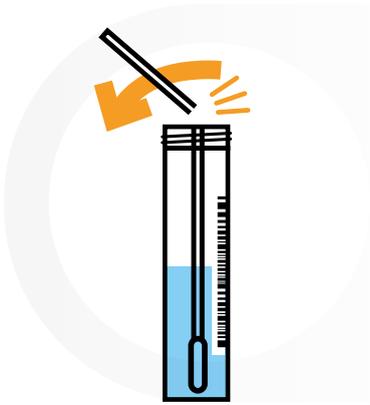
Snap off the stick end of the swab so that it fits into the tube without bending.
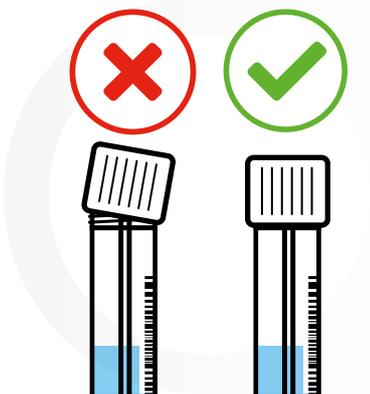
Screw the lid of the tube back on tightly and **check it is on properly**.

20
seconds
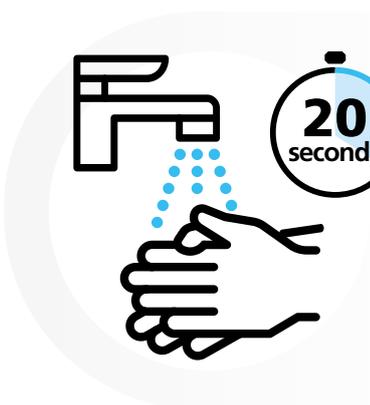
Wash your hands again.

# How to pack up your test kit
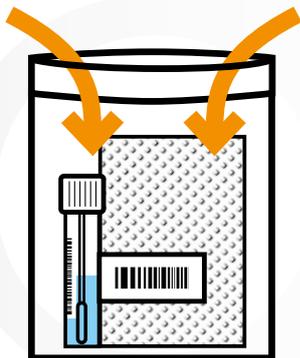
**1** Put the white pad and the plastic tube together into the see-through bag.
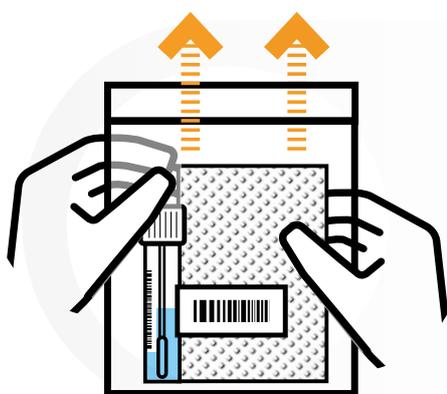
**2** Gently squeeze the air from the bag.
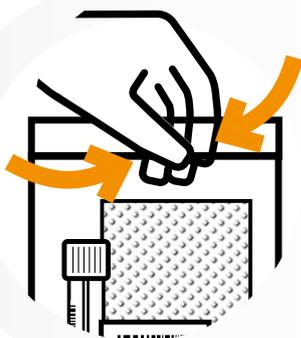
**3** Peel off the strip at the top of the bag, fold it over and seal it.

# Make up the return box

This is the box you use to send the test back to us
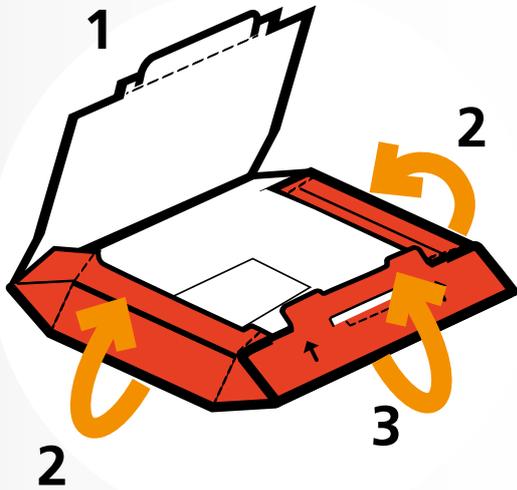


1 Put the box in front of you so that the tab is facing away from you.

2 Fold the sides towards the middle.

3 Fold the bottom part of the lid towards the centre so that it is goes over the top of the sides.

If you cannot make up the box, you can ask someone to do it for you.
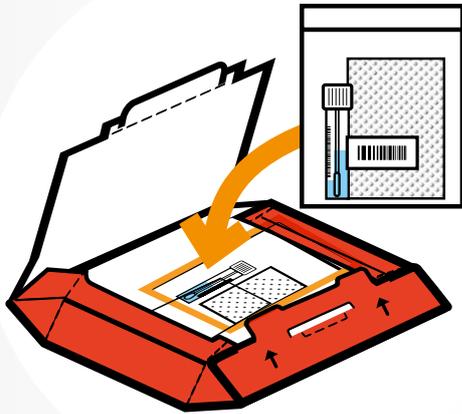
Put the see-through bag with your swab test in it into the box.
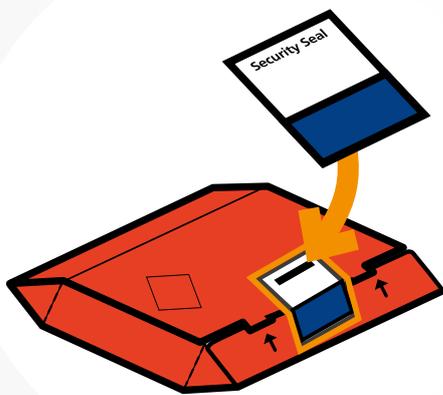
Close the box and stick it shut with the security seal.

Security Seal

# Return the completed test kit

You now need to post your test kit or wait for it to be collected by the courier.

If you post it, you need to use a priority postbox.

Make sure you post it 1 hour before the last collection time.

# When you get your result

You should get the result by email and text 2 days after you have sent the kit back to us.

The result will also be sent to your GP or a hospital doctor.

**119**

**Important**

If you do not get your result within 2 days, call us on **119**.

Tell us that you sent back a **priority test** and you have not had the result yet.

**If we tell you that you have COVID-19:**

## If you live in England

- The NHS may contact you to talk to you about treatments.

**+24 hours call 111**

**Important**

If nobody contacts you within 24 hours, call your GP surgery or if they are closed, call 111

## If you live in Wales

- The NHS may contact you to talk to you about treatments.

**+48 hours call 111**

**Important**

If nobody contacts you within 48 hours, contact your hospital team or if they are closed, call 111

**If we tell you that you have COVID-19:**

## If you live in Northern Ireland

- The NHS may contact you to talk to you about treatments.

**Important**

If nobody contacts you within 24 hours, contact your GP surgery, if they are closed, call their out-of-hours service.

**+24 hours**
call **111**

## If you live in Scotland

Telephone the NHS COVID-19 Information Line: **0800 028 2816**

You can also go to the Scottish NHS web address:
**nhsinform.scot/covid19treatments**

Scottish Government
Riaghaltas na h-Alba
gov.scot

# Help and advice

For help and advice with your test, you can phone us on **119**. Calls to **119** are always free.



If you feel worse or are not getting better after 7 days, or you feel very unwell, do not wait for your test result.

If you live in **England, Scotland or Wales**, contact NHS 111 right away

- You can call **111** any time
- You can visit the NHS websites for help and advice

In England, go to: **111.nhs.uk**

In Scotland, go to: **nhsinform.scot**

In Wales, go to: **111.wales.nhs.uk**

If you live in Northern Ireland, call your doctor's surgery

- You can call your doctor's out-of-hours service if the surgery is closed.

**Important** In an emergency, call 999

You can use the free **Be My Eyes** app to get help from trained NHS Test and Trace staff.
**bemyeyes.com**

Anyone can use it, but you may find it very helpful if you cannot see very well.

1. Download and open the app.

2. Go to **Specialized Help**.

3. Go to **Personal Health**.

4. Select **NHS Test and Trace**.

GET IT ON
Google Play

Download on the
App Store

30

give feedback or
report harm

## Give feedback about your test kit or report harm

If you are harmed by a device or have feedback about your test kit, reporting it could help others.

Go to: **gov.uk/covid-19-test-feedback**

or call **119**.

# Warnings and Precautions

Only use this test kit once.
If you need a new test kit, phone 119.

Store out of reach of children.

The test is only to be used by humans.

If the test liquid gets on your skin or in your eyes or mouth, wash with lots of water. Call your doctor if it hurts.

Supply of this device is only permitted as part of the UKHSA deployment under the NHS Test and Trace programme.

**Manufacturer**: UK Health Security Agency, Nobel House, 17 Smith Square, London SW1P 3HX

Index of symbols

| | | | |
|---|---|---|---|
| Temperature limit | Caution | Date of manufacture | Do not re-use | UN3373 Biological substance category B |
| LOT Lot number | Use-by date | Manufacturer | IVD In vitro diagnostic medical device | UKCA UK Conformity Assessed |
| Keep away from sunlight | Consult instructions for use | Keep dry | Do not use if package is damaged | |