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- Infection control procedures apply
- Wear suitable protective equipment, especially gloves
- Ensure absolute privacy and dignity
- The client has to position themselves so that you can reach the relevant part of their body to take the swab
- Open the swab packet at the handle end, take the swab out of the packet
- As you take it out, make sure the tip does not touch anything or it might become contaminated
- The absorbent tip must be put into contact with where the swab is to be taken from:
 - nose, throat, wound for MRSA
 - from a wound before cleaning it
- Do not touch any part of the body with the absorbent tip next to where the swab is being taken
- Make sure the absorbent tip touches nothing before and during its replacement into the tube otherwise you might contaminate it
- Make sure the client is comfortable
- Label the specimen container properly
- Put it into a specimen bag awaiting despatch
- If it is to be stored in a refrigerator, it must only be stored in a refrigerator specifically for storing samples