

Section 4 - Home Mass Asymptomatic Testing for Primary and Nursery Settings - daily serial testing for close contacts is not to be undertaken at the present time unless part of the NHS evaluation programme.

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
Primary and School Nursery Settings - currently limited to twice weekly staff home tests. Guidance and Resources are available on the Primary School Portal - a link is available on the Leeds for Learning Health, safety and Wellbeing Home page. Through schools where the Primary / Nursery and Secondary bases are on the same site should follow the Secondary schools testing process if safe access is available to the Secondary testing area. If based on separate sites the Primary / Nursery process should be followed.				
PT1. Organising the testing system.	1.1 Staff should be provided with the school amended letter for staff and privacy notice (on the Primary schools portal), information leaflet, time to watch the how to test video and access to the relevant materials on the primary schools portal to enable them to make an informed decision regarding consent for weekly testing. It is recommended this is done as a group in staff meetings to give a consistent message and it could be done via a virtual staff meeting with time during / after for staff to ask questions / raise any issues or concerns. As this may involve large groups of staff and be of some length it is recommended this is not done face to face to minimise the risk of transmission / potential contacts.	Staff have been trained on the full implications of home testing during the Training Day of 27/01/21. They received the information leaflet beforehand and a questionnaire to assess initial likelihood of take-up in order to prepare for distribution of test kits on the 27th. Video was shared. The session was repeated for all staff not attending the Training Day, on Thurs 28/01.	HT (KB) & SLT (PK)	27 & 28/01/2021
	1.2 Staff should be informed that if they consent to testing they must carry out the testing at the time agreed with the school, follow the instructions in the test kit, must not give the test kits to anyone else and must upload their results and inform the school as soon as possible	School test times to be set at Sundays (10am to 9pm) and Wednesdays between 5 and 8pm for all full-time staff (and part-time staff who work the front end of the week); Fridays and Tuesdays 5-8pm for part-time staff who work at the end of the week - in order to allow time to inform school in case of a positive result and for cover to be arranged, if necessary.	HT (KB) & SLT (PK)	27 & 28/01/2021
	1.3 Identify and record which staff have given consent to carry out twice weekly testing. Staff should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests. Staff attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid - 19.	Staff will be encouraged to home test - those consenting will reply to a confidential electronic questionnaire to confirm whether or not to be tested - replies will be recorded on a secure spreadsheet for collation of all relevant testing information.	HT (KB) & SLT (PK)	27 & 28/01/2021
	1.4 Set up a system of recording the distribution of test packs and the results of testing carried out.	As above - secure spreadsheet on admin system to be used.	HT (KB) & SLT (PK)	27 & 28/01/2021
	1.5 One or more COVID-19 co-ordinators school be identified and they may need to be supported by a separate Registration Assistant. The roles each person will carry out should be identified and should include : a) who is communicating with staff and addressing any personal issues / concerns with regards to testing they may have. b) who is distributing the correct number of kits to staff, ensuring staff have the right instructions and are signing for the test kits. c) who is the point of contact for staff if they have incidents whilst testing at home and who is reporting any incidents and overseeing the process. The incident form in the "How to Guide - Primary Schools EY LFD Testing" document could be used.	P Kilner (Acting DHT) to be co-ordinator	HT (KB) & SLT (PK)	27 & 28/01/2021
		K Buck (HT) and P Kilner (Covid testing co-ordinator) P Kilner (Covid testing co-ordinator)	HT (KB) & SLT (PK) HT (KB) & SLT (PK)	27 & 28/01/2021 27 & 28/01/2021

		d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form.	P Kilner (Covid testing co-ordinator) receiving (via Ping) records of tests to collate; K Buck (HT) to report positive cases on PCIF01 forms via dcsalert email.	HT (KB) & SLT (PK)	27 & 28/01/2021
		e) who is managing the storage, stock control and re-ordering of test kits.	P Kilner (Covid testing co-ordinator)	HT (KB) & SLT (PK)	27 & 28/01/2021
	1.6	It is recommended staff undertaking testing are made aware of who has responsibility for each of these roles so they can report results and raise any issues / questions with the appropriate person.	To be made clear within staff training and handout.	HT (KB) & SLT (PK)	27 & 28/01/2021
	1.7	Set up a collection point in school for the distribution of the test packs - this should be a big enough space to allow social distancing for the numbers permitted to enter the space at any one time and be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 2°C and 30°C . For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen.	Use the Hall for staff to collect their tests at the end of the training.	HT (KB) & SLT (PK)	27 & 28/01/2021
	1.8	The lot numbers of the testing kits provided should be recorded on arrival.	P Kilner (Covid testing co-ordinator) or if unavailable, K Buck (HT) to record these on arrival (delivery re-scheduled for 25/01/21).	HT (KB) & SLT (PK)	27 & 28/01/2021
PT 2. Storage and management of Testing Materials / Supplies for the Testing area.	2.1	Testing kits should be stored between 2°C and 30°C.	Store test kit boxes in Deputy Head's office.	HT (KB) & SLT (PK)	27 & 28/01/2021
	2.2	Storage areas should be lockable and access restricted to authorised personnel only.	DHT to leave room locked using keypad when not present in room.	HT (KB) & SLT (PK)	27 & 28/01/2021
	2.3	Checks of supplies should be regularly undertaken to ensure there are adequate supplies of all relevant materials for the testing to be undertaken and stocks re-ordered as required.	P Kilner (Covid testing co-ordinator) and K Buck (HT) to be responsible for this.	HT (KB) & SLT (PK)	27 & 28/01/2021
PT 3. Issuing tests	3.1	The tests should only be offered to staff who attend the school setting and not those working from home. Staff are expected to sign for the receipt of their test kits.	Currently only one staff member working from home - all other school staff have been trained and offered testing.	HT (KB) & SLT (PK)	27 & 28/01/2021
	3.2	If you have regular contracted staff, therapists, volunteers on site e.g. cleaners and caterers, peripatetic teachers etc.. you could include them in your testing offer if the amount of kits you have been provided with allows for this. This would need to be done in consultation with the contractors / managers and test results would need to be shared between both parties. Those persons would be expected to follow the same procedures as your own staff.	Pinnacle site supervisory/kitchen staff attended training but need their management staff to collate the results of their tests. Forest Schools staff have been relaying their results to KB via email.	HT (KB) & SLT (PK)	27 & 28/01/2021
	3.3	All staff consenting to testing should test twice a week as the tests work best when there is a high viral load. This will apply to part time and full time staff.	See 1,2 above. Staff tested over half-term week for this reason....	HT (KB) & SLT (PK)	27 & 28/01/2021
	3.4	It is recommended staff are given time slots for the collection of their test kits to avoid staff congregating in the area. You may wish to allocate a member of staff to deliver the testing kits to staff in where they are based. Staff distributing / collecting test kits must wear face masks / face coverings, maintain a 2m distance and hand sanitise before / after handling kits.	All Covid mitigations as part of standard practice will be in place.	HT (KB) & SLT (PK)	27 & 28/01/2021
	3.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.	Covid testing co-ordinator responsible	HT (KB) & SLT (PK)	27 & 28/01/2021
	3.6	Test kits should be issued with the most up to date Instructions for Use leaflet (at this current time test kits may not have the most up to instructions included) . It is recommended staff are also sent a copy of this electronically and it is placed on the schools internal system (if there is one) so staff can still access the instructions if they loose the leaflet.	Staff were trained to destroy the old leaflet inside the test kit and received the correct version - they were also sent an electronic copy via email.	HT (KB) & SLT (PK)	27 & 28/01/2021
	4.1	Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and Wednesday or Thursday. Consider identifying set days for staff to undertake their tests. It is recommended one of the days is the first day they are in school each week / the day before. This may mean the same set day for all staff or different set days depending on the working patterns of staff.	See 1,2 above	All staff signed up to test.	27 & 28/01/2021
	4.2	Consider the time consenting staff will take the test. This may be : a) in the morning to minimise the chance of being exposed to Covid after taking the test or (b) late afternoon / evening to enable time for the school to take action re close contacts / manage absences in the event of a positive LFT and for staff to have the time to re-take a test if they get void results.	/results notified between 5 and 8pm (or at any time c	All staff signed up to test.	27 & 28/01/2021
	4.3	Staff that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFT programme.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021

PT 4. Conducting the Tests	4.4	The LFD test kits should be stored between 2°C and 30°C. However the devices and reagents must be used between 15°C and 30°C during use so if they are stored somewhere colder than 15°C they should be moved to a room temperature area for around 30 minutes before use.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
	4.5	Staff should : a) wait at least 30 minutes after eating or drinking anything before starting the test.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
		b) Not start their test if they have had a nosebleed in the last 24 hours - if this is the case they should inform the school and take a test when the 24 hours has elapsed if possible bearing in mind the need to take the 2 tests 3 / 4 days apart. If only one nostril has bled they can swab the other one.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
		c) Swab the other nostril if they have a nose piercing or, if both nostrils are pierced, remove the jewellery first.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
		d) Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
		e) Wash their hands or hand sanitise before taking the test.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
		f) Use a clean, flat surface and, if doing more than one test, make sure they sanitise their hands each time.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
		g) Time the test and check their results at the 30 minute point as tests results are invalid if left any longer.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
	4.6	If a test result is Inconclusive / Void the individual should take another LFT as soon as possible using a new test kit but not reusing anything from the first kit. If both tests are void the member of staff should arrange to have a PCR test.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
	4.7	The testing solution is not toxic in the quantities provided and any spillages should be cleaned with a paper towel. If the solution included the throat and nose sample, the area should be appropriately disinfected using household disinfectant.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
4.8	As soon as possible after a positive or negative result staff should upload their results to the NHS online at www.gov.uk/report-covid19-result or by contacting 119. They must also inform the school via the identified route / at the identified time.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021	
4.9	Staff should report any issues with testing to the school e.g. unable to take the test, missing / broken / damaged items, unable to log results with NHS, void results. The school can monitor and / or then raise this with DfE helpline or 119 as identified in the How to Guide page 17.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021	
PT 5. Test results and actions to take	5.1	Positive result - individual and their household should start self isolation straight away and the individual should get a PCR test to confirm the result.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
	5.2	Only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFT. For this reason household contact isolation and the tracing and isolation of close contacts of the positive case should take place at the point of a positive LFT and should not wait for the PCR test result.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
	5.3	If the PCR test is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
	5.4	Negative result - individual and household can continue as normal unless they have symptoms of Covid-19.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
	5.5	Inconclusive / Void result the individual should take another LFT as soon as possible using a new test kit but not reusing anything from the first kit. Relevant action will then be taken when a positive / negative result is obtained. If both tests are void the member of staff should arrange to have a PCR test. They do not need to isolate whilst awaiting the results if they are asymptomatic.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021
PT 6. Record keeping / Reporting.	6.1	Schools must keep records of : a) the consent forms and any withdrawal of consent, b) the test kits distributed (a test kit log) including staff signatures on collection and c) their own records of the results of tests.	Covid testing co-ordinator responsible	HT (KB) & SLT (PK)	27 & 28/01/2021
	6.2	Records must be kept in accordance with GDPR requirements.	Covid testing co-ordinator responsible	HT (KB) & SLT (PK)	27 & 28/01/2021
	6.3	The test kit log and the test results register / log must be separate documents. There are samples of each in the templates section of the Primary School Portal. Schools can amend and tailor these to their own needs provided they still contain the data identified in the samples.	Covid testing co-ordinator responsible	HT (KB) & SLT (PK)	27 & 28/01/2021
	6.4	The data in the LFD test kit log should not be kept in the log for longer than 12 months from the date on which it is collected. Please note that the Department of Health and Social Care may request data from the test kit log at any time within the 12 month period. The test results register should be kept for a month after the last entry.	Covid testing co-ordinator responsible	HT (KB) & SLT (PK)	19/04/2021
	6.5	All positive results (even where a confirmatory PCR test is negative) should be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).	Covid testing co-ordinator responsible	KB (HT) to report	27 & 28/01/2021
PT 7. Waste Disposal	7.1	Tests can be disposed of in the waste bags provided in the test kit and then put in with the general household waste.	To be made clear within staff training.	All staff signed up to test.	27 & 28/01/2021