

Section 4 - 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.**

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 provided with electronic and hard copy of the letter and privacy notice and directed to the support information including video instructions. Staff able to ask questions or discuss concerns by contacting head teacher or speaking directly in school.	HC	25/01/2021
	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	Noted	HC	25/01/2021
	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as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests.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.	Recorded via a secure online form/ hard copy consent. Central record kept on office server.	HC/ AB	25/01/2021
	1.4	Set up a system of recording the distribution of test packs and the results of testing carried out.	Completed. Online form to collate results, central record updated from this twice weekly	HC/ AB	25/01/2021
	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 :	Helen Carpenter/ Amy Bleasdale	HC/ AB	25/01/2021
		a) who is communicating with staff and addressing any personal issues / concerns with regards to testing they may have.	Helen Carpenter/ Amy Bleasdale	HC/ AB	25/01/2021
		b) who is distributing the correct number of kits to staff, ensuring staff have the right instructions and are signing for the test kits.	Helen Carpenter/ Amy Bleasdale	HC/ AB	25/01/2021
		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.	Helen Carpenter/ Amy Bleasdale	HC/ AB	25/01/2021
		d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form.	Helen Carpenter/ Amy Bleasdale	HC/ AB	25/01/2021
		e) who is managing the storage, stock control and re-ordering of test kits.	Helen Carpenter/ Amy Bleasdale	HC/ AB	25/01/2021
	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.		HC/ AB	25/01/2021
	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.	Office	HC	25/01/2021
	1.8	The lot numbers of the testing kits provided should be recorded on arrival.	Noted	HC	25/01/2021
PT 2. Storage and management of	2.1	Testing kits should be stored between 2°C and 30°C.	Noted	Hc	25/01/2021

PT 2. Storage and management of Testing Materials / Supplies for the Testing area.	2.2	Storage areas should be lockable and access restricted to authorised personnel only.	Noted	Hc	25/01/2021
	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.	Noted	Hc	25/01/2021
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. If you have regular contracted staff on site e.g. cleaners and caterers you could include them in your testing offer 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 staff would be expected to follow the same procedures as your own staff.	Noted	HC	25/01/2021
	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.	Not applicable		27/01/2021
	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.	Communicated to all staff		25/01/2021
	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.	Noted		25/01/2021
	3.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.			
	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.	Up to date IFU issued with every test kit.	HC	25/01/2021
PT 4. Conducting the Tests	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.	Testing to take place on Sunday am and Wednesday pm, except for staff who only work Wednesdays, who will test Saturday and Tuesday	HC/ all staff	27/01/2021
	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.	See above	HC/ all staff	27/01/2021
	4.3	Staff that have had a positive PCR test in the last 10 days should not take a LFD test in the 10 day period after the PCR test.	Noted	HC/ all staff	27/01/2021
	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.	Noted	HC/ all staff	27/01/2021
	4.5	Staff should : a) wait at least 30 minutes after eating or drinking anything before starting the test.	Noted	HC/ all staff	25/01/2021
		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.	Noted	HC/ all staff	25/01/2021
		c) Swab the other nostril if they have a nose piercing or, if both nostrils are pierced, remove the jewellery first.	Noted	HC/ all staff	25/01/2021
		d) Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy.	Noted	HC/ all staff	25/01/2021
		e) Wash their hands or hand sanitise before taking the test.	Noted	HC/ all staff	25/01/2021
		f) Use a clean, flat surface and, if doing more than one test, make sure they sanitise their hands each time.	Noted	HC/ all staff	25/01/2021
		g) Time the test and check their results at the 30 minute point as tests results are invalid if left any longer.	Noted	HC/ all staff	25/01/2021

	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.	Noted	HC/ all staff	25/01/2021
	4.7	The testing solution is not toxic in the quantities provided and any spillages should be cleaned with a paper towel.	Noted	HC/ all staff	25/01/2021
	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.	Noted	HC/ all staff	25/01/2021
	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.	Noted	HC/ all staff	25/01/2021
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.	Noted	HC/ all staff	27/01/2021
	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.	Noted	HC/ all staff	27/01/2021
	5.3	If the PCR test is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19.	Noted	HC/ all staff	27/01/2021
	5.4	Negative result - individual and household can continue as normal unless they have symptoms of Covid-19.	Noted	HC/ all staff	27/01/2021
	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.	Noted	HC/ all staff	27/01/2021
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) and c) their own records of the results of tests.	Noted	HC/ AB	27/01/2021
	6.2	Records must be kept in accordance with GDPR requirements.	Noted	HC/ AB	27/01/2021
	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.	Noted	HC/ AB	27/01/2021
	6.4	The test kit log and test results register should be kept for a minimum of 8 years after the last entry.	Noted	HC/ AB	27/01/2021
	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).	Noted	HC/ AB	27/01/2021
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.	Noted	HC/ all staff	27/01/2021