Managing Covid 19 in Schools from September 2021 - Risk Assessment - V6.06

Section 4 - Home Mass Asymptomatic Testing for Primary and Nursery Settings

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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.					
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 fro staff to ask questions / raise any issues or concerns.	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	06/09/2021
	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	06/09/2021
	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as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests.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 Coved - 19.	Recorded via a secure online form/ hard copy consent. Central record kept on office server.	HC/ AB	06/09/2021
	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	06/09/2021
	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	06/09/2021
		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	06/09/2021
		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	06/09/2021
		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	06/09/2021
		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	06/09/2021
		e) who is managing the storage, stock control and re-ordering of test kits.	Helen Carpenter/ Amy Bleasdale	HC/ AB	06/09/2021
	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	06/09/2021
	1.7	Set up a collection point in school for the distribution of the test packs - this should 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	06/09/2021
	1.8	The lot numbers of the testing kits provided should be recorded on arrival.	Noted	HC	06/09/2021
PT 2. Storage and management of	**2.1**	Testing kits should be stored between 2'C and 30'C.	Noted	HC	06/09/2021

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- HT office	HC	06/09/2021
	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	AB	06/09/2021
PT 3. Issuing tests	**3.1**	The tests should be offered to all staff. Staff are expected to sign for the receipt of their test kits.	Noted	AB	06/09/2021
	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.	Noted. Peripatetic staff covered by PHGS.	HC/ AB	06/09/2021
	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.	Noted. Days vary depending on working pattern	All staff taking part	06/09/2021
	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 hand sanitise before / after handling kits.	Distributed direct to classrooms wherever possible	AB	06/09/2021
	3.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.	Noted. Already in place	AB	06/09/2021
	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.	Noted	AB	06/09/2021
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.	Noted. Days vary depending on working pattern	All staff taking part	06/09/2021
	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 Coved after taking the test or (b) late afternoon / evening to enable time for the school to take action to 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.	Noted. Times vary depending on working pattern	All staff taking part	06/09/2021
	4.3	Staff that have had a positive PCR test in the last 90 days are now advised to take part in twice weekly LFD tests within the 90 day period after the PCR test. Staff that have had the Covid-19 vaccine can still take part in the LFT programme. Due to the Omicron varient staff and pupils who have had a positive PCR test in the last 90 days are now advised to take part in daily testing if required as a close contact.	Noted. Updated advice circulated, website updated.	All staff taking part	04/01/2022
	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℃ and 30℃ during use so if they are stored somewhere colder than 15 ℃ they should be moved to a room temperature area for around 30 minutes before use.	Noted.	All staff taking part	06/09/2021
	4.5	There are a number of different types of tests available / in circulation now. Staff and pupils should follow the relevant guidance that comes with the test kit they are using at the time including the safety instructions.	Noted	All staff taking part	15/09/2021
	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.	All staff taking part	06/09/2021
	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.	Noted.	All staff taking part	06/09/2021
	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.	All staff taking part	06/09/2021
	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.	All staff taking part	06/09/2021

PT 5. Test results and actions to take	**5.1**	Positive result - individual and their household if not exempt should start self isolation straight away. Close contacts who are exempt from isolation are strongly advised to carry out daily LFD tests for 7 days (unless under 5).	Noted. Fully vaccinated/ under 18 household members do not need to self-isolate unless they become symptomatic. Letter to parents & staff sent.	All staff taking part	10/01/2022
	5.2	NHS Test and Trace will undertake any close contact tracing.	Noted	All staff taking part	06/09/2021
	5.3	From 11th January 2022 individuals with a positive LFD tests are no longer required to get a PCR test to confirm the result and will be required to self isolate immediately. There are a few exceptions to this revised approach: a) people who are eligible for the £500 Test and Trace Support Payment (TTSP) will still be asked to take a confirmatory PCR if they receive a positive LFD result, to enable them to access financial support, and b) people participating in research or surveillance programmes may still be asked to take a follow-up PCR test, according to the research or surveillance protocol.	Noted	All staff taking part	10/01/2022
	5.4	**Negative result** - individual and household can continue as normal unless they have symptoms of Covid-19.	Noted	All staff taking part	06/09/2021
	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.	Noted	All staff taking part	06/09/2021
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.	Noted	AB/ HC	06/09/2021
	6.2	Records must be kept in accordance with GDPR requirements.	Noted	AB/ HC	06/09/2021
	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	AB/ HC	06/09/2021
	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.	Noted	AB/ HC	06/09/2021
	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	06/09/2021
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	All staff taking part	06/09/2021