COVID-19 National Testing Programme

NHS Test and Trace

‘How to guide’

Rapid testing of primary and nursery workforce

This guidance was developed by NHS Test and Trace with the Department for Education and applies to **England** only. Further guidance will be developed by the devolved governments. This guidance is for staff self-testing in primary schools, maintained nursery schools and school-based nurseries. This is a working document, subject to change through the course of the testing programme.

Last updated: 20 January

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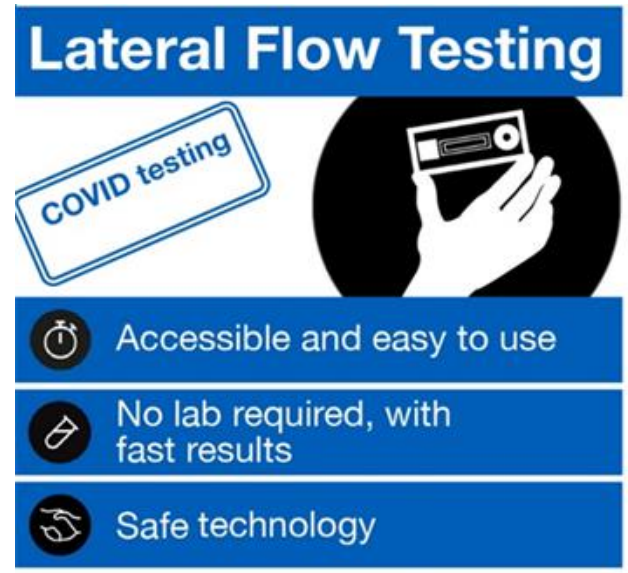
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NHS Test and Trace

Who is being tested and why?

Testing is important because staff could be carrying the virus without knowing it and may spread it to others. Testing all staff without symptoms will support schools and nurseries to continue to operate.



Simple and quick tests using antigen Lateral Flow Devices (LFD) enable the rapid testing of staff, from their home, without the need for a laboratory. Primary schools, school-based nurseries and maintained nursery schools will be provided with these test kits to distribute to their staff so that they can conduct testing at home.

Testing will help to break chains of transmission

Staff need to:

- carry out twice weekly testing at home (3 to 4 days apart) before they come into the workplace in the morning
- maintain 'hands-face-space'

IMPORTANT: Tests are only for the use of the person assigned the kits; they should not be taken by anyone else.

This asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close contact of a positive case. Anyone with symptoms, whether they are involved in this programme or not, should book a free NHS test and follow government self-isolation guidance until the results of their test are known. Testing also does not replace basic preventative measures such as regular handwashing, PPE and social distancing.

NHS Test and Trace

Testing at home – the process

1

Opt-in

Read key information and privacy notice to understand data protection for testing.

2

Collect test kits

Collect test kits from the school/nursery collection point and take them home after signing for the updated Instructions for Use.

3

Test at home

Follow instructions: **v1.3.2** issued with test kit – see slide 14. Test in morning before school/nursery, ideally.

4

Check your results

At 30 minutes, check the result. Please note the results are invalid after 30 minutes.



Positive result: **Self-isolate immediately and take a PCR test,** following the current public health guidance

Negative result: No need to self-isolate, you can go to your workplace.



Void result: Take another LFD test. If you receive 2 void results in a row you should book a PCR test.

5

Report result to NHS Test and Trace
Even if negative or void

6

Report result to school/nursery

Contact school/nursery to inform them of the test result.

7

Take next test

Take next test according to guidance - twice weekly, 3 to 4 days apart. No test required for 10 days after positive PCR.

It is recommended that staff **test themselves in the morning** before attending school/nursery (so there is less chance they get infected between taking the test and attending school/nursery). However, you may choose to ask staff to do the testing the evening before, especially the first time, to give staff more time to get accustomed to the test, and to have more time as a school/nursery to react to a positive test result.

If you receive a positive LFD result you should book a confirmatory PCR test. We would advise visiting a community or drive through test site as this is the quickest way to get tested, or you can order a home test kit. It is important that you self-isolate until the result of your PCR test.

Governance

The antigen LFD rapid tests do not require a clinician to deliver the testing. However, it is important to have clear responsibilities to ensure safe and effective testing.

PROVIDED BY DHSC / NHS TEST & TRACE

- Clinical Standard Operating Procedure
- Home test kits
- Instructional videos
- NHS T&T result notification system
- Digital kits re-ordering system (in development, guidance to follow)



PROVIDED BY DFE

- Overall operational delivery oversight
- Helpline service for technical and operational aspects of lateral flow testing
- Issuing frequently asked questions and best practice advice
- Central incident tracking and triage system, providing advice and support for escalating issues
- Coordinate reporting back to DHSC on clinical assurance
- Providing a link between local, regional and national response

PROVIDED BY THE SCHOOL/NURSERY

- Appropriate oversight and governance of testing at the school/nursery
- Communication with staff and other stakeholders
- Managing test stock and re-ordering
- Setting up and maintaining a 'test kit log'
- Setting up and maintaining a 'test results register/log'
- Incident reporting and response including lessons learnt
- Alignment with local public health response to COVID-19

To ensure testing is running well, we will be in contact with schools to follow up on any incidents reported. From time-to-time we may be in touch to find out how testing is going, to learn any lessons. Guidance will be updated to reflect this.

NHS Test and Trace

Key questions

Why are we testing people without symptoms of COVID-19?

Up to one in three people who have coronavirus (COVID-19) do not display any symptoms.

Is this compulsory?

Testing is not mandatory, and staff should not be prevented from going into work if they do not take part. The success of this public health measure depends on as many people participating as possible.

How often do staff need to test?

Staff choosing to take part will test at home on a regular basis (twice per week, 3 to 4 days apart) usually before they come into work.

How effective are these tests?

LFD tests have been widely and successfully used to detect asymptomatic COVID-19 cases. The speed and convenience of the tests supports the detection of the virus in asymptomatic individuals, who would not otherwise have got tested. LFD tests are approved by the Medicines and Healthcare products Regulatory Agency (MHRA). The tests are highly specific, with low chances of false positives. They are also very sensitive and able to identify the majority of the most infectious yet asymptomatic individuals. It is important to remember that these tests are an additional layer of health protection measure in addition to face covering, social distancing etc.

Where do I get my test kits?

Test kits will be sent to primary schools and maintained nursery schools starting from 18 January. Testing can begin from 25 January.

I also have a nursery on-site. Are those staff included?

Enough test kits are being supplied for all staff on-site, including nursery and support staff.

Which early years' settings are included?

Schools-based nurseries and maintained nurseries will be included. Maintained nurseries will receive their deliveries slightly later.

Step 1: Read guidance, watch webinars and videos

- An instructional video is provided on YouTube for those taking the tests.
- The Department of Education and NHS Test and Trace have hosted a series of joint webinars for primary schools and nurseries that provide information on testing and discuss any issues that may arise. Guidance is also available on the Document Sharing platform.
- Recordings of the webinars are available online. They cover:

Webinar 1, Overview
Webinar 2, How to do a test and recording

- Recordings of these events are available on the Department for Education YouTube page.

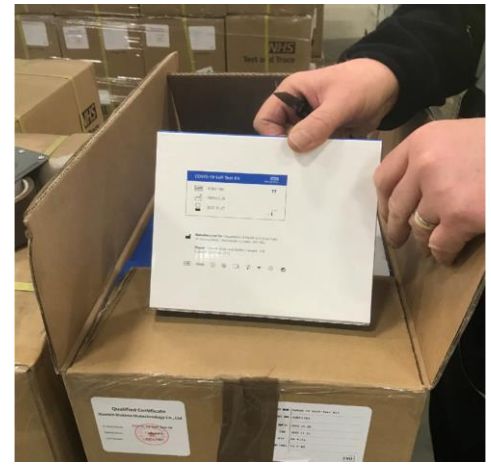
All other resource such as templates are available at this link: Document Sharing Platform

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Step 2: Receive your test kits

Your test kits will start to be delivered from 18 January 2021 for testing to start from 25 January 2021.

If you are already contracted with Brakes or Bidfood, you will receive your kits with your regular catering delivery from 19 January. If you do not receive deliveries from either company, you will receive your delivery during school hours any time any time from 18 January. On arrival, **please record the lot number(s) of the test kits** delivered.



Call the DfE Coronavirus helpline 0800 046 8687 if your test kits do not arrive or are damaged.
Please wait until 26 January 2021 for your test kits to arrive.

NB: Maintained nurseries will receive their deliveries slightly later, we will provide further advice on deliveries.

Delivery parcel size:

- Tests will come in boxes of 7 tests (each large carton containing 54 boxes of 7)
- The picture shows an outer case and an example of an LFD test kit
- In addition to a box of test kits there will be a bundle of updated Instructions for Use that will need to be given out with each kit (version 1.3.2)
- There will be a sufficient number of kits for the first 3 to 4 weeks of testing. You can initially provide 7 testing kits to each member of staff so that they can test twice a week

We will provide a delivery schedule and further advice on the Document Sharing Platform on how to re-order test kits in due course.

Step 3: Set up your collection point

Your collection point does not need special infrastructure. However, it must:

- be able to be secured to prevent unauthorised access to the test kits, such as the staff room
- not be outside - the test kits need to be stored in temperatures between 2 and 30 degrees
- allow enough space for social distancing

It is also worth noting that the member of staff coordinating the handing out of the test kits should wear an appropriate face covering at all times and maintain a 2-metre distance from staff coming to collect their test kits.

Each school or nursery participating in self-testing should undertake a risk assessment prior to starting testing and continue to maintain this on their risk register. This should cover risks associated with testing, non-reporting, poor uptake, communication etc.

IMPORTANT:
Before distributing any test kits to staff you need to set up a ‘test kit log’ (see slide 13) and ensure you have the correct 'Instructions For Use' to hand out (see slide 14).

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Step 4: Key activities to run testing

The administrative requirements for schools and nurseries are relatively light as tests will be conducted at home. You'll need to identify where some support is needed to carry out some key activities, outlined below.

You must have a COVID-19 Coordinator to support with tasks such as:

- communicating with stakeholders
- ensuring staff are using the right instructions and that they sign for the test kits using the 'test kit log'
- reporting incidents and carry out risk management
- storing and reporting any required data
- reorder tests when required (advice on how to do this will follow)

You may also need a Registration Assistant (can be the same person if needed) to support with tasks such as:

- distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits
- inputting test results from staff into your school or nursery's 'test results register/log'
- sending reminders to participants to communicate their results online, or by phone, and to the school / nursery
- responding to staff questions
- working with the COVID-19 Coordinator to manage the stock of kits

The registration assistant should wear an appropriate face covering when giving out the test kits, and ensure social distancing of 2 metres is maintained.

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Step 5: What you need to tell your staff

1. Tell them what rapid testing is and make the video content on the Document Sharing Platform available to them.

2. Use the next slide ‘Participation and data protection’ and the links on that slide to discuss any concerns they may have about testing at home.

3. Tell them who is acting as the COVID-19 Coordinator and Registration Assistant (this can be the same person).

4. Explain that they will need to sign for their test kits and record the lot number on the box of their test kits against their name.

5. Let your staff know how they can collect their test kits. And use the ‘Instructions for Use’ slide in this section to make sure they collect and use the correct instructions when testing.

6. Make sure your staff know it is a requirement for them to report their test result. Use the 'Reporting your test result online' slide in this section.

7. Make sure your staff know who to contact if they have an incident while testing at home. Use the 'Incident reporting' slide in this section.

Participation and data protection

All participation in testing is voluntary

Once staff understand the testing process and have read the privacy notice, if they choose to participate, they are committing to self-administer the test and provide their results.

Before taking their test, staff must do 3 things:

1. Read the **privacy notice** to understand what will happen with their data. A template privacy notice will be available on the Document Sharing Platform.

2. Take a copy of the new **Instructions for Use** v1.3.2 and ensure it is the correct version.

3. Record details in the 'test kit log'.

People who decline to participate in this testing programme should follow the usual national guidelines on self-isolation and get tested if they show symptoms.

Sign for the test kits

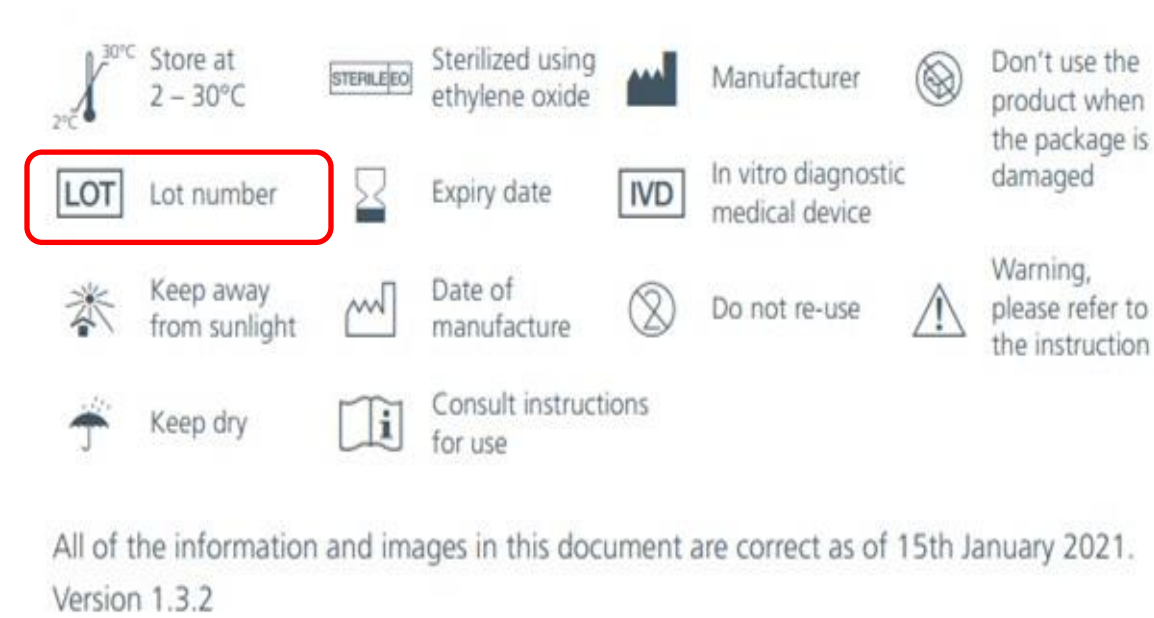
Schools and nurseries should record who takes test kits, using the lot number on the back

When issuing the kits to staff, the issuer must record who takes the test kits. This **'test kit log'** should include:

- name of school / nursery
- name of person issuing the test
- date of issue
- lot number of test kit
- confirm receipt of new Instructions For Use
- name of person using the test

Please use the template 'test kit log', which can be found on the Document Sharing Platform.

Your log should be kept until further guidance is given.



Back cover

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Hand out new Instructions for Use – v 1.3.2

Schools and nurseries will receive the new version of the Instructions for Use

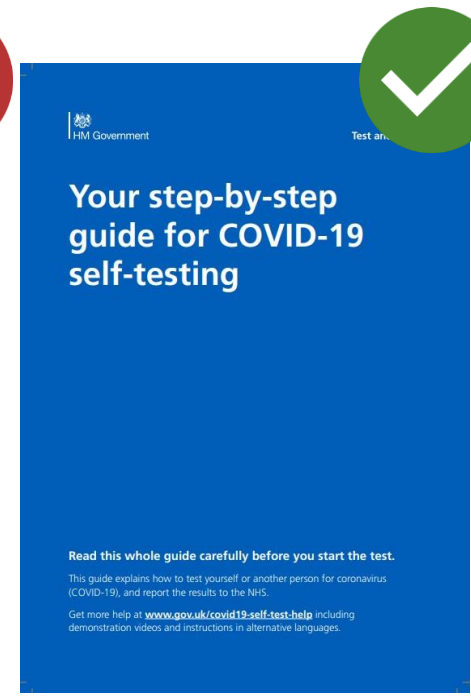
We are required to supply test kits with the right Instructions for Use.

You will need to ensure the correct Instructions for Use (with a plain blue cover and dated 15 January 2021 **v 1.3.2** on the last page of the printed instructions) are given to staff members.

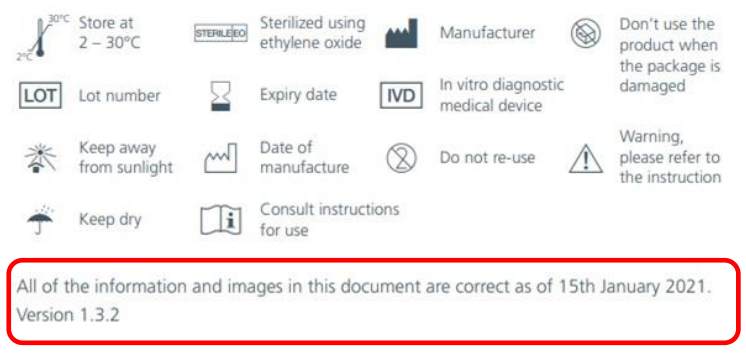
The old instructions are inside the box of test kits. The most up-to-date instructions come in a separate bundle. Please inform staff that the separate document replaces the instructions inside the box.



Old front cover



New front cover



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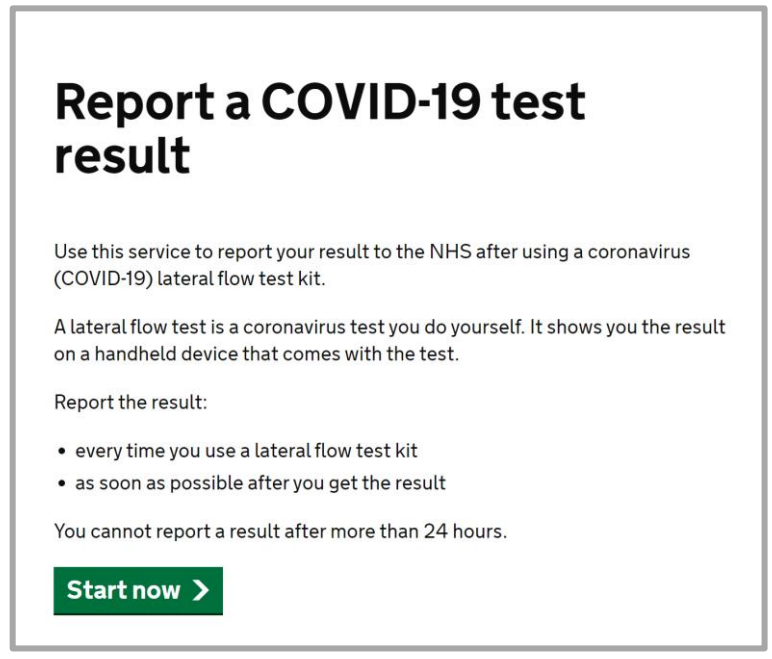
Step 6: How staff report results

Staff are required to report the results of their tests online, or by phone, every time they take a test, even if the result was negative or void.

Schools and nurseries are not able to view the results that their staff have uploaded to the online service.

Staff should therefore also communicate results separately with their workplace, so that you can respond accordingly.

Schools and nurseries should record those results using the advice on the next slide.



Step 7: Logging results

It is important for schools and nurseries to log test results, using your own system, to support staff to follow the correct guidance depending on their test result.

Maintaining a test results register/log can also help you with:

- identifying staff with positive results, for bubble management and contact tracing
- managing stock and distribution of kits to staff based on how many kits staff have used (staff may use more if any invalid tests occur)
- encouraging staff to follow requirements when reporting results online or by phone (you may want to send reminders on test days to take a test and report results)
- identifying and reporting incidents

It is up to the school/nursery to manage this process. However, a template spreadsheet will be provided.

Your register should be kept until further guidance is given.

Your 'test kit log' and 'test results register/log' must be separate documents for data protection purposes (so that those signing for results cannot see the results of their colleagues).

Incident reporting

If there are any issues with the tests that could potentially impact the quality or safety of testing, raise a 'yellow card'

Schools

Incidents

In the case of an issue, it is most likely that this will be experienced by an individual at home. However, **if there seems to be repeated or similar issues** (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.

DHSC/MHRA may require the school to provide more information if further investigation is required.

Learning and improving

To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.

Individuals

Clinical issue

If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk.
This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.

Non-clinical issue

For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland

Inform school

Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.

Examples of clinical issues are a swab breaking in the mouth, bleeding, allergic reaction on using the kit etc. whereas an example of a non-clinical issue would be missing items from a test kit.

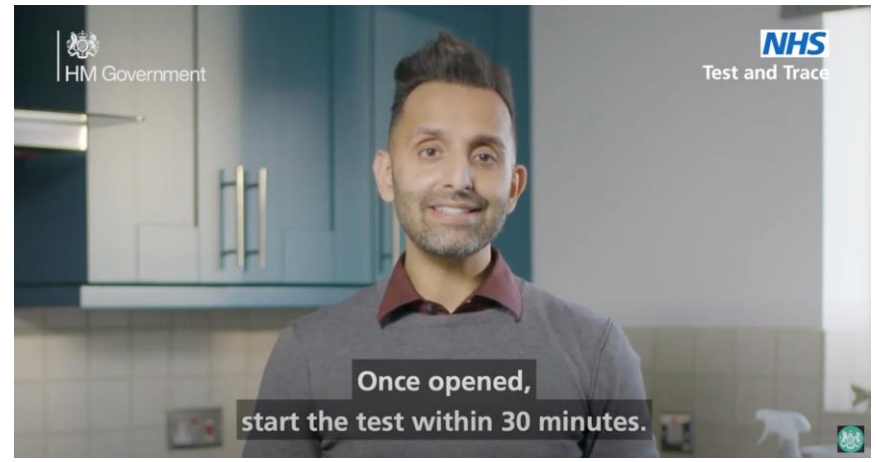
Additional resources

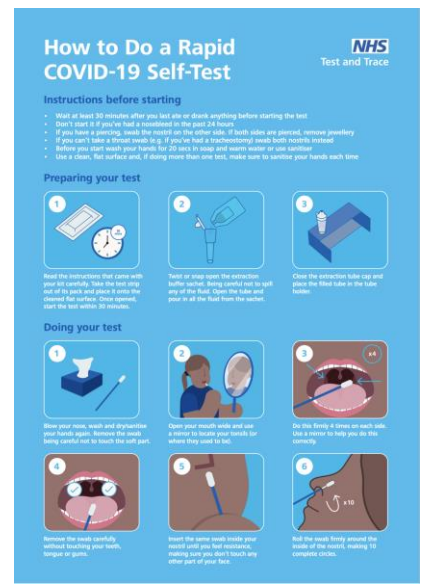
You can find the latest guidance on the Document Sharing Platform

You'll have access to FAQs, guidance on ordering kits, and advice on keeping your own 'test results register/log' and 'test kit log' - amongst other materials.

You'll also find the following resources which will be useful for staff taking part in testing:

- an introduction to rapid self-testing
- an NHS video demonstrating how to carry out a test
- a step-by-step visual guide on how to do the test







Get support

Schools and nurseries in England can raise questions, concerns or report issues via the DfE coronavirus helpline on 0800 046 8687

DfE coronavirus helpline opening hours

Monday to Friday: 8am to 6pm
Saturday and Sunday: 10am to 6pm

If you have an urgent media query

If you or your school or nursery is approached by a member of the media, please contact the Department of Health and Social Care press office in the first instance.

Anyone with one or more symptoms of coronavirus

A high temperature, a new continuous cough, or a loss or change in sense of smell or taste, should self-isolate and book a test or call 119 in England and Wales, or 0300 303 2713 in Scotland and Northern Ireland.

NHS
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