

Introduction

From 15th March 2021, secondary school students will be provided with home testing kits to allow them to complete testing twice a week once they have completed 3 on site tests.

Testing is to continue throughout the school holidays and additional testing kits will be provided by the DfE.

Students will be provided with guidance and training materials and support to introduce the Lateral Flow Home Testing programme. Part of the reasons for completing 3 on site tests is to help familiarisation with the process.

Testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools in line with routine infection control practice.

Testing is important because students could be carrying the virus without knowing it and may spread it to others. Testing students without symptoms will support schools to continue to operate. Simple and quick tests using antigen Lateral Flow Devices (LFD) enable the rapid testing of students, from their home, without the need for a laboratory. Secondary schools will be provided with these test kits to distribute to their students so that they can conduct testing at home.

Testing will help to break chains of transmission Students need to:

- carry out twice weekly testing at home (3 to 4 days apart) before they come into the academy in the morning
- maintain 'hands-face-space' and all other control measures that are in each academy's overall Risk Assessment.

IMPORTANT: Tests are only for the use of the person assigned the kits; they should not be taken by anyone else. They will be distributed with a unique lot number.

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.

The Risk Assessment below details specific measures relating to lateral flow testing but our overarching system of controls remain in place.

Systems of Controls

1. Prevent

You **must**:-

- a. Stay at home if unwell and book a test
- b. Clean your hands
- c. Catch it, bin it, kill it
- d. Have in place enhanced cleaning regimes
- e. Where required, use face coverings in the academy
- f. Minimise contact
- g. Ensure occupied spaces are well ventilated

You should try to

- h. Social distance where possible

The 2 mandatory cases for wearing PPE remain – when dealing with a symptomatic member of staff or student or where you normally do in intimate care situations.

2. Respond to Infection

- a. Engagement with test and trace (and engagement with absent@e-act.org.uk in all cases)
- b. Management of confirmed cases
- c. Contain local cases alongside PHE

Name of Academy	The Crest Academy
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Useful information

- Training Video - [Step by Step guide to Covid 19 Self Testing](#)
- Report your results here <https://www.gov.uk/report-covid19-result> Or report by telephone in the number provided within the test kit.
- To book a PCR test following a positive lateral flow test or following two void tests <https://www.gov.uk/get-coronavirus-test>
- The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)
- If you have coronavirus (COVID-19) symptoms or have contracted coronavirus (COVID-19), please refer to NHS guidance online: www.nhs.uk/conditions/coronavirus-COVID-19. If you have symptoms of coronavirus (COVID-19) and your condition gets worse, or you do not get better after 7 days, use the NHS 111 online coronavirus service www.111.nhs.uk. If you do not have internet access, call NHS 111. For a medical emergency dial 999. Do not delay getting help if you are worried.

Version edits		
Version No.		Published
1	Original	15/03/2021
2	KWA – Crest edit	17/3/2021
3		
4		
5		

Area of concern to be addressed	Control measures Good Practice Control Measures Adopted	Risk Mitigation	Further Action	Responsible person
<p>Students may not fully understand their responsibilities when participating in the Lateral Flow Testing programme</p>	<ul style="list-style-type: none"> Academy to share the, privacy statement, Instructions for use and link to Training Video - Step by Step guide to Covid 19 Self Testing 	<p>Administrative Controls</p>	<ul style="list-style-type: none"> Share the privacy notice, instructions for use version 1.3.2, FAQ's and link to step by step video. 	<p>KWA</p>
	<ul style="list-style-type: none"> Students should take the test twice a week 3-4 days apart 	<p>Design Controls</p>	<ul style="list-style-type: none"> Use the template communication to parents provided in the google drive. 	<p>KWA</p>
	<ul style="list-style-type: none"> Students are responsible for all test kits allocated to them and must report all test results www.gov.uk/report-covid19-result (positive/negative/void). 	<p>Administrative Controls</p>	<ul style="list-style-type: none"> The academy days and times for taking the tests are Thursday and Monday 	<p>KWA</p>
	<ul style="list-style-type: none"> To do this you will need the QR code, or the ID number under it, on the test strip to report your result (the test strip is the part of the kit that shows your result). Report online (fastest) Visit: www.gov.uk/report-covid19-result Or report by telephone (number provided in the test kit). Lines are open every day, 7am to 11pm. England, Wales and Northern Ireland: 119 (free from mobiles and landlines) 	<p>Administrative Controls</p>	<ul style="list-style-type: none"> Academies should have a forum to explain and local arrangements to answer any questions the students or parents might have. 	<p>KWA</p>
	<ul style="list-style-type: none"> If students receive a positive LFD result they should book a confirmatory PCR test. NHS track and trace advise visiting a community or drive through test site as this is the quickest way to get tested, or they can order a home test kit. It is important that students and their household self-isolate until the result of their PCR test. 	<p>Administrative Controls</p>	<ul style="list-style-type: none"> Remind students that the LFD's are not to be used if they show symptoms. They should get a PCR test as they normally would and self isolate. 	<p>KWA</p>
	<ul style="list-style-type: none"> Students must also inform the academy via: https://forms.office.com/Pages/ResponsePage.aspx?id=GO7B01t5ske0wJc0nDNaDrFwIVPblq pNi- 		<ul style="list-style-type: none"> Remind students that LFD Kits are not to be shared with anyone else. 	<p>KWA</p>

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	<p>za3fTS1QRUNk1JQU5UWTZISkFPRIJINUZDT E9FU0EwUi4u of results of each test and an email must be sent to absent@e-act.org.uk and kate.ward@e-act.org.uk for all positive tests.</p> <ul style="list-style-type: none"> • No LFD test is required for 10 days after positive PCR • Once students 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. • Students must not share their test kits with anyone else. • Students must follow instructions: v1.3.2 or 1.3.3 issued with test kit and preferably test in the morning before school. 		<ul style="list-style-type: none"> • Students and parents / carers are fully aware of the dual reporting requirement. • Regular reminders for students via form / school time. 	<p>KWA</p> <p>KWA</p>
<p>Checking and receiving the test kits on arrival to ensure that there are sufficient amounts and lot numbers are recorded</p>	<ul style="list-style-type: none"> • Delivery schedules have been shared with each academy and are on the shared platform. • Delivery parcel size: <ul style="list-style-type: none"> ○ Testing kits come in individual boxes of 3 or 7 and each student should receive one box of 7 or 2 boxes of 3. ○ 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 3.5 weeks of testing. You can initially 	<p style="text-align: center;"><i>Administrative Controls</i></p>	<ul style="list-style-type: none"> • On arrival, please record the lot number(s) of the test kits delivered. • Maintain a system for stock control. 	<p>PBE</p> <p>PBE/KWA</p>

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	<p>provide 6 or 7 testing kits to each student so that they can test twice a week.</p> <ul style="list-style-type: none"> The DFE will replenish stock automatically from the 8th March and provide details of re stocking process from the 15th March. Academies will need to maintain stock levels and order in advance to maintain supplies. 			
<p>Risk of transmission of COVID 19 when collecting test kits in the Academy and students could be issued with the incorrect version of the instructions for use document</p>	<ul style="list-style-type: none"> The Academy collection point does not need special infrastructure. However, it must: <ul style="list-style-type: none"> be able to be secured to prevent unauthorised access to the test kits - 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 students coming to collect their test kits. Before distributing any test kits to students ensure that the 'test kit log' is ready for use or print the individual forms provided. Ensure you have the correct 'Instructions for Use' to hand out (version 1.3.2 or 1.3.3). 	<p><i>Substitute Risk</i></p> <p><i>Administrative Controls</i></p>	<ul style="list-style-type: none"> Collection arrangements are as follows: Students will receive three test packages on Friday 19th March in PM form time. This will last them the Easter break. 	<p>KWA/VMC/GRU/EMA/IPU/PBE/MBR/DCU/LJU/PMO</p>
<p>Students may not fully understand what will happen with their data</p>	<ul style="list-style-type: none"> Privacy notice should be shared with students when issuing test kits. 		<ul style="list-style-type: none"> Share privacy notice, instructions for use version 1.3.2, FAQ's, and link to step-by-step video 	<p>KWA</p>

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when taking part Lateral Flow Testing programme	<ul style="list-style-type: none"> • If they choose to participate, they are committing to self-administer the test and provide their results. • The Department for Health and Social Care (DHSC) is the data controller for the information that they transfer to them about themselves and their test results. For more information about what the DHSC do with their data please see their COVID-19 Privacy Notice • The academy remains the Data Controller for the data we retain about them for the management of tests and implementing local arrangements in the event of a positive test. • Students should read both the privacy notice and the COVID-19 Privacy Notice to understand how their personal data is used prior to taking a test. • The academy will retain its test kit log and COVID-19 results register for a period of twelve (12) months from the date of the last entries made by the academy into them. • Processing of Personal Data Relating to Positive test results - This information will be kept for period of twelve (12) months by the academy and by the NHS for eight (8) years. • Students Rights under data protection law, are included in the privacy notice. 	<p>Administrative Controls</p> <p>Administrative Controls</p>	<ul style="list-style-type: none"> • Remind students that they should read both the privacy notice and the DHSC COVID-19 Privacy Notice to understand how their personal data is used prior to taking a test. • Remind students that their consent is given by taking the test 	<p>KWA</p> <p>KWA</p>
Storing of the test kits and available storage in the academy	<ul style="list-style-type: none"> • Test kits should not be stored in a fridge or freezer or in direct sunlight. 		<ul style="list-style-type: none"> • Remind students that the test kits should be used at room temperature between 15-30 	<p>KWA</p>

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between 2-30 degrees C	<ul style="list-style-type: none"> • Test kits can be stored between 2 and 30 degrees Celsius. • The test kits should be used at room temperature between 15-30 degrees Celsius. If students are storing them at less than 15 degrees then leave at room temperature for 30 mins before taking the test. • The COVID Coordinator will ensure that the test kits are stored in a secure location. • The COVID coordinator will ensure that the test kits are stored at the correct temperature. • The COVID coordinator will report centrally any issues with identifying a suitable storage space. 	<p>Administrative Controls</p> <p>Design Controls</p> <p>Design Controls</p>	<p>degrees Celsius. If they are storing them at less than 15 then leave at room temperature for 30 mins before taking the test.</p> <ul style="list-style-type: none"> • Test kits will be stored whilst awaiting distribution in the medical welfare office • The temperature will be monitored by the COVID coordinator. 	<p>KWA</p> <p>PBE</p>
Poor result reporting compliance to the academy and ultimately LFD test reporting	<ul style="list-style-type: none"> • Students are responsible for all test kits allocated to them and must report all test results to NHS Track and Trace (positive/negative/void). • To do this they will need the QR code, or the ID number under it, on the test strip to report their results. Report online (fastest) Visit: www.gov.uk/report-covid19-result • Or report by telephone Lines are open every day, 7am to 11pm. England, Wales, and Northern Ireland: 119 (free from mobiles and landlines) • If students receive a positive LFD result, they should book a confirmatory PCR test. NHS Track and Trace advise visiting a community or drive through test site 	<p>Administrative Controls</p> <p>Administrative Controls</p>	<ul style="list-style-type: none"> • Remind students that by agreeing to take part they are responsible for reporting their test results to NHS Track and Trace <u>AND</u> the academy. • The registration assistant must assist students to ensure that all test are accounted for and all test results are recorded on the test results register. 	<p>KWA</p> <p>KWA</p>

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	<p>as this is the quickest way to get tested, or students can order a home test kit. It is important that students and their family self-isolate until the result of their PCR test.</p> <ul style="list-style-type: none"> • Students must also inform the Deputy Headteacher kate.ward@e-act.org.uk and of results of each test and an email must be sent to absent@e-act.org.uk for all positive tests. • All students under 18 should have the results process (logging and advising the academy) supervised by an adult. • No LFD test is required for 10 days after positive PCR. • If students get a void result, this means that the test has not run correctly, and they will need to take another test as soon as possible, ideally on the same day. Students should still report the void result to NHS Test and Trace via the self-report gov.uk page. They should use a new test kit but not reuse anything from the first kit. • In the very unlikely event students get two void test results, they should book a PCR test. In this instance, students do not need to self-isolate pending the result of the PCR test. Students should inform the academy as it may indicate a faulty batch of test kits. 			

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<p>Lack of reporting of incidents to the academy could negatively impact the academy to identify emerging issues and escalate to DfE/DHSC</p>	<ul style="list-style-type: none"> In the case of an issue, it is most likely that this will be experienced by an individual at home. All students should report any issues as confirmed in the how to guide. 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. The COVID Coordinator should record the time, date and details reported. DHSC/MHRA may require the school to provide more information if further investigation is required. To ensure testing is running well, the DHSC/MHRA may be in contact with schools from time to time to find out how testing is going and learn any lessons. 	<p>Administrative Controls</p>	<ul style="list-style-type: none"> Remind students that they should report any incidents as follows: 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 Students should also inform the COVID coordinator about ongoing test-related problems, so that they can check if this is a wider issue across other users. 	<p>KWA</p> <p>KWA</p> <p>KWA</p> <p>KWA</p>
<p>Risk of complacency to COVID measures outlined in the whole school risk assessment due to testing negative</p>	<ul style="list-style-type: none"> 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 	<p>Administrative Controls</p>	<ul style="list-style-type: none"> Regularly remind students that this asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close contact of a positive case. 	<p>KWA</p>

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	<p>and follow government self-isolation guidance until the results of their test are known.</p> <ul style="list-style-type: none"> • Testing also does not replace basic preventative measures such as regular handwashing, PPE and social distancing. • Hands Face Space and our system of controls remains in place: <p>You must: -</p> <ul style="list-style-type: none"> ○ Stay at home if unwell ○ Clean your hands ○ Catch it, bin it, kill it ○ Have in place enhanced cleaning regimes. ○ Where required, use face coverings in school ○ Minimise contact ○ Ensure occupied spaces are well ventilated <p>You should try to</p> <ul style="list-style-type: none"> ○ Social distance where possible • The 2 mandatory cases for wearing PPE remain when dealing with a symptomatic member of staff or student or where you normally do so in intimate care situations. <ul style="list-style-type: none"> • Respond to Infection 	<p><i>Administrative Controls</i></p>	<ul style="list-style-type: none"> • Regularly remind students that the LFDs (Lateral Flow Devices) are not to be used if they show symptoms. They should get a PCR test as they normally would and not attend the academy. 	<p>KWA</p>

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	<ul style="list-style-type: none"> ○ Engagement with NHS Test and Trace (and engagement with absent@e-act.org.uk in all positive cases) ○ Management of confirmed cases ○ Contain local cases alongside PHE ● Anyone with one or more symptoms of coronavirus <ul style="list-style-type: none"> ○ A high temperature, ○ a new continuous cough, or ○ a loss or change in sense of smell or taste, <p>Should self-isolate and book a test or call 119</p>			
<p>Students may struggle to effectively take the tests at home through lack of confidence</p>	<ul style="list-style-type: none"> ● 3 on site tests performed with students in the academy test site. ● Instructions and video shared with students and regular support offered. ● Any student 12-17 can swab themselves but the test should be supported by an adult. ● Academy to speak with students each day and resolve issues or concerns as quickly as possible. 		<ul style="list-style-type: none"> ● Complete on-site testing for all students prior to commencing home testing. ● Communication to parents and regular updates in the academy. ● Tutor time video reminders + ppts. 	KWA
<p>Students and families may be unsure how to dispose of the used tests</p>	<ul style="list-style-type: none"> ● All test kits and equipment should be disposed of as per the instructions with the test kit. ● In the household waste 		<ul style="list-style-type: none"> ● Communicated on issue to students and in regular updates should questions arise. 	KWA