

# ‘How to Guide’

# Rapid Testing of Education Staff and Secondary Age Pupils at Home (Self –Test)

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 school-based nurseries, maintained nursery schools, private nurseries, primary schools, secondary schools and FE colleges, and secondary aged pupils/ students self-testing. This is a working document, subject to change through the course of the testing programme.

# This document and other guidance available

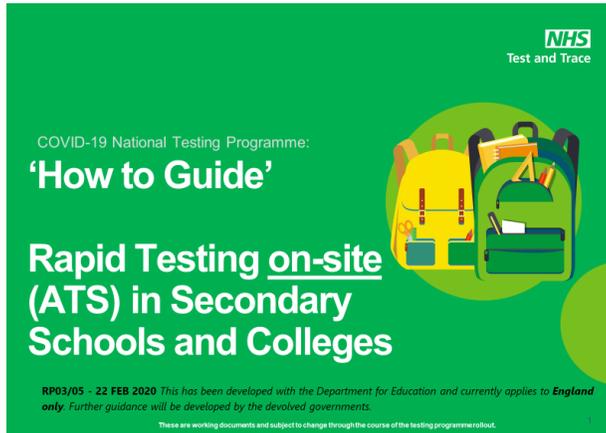
**!** You should read the orange guide first, before reviewing this document or any other guidance

**1**



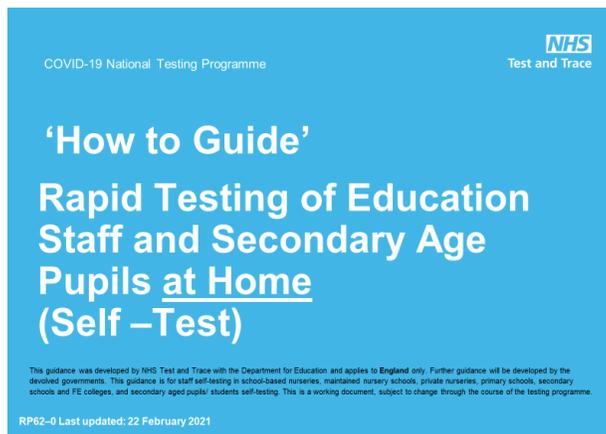
The orange guide provides an overview of the testing journey for secondary schools and colleges from March 2021 onwards.

**2**



The green guide sets out how to set up an Asymptomatic Test Site (ATS) in your secondary school or college. This is required for when your pupils first return in March 2021

**3**



This document (the blue guide) sets out how to test your staff and students using test at home kits.

Before transitioning your secondary aged pupils and students to testing at home, you should have set up an ATS and tested them 3 times on site.

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# Who is being tested and why?

Testing is important because you could be carrying the virus and may spread it to others. Testing all staff and pupils of secondary age and above (11+) without symptoms will support the education sector to continue to operate.

Simple and quick tests using antigen Lateral Flow Devices (LFD) enable the rapid testing of staff and secondary age pupils and students, from their home, without the need for a laboratory. Education settings will be provided with these test kits to distribute to their staff and students so that they can conduct testing at home.

## Testing will help to break chains of transmission

You will need to:

- carry out twice weekly testing at home (3 to 4 days apart) before coming into the education setting in the morning
- maintain 'hand-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.

## Lateral Flow Testing



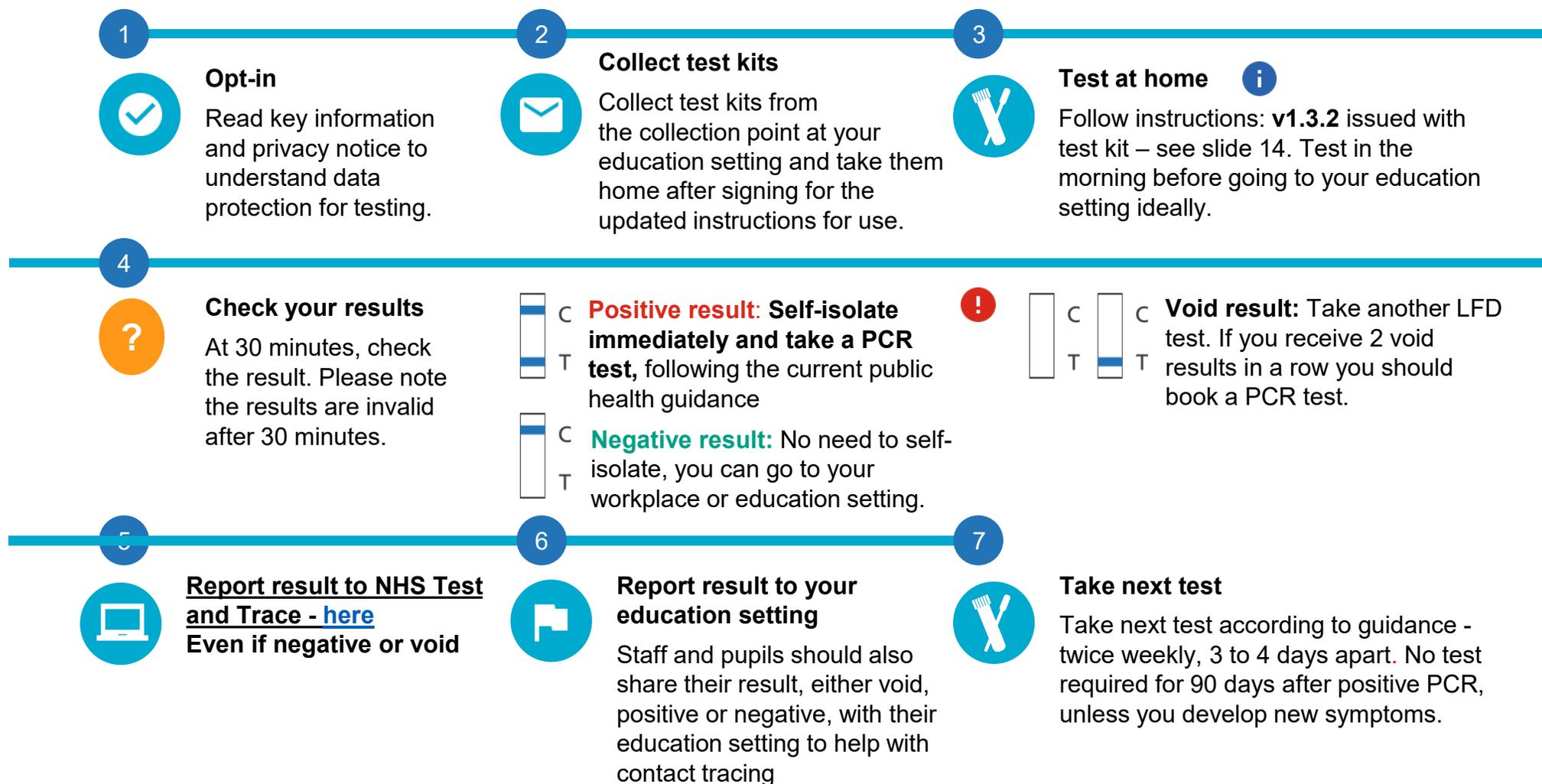
 Accessible and easy to use

 No lab required, with fast results

 Safe technology



# Testing at home – the process



ⓘ It is recommended that you **test yourself in the morning** before attending your education setting (so there is less chance you get infected between taking the test and attending the setting). However, you may choose to do the testing the evening before, especially the first time, to give you more time to get accustomed to the test, and to have more time for your education setting 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.

## 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 voluntary, and you should not be prevented from going into the education setting if you do not take part. The success of this public health measure depends on as many people participating as possible.
- ? Can children and young people swab themselves?**  
No children below the age of 11 should be tested. Secondary pupils aged 11 should have the test administered by an adult, and pupils and students aged 12-17 should be supervised by an adult but can swab themselves.
- ? How often do staff and students need to test?**  
Staff and students will test at home on a regular basis (twice per week, 3 to 4 days apart) usually before they come into the education setting.
- ? 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 hand washing, face covering and social distancing.
- ? Where do I get my test kits?**  
You can collect your test kits from the education setting that you work at or attend. Test kits were delivered to primary schools and school-based nurseries in January. Test kits will be delivered to other settings from 24 February, and to PVI nurseries from mid-March.
- ? Are all staff included in the testing programme, or only teaching staff?**  
Enough test kits are being supplied for all staff on-site, including nursery and support staff, such as those responsible for running breakfast and after-school clubs.

# Who has responsibility for what?

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

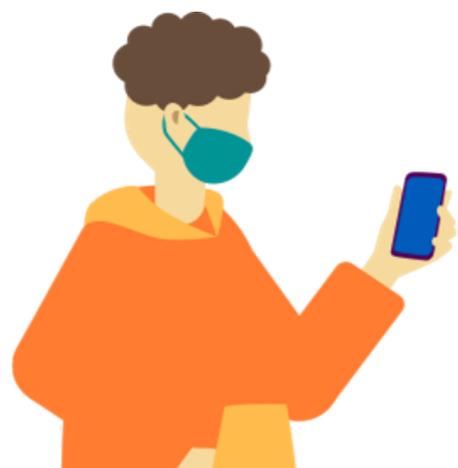
- ❑ Clinical Standard Operating Procedure
- ❑ Home test kits
- ❑ Instructional videos
- ❑ NHS T&T result reporting system

## PROVIDED BY DFE

- ❑ Overall operational delivery oversight
- ❑ Helpline service for technical and operational aspects of lateral flow testing
- ❑ Kit re-ordering system (temporary – NHS digital solution to follow)
- ❑ 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 EDUCATION SETTING

- ❑ Appropriate oversight and governance of the testing programme in the education setting
- ❑ Communication with staff, students and other stakeholders
- ❑ Managing test stock and re-ordering
- ❑ Setting up & maintaining Test Kit 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 education settings to follow-up on any incident reported and from time to time to find out how testing is going to learn any lessons. Guidance will be updated to reflect this.

**Step 1:**  
**Read guidance, watch webinars /  
videos**



# Step 1: Read guidance, watch webinars / videos

- An instructional video is provided on [YouTube](#) for those taking the tests.
- The Department of Education and NHS Test and Trace hosted a series of joint webinars for primary schools and nurseries in January that provide information on testing and discuss any issues that may arise. These webinars are applicable to all education settings.
- Recordings of the webinars are available on YouTube. They cover:

[Webinar 1](#) - Overview

[Webinar 2](#) - How to do a test and recording

All other resource such as templates are available at this link: [Document Sharing Platform](#)

# Step 2: Receiving your test kits

## Step 2: What you will receive?

### Delivery parcel size

- Tests will come in packs of 3 or 7
- The picture shows an outer case and an example of an LFD 7's 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 2 packs of 3 or 1 pack of 7 testing kits to each member of staff or student so that they can test twice a week



Further advice on how to re-order test kits will be available on the [Document Sharing Platform](#) in due course.

# **Step 3:** **Setting up your collection point**

## Step 3: Set up your collection point

The collection point does not need any extra 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
- Have a desk or space for individuals to sign for the test kits they are collecting
- Allow enough space for social distancing

The collection point does not need to be at a fixed point within your school or college, and you may find it easier to distribute test kits to pupils and students directly during the registration process in classrooms.

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 2m distance from staff and students coming to collect their test kits.

Each education setting 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 individuals you need to set up a 'Test Kit Log' (see slide 18) and ensure you have the correct Instructions For Use to hand out (see slide 19).

# Step 4: Running your collection point

## Step 4: Key activities to run testing

The administrative requirements for education settings 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 Coordinator** to support with tasks such as:

- communicating with stakeholders
- ensuring staff and students 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

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 students and managing the schedule for the distribution of the next sets of kits
- inputting test results from participants into your 'test register'
- sending reminders to participants to [communicate their results online, or by phone](#), and to the education setting
- responding to staff and student questions
- working with the Covid 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.

## Step 5:

# Key messages for staff and students and distributing test kits

## Step 5: What do you need to tell your staff and students (and their parents/ carers)?

- 1 Tell them what rapid testing is, and direct them to the [YouTube](#) and video content available on the Document Sharing Platform.
- 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 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 them 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 they know it is a requirement for them to report their test result, whether positive, negative or void. Use the "Reporting your test result online" slide in this section.
- 7 Remind them that anyone aged 11 must ensure the test is administered by an adult, and anyone aged 12-17 should be supervised by an adult but can swab themselves.
- 8 Make sure they 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 you have understand the testing process and have read the privacy notice, if you choose to participate you are committing to self-administer the test and report your results via the NHS Test & Trace digital platform and to your education setting.

Before taking your test, you must do three things:

1. Read the **privacy notice** to understand what will happen with your data.
2. Take a copy of the new **Instructions for Use** v1.3.2 and ensure it is the correct version
3. Record your details in the Test Kit Log (see following slide for details)



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.

For the Covid Coordinator to note - a template privacy notice can be found on the [Document Sharing Platform](#)

# Sign for the test kits

## Education settings should record who takes test kits, using the lot number on the back

When issuing the kits to staff and students, the issuer must record who takes the test kits. This is the **Test Kit Log** and should include:

- Name of education setting
- 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



All of the information and images in this document are correct as of 15th January 2021.  
Version 1.3.2

Back cover

Please use the template Test Kit Log, which can be found on the [Document Sharing Platform](#). The Test Kit Log should be kept until further guidance is given.

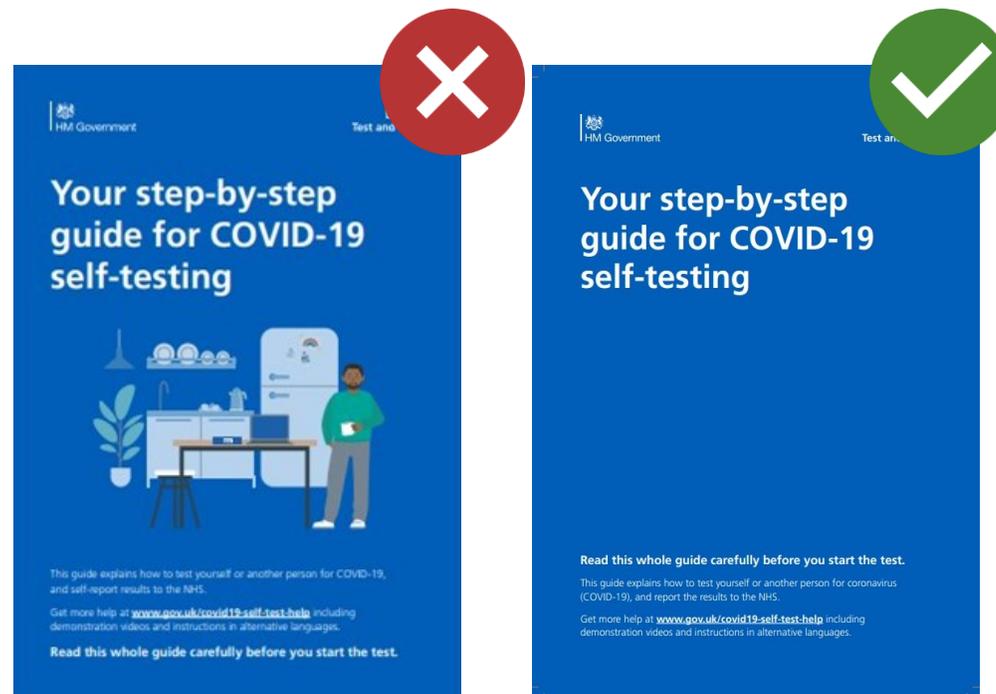
# Hand out new Instructions for Use – v 1.3.2

## Education settings 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 participants.

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



Old front cover

New front cover

- Store at 2 – 30°C
- Sterilized using ethylene oxide
- Manufacturer
- Don't use the product when the package is damaged
- Lot number
- Expiry date
- In vitro diagnostic medical device
- Keep away from sunlight
- Date of manufacture
- Do not re-use
- Warning, please refer to the instruction
- Keep dry
- Consult instructions for use

All of the information and images in this document are correct as of 15th January 2021. Version 1.3.2

# Step 6:

# How to report test results

## Step 6: How do you report your test result online

You are required to [report the results of your tests online, or by phone](#), every time you take a test, even if the result was negative or void.

Education settings are not able to view the results that their staff and students have uploaded to the online service.

You should therefore also communicate results separately with your education setting, so that they can respond accordingly.

Education settings should record those results using the advice on the next slide.

### Report a COVID-19 test result

Use this service to report your result to the NHS after using a coronavirus (COVID-19) lateral flow test kit.

A lateral flow test is a coronavirus test you do yourself. It shows you the result on a handheld device that comes with the test.

Report the result:

- every time you use a lateral flow test kit
- as soon as possible after you get the result

You cannot report a result after more than 24 hours.

[Start now >](#)

## Step 7:

**Recording results at your education setting and reporting incidents**

## Step 7: Reporting results to your education setting

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

**Maintaining a [COVID-19 Test register](#) can also help you with:**

- identifying participants with positive results, for bubble management and contact tracing
- managing stock and distribution of kits to participants based on how many kits they have used (they may use more if any invalid tests occur)
- encouraging participants 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 education setting to manage this process, however, a template spreadsheet is provided.

The [COVID-19 Test register](#) should be kept until further guidance is given.

The Kit Log and Test Register 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’**

### Education Settings

#### Incidents

In the case of an issue, it is most likely that this will be experienced by an individual at home. However, **if there seem to be repeated or similar issues** (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc), these should be recorded by the setting 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 education setting to provide more information if further investigation is required.

#### Learning and improving

To ensure testing is running well, we will be in contact with settings 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 for 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 the Education Setting

Participants should inform their education setting 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

# Latest guidance

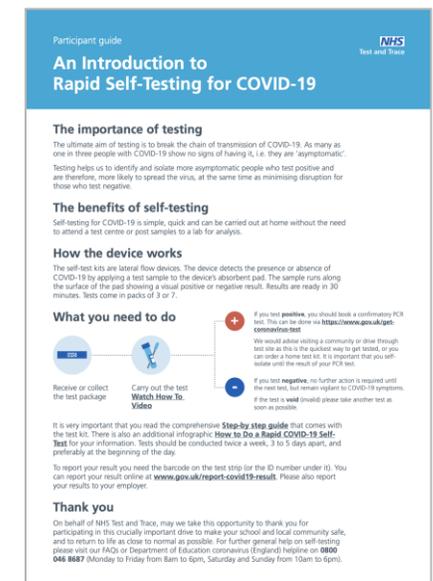
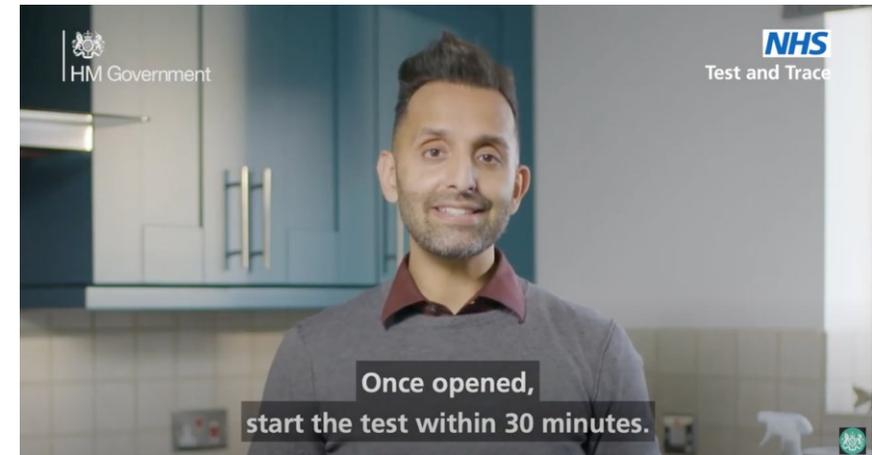
## You can find the latest guidance on the [Document Sharing Platform](#)

You'll have access to FAQs, guidance on ordering kits, and advice on keeping your own 'Register' - amongst other materials.

You'll also find the following resources which will be useful for anyone 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

Additional guidance for specialist settings (special schools, special post 16 institutions and Alternative Provision) is available [here](#).



# Get support

Education settings 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

Or if you or your education setting 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.



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