

## Section 4 - Home Mass Asymp

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Area of control	
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<b>Primary and School Nursery Settings - cur Learning Health, safety and Wellbeing Hor</b>	
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	1.1
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	1.4
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<b>PT1. Organising the testing system.</b>	
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	1.5
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	1.6
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	1.7
	1.8
<b>PT 2. Storage and management of Testing Materials / Supplies for the Testing area.</b>	2.1
	2.2
	2.3
<b>PT 3. Issuing tests</b>	3.1
	3.2
	3.3
	3.4
	3.5
	3.6
<b>PT 4. Conducting the Tests</b>	4.1
	4.2
	4.3
	4.4
	4.5
	4.6
	4.7
	4.8
	4.9
<b>PT 5. Test results and actions to take</b>	5.1
	5.2
	5.3
	5.4
	5.5
<b>PT 6. Record keeping / Reporting.</b>	6.1
	6.2
	6.3
	6.4
	6.5
<b>PT 7. Waste Disposal</b>	7.1

# Managing Covid 19 in Schools from September

## Automatic Testing for Primary and Nursery Settings - [daily](#) the present time unless part of the NHS evaluation

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### Control Measures

currently limited to twice weekly staff home tests. [Guidance and Resources](#)  
on the [home page](#).

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.

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

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as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests.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.

Set up a system of recording the distribution of test packs and the results of testing carried out.

One or more COVID-19 co-ordinators should 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 :

a) who is communicating with staff and addressing any personal issues / concerns with regards to testing they may have.

b) who is distributing the correct number of kits to staff, ensuring staff have the right instructions and are signing for the test kits.

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.

d) who is receiving, recording and collating test results including reporting any positive results to DCS Alert via the PCIF 01 form.

e) who is managing the storage, stock control and re-ordering of test kits.

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.

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.
The lot numbers of the testing kits provided should be recorded on arrival.
Testing kits should be stored between 2°C and 30°C.
Storage areas should be lockable and access restricted to authorised personnel only.
Checks of supplies should be regularly undertaken to ensure there are adequate supplies of
The tests should be offered to all staff. Staff are expected to sign for the receipt of their test
If you have regular contracted staff, therapists, volunteers on site e.g. cleaners and caterers, 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.
It is recommended staff are given time slots for the collection of their test kits to avoid staff con
When issuing test kits the issuer must complete the test kit log - see record keeping below.
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
Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and
Consider the time consenting staff will take the test. This may be : a) in the morning to
in the 90 day period after the PCR test. Full guidance for how this could be applied
reagents must be used between 15°C and 30°C during use so if they are stored somewhere
should follow the relevant guidance that comes with the test kit they are using at the time
possible using a new test kit but not reusing anything from the first kit. If both tests are void
cleaned with a paper towel. If the solution included the throat and nose sample, the area
NHS online at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or by contacting 119. They must also
Staff should report any issues with testing to the school e.g. unable to take the test, missing /
away and the individual should get a PCR test to confirm the result
<b>NHS Test and Trace will undertake any close contact tracing.</b>
household members isolating as a close contact can end isolation unless they have
symptoms of Covid-19.
<b>Inconclusive / Void result</b> the individual should take another LFT as soon as possible
Schools must keep records of : a) the consent forms and any withdrawal of consent, b) the
Records must be kept in accordance with GDPR requirements.
The test kit log and the test results register / log must be separate documents. There are
the date on which it is collected. Please note that the Department of Health and Social Care
usual via the PCIF 01 Form to DCS Alert ( <a href="mailto:DCS.alert@leeds.gov.uk">DCS.alert@leeds.gov.uk</a> ).
general household waste.

## 2021 - Risk Assessment - V6.01

Daily serial testing for close contacts is not to be undertaken at the current situation programme.

Neither by electronic means or otherwise, without the written permission of the owner, is prohibited.

Additional / altered measures / notes	Implemented by : Initial	Date Completed
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are available on the Primary School Portal - a link is available on the Leeds for

Go over on the training day once again for new staff	AH	WB 06.09.21
Testing for staff to continue on Sun/Wed	All staff	Ongoing
	SLT	Ongoing
Continue with recording in test storage area in	VR	Ongoing
AH	AH	Ongoing
DS/VR	AH	Ongoing
AH	AH	Ongoing
AH	AH	Ongoing
VR/DS	AH	Ongoing
Go over on training day	AH	07/09.21

