



# Lemington Riverside Primary School

## Lateral Flow Tests Risk Assessment



### Risk assessment author

Craig Heeley (Head Teacher)

### Work activity:

Asymptomatic Testing Using Lateral Flow Devices (LFD)

### Date of assessment

25.01.2021

### Shared with:

Staff/Governors/TU's

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
1. Vulnerable Employees	Vulnerable employees  Spread of coronavirus (SARS-CoV-2)  Contracting COVID-19/ serious illness/ death.	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable employees do not hand out test kits</li> <li>LFD testing has been confirmed as safe for all staff, including pregnant, high risk and clinically vulnerable or clinically extremely vulnerable staff</li> <li>No latex contained in test kits</li> </ul>			25/1	25/1
2. Roles	Staff  Spread of coronavirus (SARS-CoV-2)  Contracting COVID-19/ serious illness/ death.	<p>The COVID Co-Ordinator/Registration Assistant at Lemington Riverside is Craig Heeley (Head Teacher).</p> <ul style="list-style-type: none"> <li><b>COVID Co-ordinators</b> will: <ul style="list-style-type: none"> <li>➤ Communicate with stakeholders</li> <li>➤ Check that staff have been provided with the updated instructions (from 15<sup>th</sup> January 2021, version 1.3.2)</li> <li>➤ Report incidents to DfE if clinical (e.g swab breaking in the mouth or an allergic reactions). DfE to report to MHRA using the yellow card scheme. Non-clinical incidents (e.g. faulty test kits) to be reported to NHS 119</li> <li>➤ Report and store data securely</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>When Registration Assistant is handing out test kits and instructions, they and test subjects must (unless there is an exemption in place) wear a face covering and maintain 2m social distancing while queueing for kits.</li> <li>It is better to limit direct hand-to-hand contact when handing out test kits</li> </ul>	Head teacher	Ongoing	

		<ul style="list-style-type: none"> <li>➤ Re-order test kits</li> <li>• <b>Registration Assistants</b> will:</li> <li>• Manage distribution of test kits to staff</li> <li>• Input test results onto the school's register, spreadsheet or log</li> <li>• Send reminders, as necessary, to staff about communicating test results</li> <li>• Respond to staff questions</li> <li>• Work with the COVID Co-ordinator to manage test kit stock</li> </ul>				
3. Test Area	<p>Staff</p> <p>Spread of coronavirus (SARS-CoV-2)</p> <p>Contracting COVID-19/ serious illness/ death</p>	<p><b>Analysis Area:</b></p> <ul style="list-style-type: none"> <li>• Flat surface such as a desk or table used</li> <li>• Adequate light available</li> <li>• Mirror</li> <li>• Tissues</li> <li>• Timer</li> <li>• Temperature between 15 – 30C</li> <li>• Space for equipment, timing samples, result reading and recording of data</li> <li>• Hand washing facilities</li> <li>• Waste bin</li> </ul>	<ul style="list-style-type: none"> <li>• Test area to be cleaned with household cleaning products before and after use</li> </ul>	Staff	Information shared with staff on 25/1/21	25/1
4. Testing Approach	<p>Staff</p> <p>Spread of coronavirus (SARS-CoV-2).</p> <p>Contracting COVID-19/ serious illness/ death.</p>	<p><b>Participation in Testing Process:</b></p> <ul style="list-style-type: none"> <li>• Staff consulted on whether they wish to opt into LFD testing or not, after having been given relevant information, including on how data is to be used and stored</li> <li>• Staff are provided with support from school to increase uptake of LFD. Staff who do not initially</li> </ul>	<ul style="list-style-type: none"> <li>• Schools communicate to staff that LFT test results must be made available to the school. Details on how to provide a copy of the test results must be provided to staff</li> <li>• Staff are provided with details of the</li> </ul>	<p>Head Teacher</p> <p>Head Teacher</p>	Information shared with all staff on 25/1/21	25/1

		<p>opt into LFD testing, can do so at a later date if they wish. Benefits of LFD testing include:</p> <ul style="list-style-type: none"> <li>➤ Reducing the transmission of COVID 19 via asymptomatic people</li> <li>➤ Technology is easy to use and safe</li> <li>➤ LFT is readily accessible</li> <li>➤ No laboratory analysis is required</li> <li>➤ Results are produced within 30 minutes</li> </ul> <ul style="list-style-type: none"> <li>• All staff (teaching and non-teaching) are offered the opportunity to undertake LFD testing. This includes staff who are in an on-site nursery, regular visitors, trainees or work experience staff. Newcastle City Council Facility Services and Catering Staff to follow instructions issued from their line managers following the Education LA Update to all Headteachers on 22/01/2021.</li> </ul> <p><b>Information, instruction and training:</b></p> <ul style="list-style-type: none"> <li>• Staff that consent to LFD testing must prior to testing: <ul style="list-style-type: none"> <li>➤ Read the privacy notice to understand what will happen to their data. (A template privacy notice is available on the Document Sharing Platform - <a href="https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54">https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54</a>).</li> <li>➤ Read the 'Instructions for Use' version 1.3.2 guidance</li> <li>➤ Record details in the Test Kit Log (see section 5)</li> </ul> </li> <li>• Consenting school staff routinely test themselves using the LFD method twice a week, 3 – 4 days apart (e.g. Monday and Thursday)</li> </ul>	<p>instructional video on how to undertake the LFT test</p> <ul style="list-style-type: none"> <li>• Head teachers to brief staff on how to use the test kits and discuss any questions they may have</li> <li>• Staff are provided with the guidance entitled: <ul style="list-style-type: none"> <li>➤ How to Guide: Rapid Testing of Primary and Nursery Workforce</li> <li>➤ Your Step-by-Step Guide for COVID 19 Self-Testing (<b>copy with no photo, dated 15<sup>th</sup> January 2021, version v1.3.2</b>)</li> <li>➤ COVID 19 Self-Test (Rapid Antigen Test) YouTube video</li> </ul> </li> <li>• Staff are asked to read and confirm that they have read, understood and will follow guidance. School to keep a record of what guidance has been</li> </ul>	Head Teacher	Head Teacher		
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		<ul style="list-style-type: none"> <li>Testing is not required for staff that are currently fully working at home or who are self-isolating</li> </ul> <p><b>Collection of Test Kits:</b></p> <ul style="list-style-type: none"> <li>Staff collect test kits and instructions from the school collection point in the Head teacher's office. A test kit log is completed and staff sign for their test kits</li> <li>Staff wear a face covering when collecting test kits</li> </ul> <p><b>Carrying out Testing:</b></p> <ul style="list-style-type: none"> <li>Test kits are only used by the person they are assigned to. Staff are aware that test kits must not be used by members of the household or anyone else</li> <li>Test kits to be used at room temperature. If kits have been stored in temperatures below 15°C, then allow kit to come up to room temperature</li> <li>A new test kit is used each time. No re-use of items from previously used test kits</li> <li>Next test is taken 3 -4 days later in accordance with school agreement. (If a positive PCR test result has been received, then no need to undertake a LFD test for 10 days / while self-isolating).</li> <li>The Department of Health and Social Care (DHSC) have agreed that LFD testing does not need to be delivered by a clinician</li> <li>Staff follow 'How to Test' instructions (ref. appendix 2). Points include:</li> </ul>	<p>issued and to who it was issued to.</p> <ul style="list-style-type: none"> <li>LFT tests still to be used by those staff who have received COVID 19 vaccinations</li> <li>Staff to be provided with information in appendix 3: How to Test: Quality Checkpoints (1&amp;2)</li> <li>Appendix 8 provides advice on where to get further information or how to report issues:</li> </ul> <p>DfE Coronavirus helpline: 0800 046 8687 (Open Mon – Fri from 8am to 6pm or Sat &amp; Sun 10am to 6pm).</p>	Head Teacher	Head Teacher		
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		<ul style="list-style-type: none"> <li>➤ Staff are not to eat or drink for at least 30 minutes before undertaking the test</li> <li>➤ Clear, clean and dry testing area surface prior to starting the test. Use household cleaning agents</li> <li>➤ Wash hands thoroughly with soap and water for 20 seconds at least</li> <li>➤ Carefully take test strip out of sealed packaging and place onto the clean surface. Ensure test is taken within 30 minutes of opening the packaging.</li> <li>➤ Carefully twist or snap open the extraction buffer sachet</li> <li>➤ Open the extraction tube and gently squeeze all of the liquid from the sachet into the tube</li> <li>➤ Place the tube into the extraction tube holder, which is inside the box. Take care not to spill any liquid.</li> <li>➤ Gently blow your nose into a tissue and then discard in a bin</li> <li>➤ Wash hands thoroughly with soap and water for 20 seconds. Dry hands thoroughly.</li> <li>➤ When ready to use, peel open the swab packaging and carefully take out the swab. Take care not to touch the soft fabric tip.</li> <li>➤ Hold the swab, open your mouth wide and rub the fabric tip over each tonsil four times, taking care not to touch any teeth, cheeks or the tongue. (If you have had your tonsils removed, rub</li> </ul>				
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		<p>the 'tonsil pits' where the tonsils would have been.</p> <ul style="list-style-type: none"> <li>➤ Rubbing the tip of the swab on the tonsils may cause gagging. This is normal, but should not hurt</li> <li>➤ Use the same swab to gently rub inside each nostril ten times. (If you have recently (last 24 hours) had a nose bleed, only use the nostril that has not bled). If you have a nose piercing on one side, use the other side, but if both sides are pierced, remove the piercing on one side and swab that side.</li> <li>➤ Hold extraction tube and place tip of fabric swab into the liquid. Place tip against side of tube with force and rotate for 15 seconds. This will transfer sample into the liquid.</li> <li>➤ Pinch the extraction tube against the swab as you remove it, so that liquid is removed from the swab tip. Place swab into plastic waste bag.</li> <li>➤ Press cap tightly onto extraction tube.</li> <li>➤ Gently squeeze the extraction tube and place 2 drops of liquid into the sample well (that is marked with an 'S'). Take care not to squeeze an air bubble into the well.</li> <li>➤ Check time and set timer for 30 minutes.</li> <li>➤ After exactly 30 minutes, read your result.</li> </ul>				
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		<ul style="list-style-type: none"> <li>• Staff check test kit results after 30 minutes and take appropriate action (see section 4)</li> <li>• Spillages are cleaned with household disinfectant</li> <li>• All test results are reported to NHS Test and Trace (including negative and invalid results). The school are also informed about test results.</li> <li>• If you have cold symptoms, you can use the LFD once you have fully cleared your nasal tract</li> <li>• If you have recently (within 90 days) tested positive for COVID-19, you are likely to have developed some immunity. However, given the current prevalence of the virus and the pressing need to reduce transmission, we encourage staff to take an LFD test regardless of whether they have tested positive previously as this is a good indicator of high viral load, and therefore infectiousness. If you have recently tested positive for COVID-19, please complete your period of isolation before returning to <u>school</u></li> <li>• Waste from LFD that are taken at home can be put into normal household waste, but it is good practice to double bag it, store it in a secure place for 72 hours and then put into the domestic waste bin</li> </ul>				
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**Commented [LD1]:** National and regional clarification still awaited

**Commented [LD2R1]:**

<p>5. Reading and Interpreting Test Results</p>	<p>Staff</p> <p>Spread of coronavirus (SARS-CoV-2).</p> <p>Contracting COVID-19/ serious illness/ death.</p>	<ul style="list-style-type: none"> <li>Staff are aware of how to read and interpret test results, where: <ul style="list-style-type: none"> <li>A single line next to the letter 'C' indicates a negative result</li> <li>A line next to the letters 'C' and 'T' indicate a positive result. <b>(Note that the line next to the letter 'T' might be quite faint, but is still an indication of positivity).</b></li> <li>No lines or a single line next to the letter 'T' indicates a void / invalid result. If this happens, the test must be repeated.</li> </ul> </li> <li>Appendix 4 gives examples for reading your results.</li> <li>The control line 'C' usually appears after about 4 minutes. You must wait for 30 minutes before reading the final result. Set a timer if necessary.</li> <li>Appendix 5 relates to interpreting and reporting results</li> </ul> <p><b>Positive LFD test/ PCR test</b></p> <ul style="list-style-type: none"> <li>Staff have been informed that:</li> </ul> <p>If they have a positive LFD test result, they must book a confirmatory PCR test as soon as possible using <a href="https://www.gov.uk/get-coronavirus-test">www.gov.uk/get-coronavirus-test</a> and self-isolate with their household</p> <ul style="list-style-type: none"> <li>If the confirmatory PCR test is also positive, they and their household must self-isolate for 10 days with immediate affect <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul>	<ul style="list-style-type: none"> <li>Staff that have a positive LFD test result, must book a confirmatory PCR test as soon as possible using <a href="https://www.gov.uk/get-coronavirus-test">www.gov.uk/get-coronavirus-test</a> Self-isolation begins straightaway for the test subject and household members. If the confirmatory PCR test is negative, then self-isolation can end.</li> <li>Close contacts within school to self isolate if a positive LFD test is obtained by a colleague and continues unless the colleague has a negative confirmatory PCR test.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul>	<p>Staff</p> <p>Head teacher</p>		
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		<ul style="list-style-type: none"> <li>Staff that have a positive LFD test result, must book a confirmatory PCR test as soon as possible using <a href="https://www.gov.uk/get-coronavirus-test">www.gov.uk/get-coronavirus-test</a>. It is advised that self-isolation begins. If the confirmatory PCR test is also positive, then the staff member and their household must self-isolate for 10 days with immediate effect <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul>	<ul style="list-style-type: none"> <li>Staff that have a negative result can attend school, but must be aware that this does not necessarily guarantee not having COVID 19. Staff to be advised that even with a negative test result, they must still follow national and local guidelines and their school COVID risk assessment for managing and controlling COVID 19.</li> <li>Staff that have symptoms of COVID 19 – a high temperature; a new or continuous cough or a loss or altered sense of taste or smell, must self-isolate with their household, even with negative LFD result. Self-isolation can only end earlier if a negative PCR test is received.</li> <li>Staff with a void / invalid LFD result, must repeat the LFD test. Do not use any</li> </ul>	Staff		
				Staff		

			<p>items from the old / previous test kit</p> <ul style="list-style-type: none"> <li>• If staff get two void / invalid results, they are advised to book a confirmatory PCR test.</li> <li>• Staff must report all results to the person at school that is designated with this responsibility.</li> </ul>	<p>Staff</p> <p>Staff</p>		
6. Test Kit and Test Result Logs (Reporting and Recording Results)	<p>Staff</p> <p>Prevent mis-matching of test results that may increase the transmission of COVID 19 and also keep track of COVID results</p>	<ul style="list-style-type: none"> <li>• School keeps a record of who has been supplied with a LFD test kit using a Test Kit Log. Details in the Test Kit Log include: <ul style="list-style-type: none"> <li>➤ Name of school</li> <li>➤ Name of person issuing the test kit</li> <li>➤ Name of person receiving the test kit</li> <li>➤ Date of issue</li> <li>➤ Lot number that is on the back of the test kit</li> <li>➤ Receipt of new instructions</li> </ul> </li> <li>• Each test kit should include (ref. appendix 1): <ul style="list-style-type: none"> <li>➤ A wrapped swab</li> <li>➤ A sealed test strip</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• If any items are missing from the LFD test kit, report the matter to the COVID Co-ordinator who will contact NHS 119</li> <li>• Ensure that staff report all test results to school and to NHS Test and Trace</li> </ul>	<p>Head Teacher</p> <p>Head Teacher and Staff</p>	<p>Information shared with all staff 25/1</p>	25/1

		<ul style="list-style-type: none"> <li>➤ Extraction buffer</li> <li>➤ An extraction tube</li> <li>➤ An extraction tube holder</li> <li>➤ A plastic waste bag</li> </ul> <ul style="list-style-type: none"> <li>• School keeps a log of staff test results and guides staff with next steps depending on their results. The results log helps with: <ul style="list-style-type: none"> <li>➤ Identifying positive results to assist with managing bubbles and contact tracing</li> <li>➤ Managing stock and kit distribution (some staff may use more than one kit per day if they have invalid test results)</li> <li>➤ Ensuring staff are reporting test results</li> <li>➤ Identifying and reporting incidents</li> <li>➤ Logging signatures of those that have collected test kits</li> </ul> </li> <li>• For reasons relating to data protection, the test kit log and the test results log are kept be separate</li> <li>• Appendix 6a and 6b provides information on reporting and record keeping</li> </ul> <p><b>Faulty test kits:</b></p> <ul style="list-style-type: none"> <li>• Void tests are reported to DfE so they are aware and can provide additional advice in the unlikely event of a faulty batch of tests</li> </ul>				
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7. Incident Reporting	<p>Staff</p> <p>Spread of coronavirus (SARS-CoV-2).</p> <p>Contracting COVID-19/ serious illness/ death.</p> <p>Impact on quality or safety of testing</p> <p>Injury or adverse effect to staff</p>	<ul style="list-style-type: none"> <li>Incidents that are clinical (e.g. broken swab in the mouth or an allergic reaction) are reported to the DfE who will report them to MHRA by raising a Yellow Card</li> <li>Incidents that are non-clinical (e.g. missing items in a test kit) are reported to NHS Test and Trace using NHS 119</li> <li>Appendix 7 provides information on Incident Reporting</li> </ul>	<ul style="list-style-type: none"> <li>Schools can raise questions specific to the Department for Education, via the DfE coronavirus helpline: 0800 046 8687 (Mon-Fri 8am-6pm; Sat-Sun 10am-6pm) or at <a href="mailto:RapidTesting.SCHOOLS@education.gov.uk">RapidTesting.SCHOOLS@education.gov.uk</a> For clinical concerns by calling NHS 119. Clinical incidents should be reported to <a href="mailto:testing.incidents@dhsc.gov.uk">testing.incidents@dhsc.gov.uk</a></li> </ul>	Schools	Information shared with staff on 25/1	25/1
8. Hygiene Practices	<p>Staff and household members</p> <p>Exposure to and spread of coronavirus (SARS-CoV-2).</p> <p>Contracting COVID-19/ serious illness/ death.</p>	<p><b>Good hygiene practices</b></p> <ul style="list-style-type: none"> <li>Public Health England hand hygiene and general good hygiene practices are followed by staff including thorough handwashing for at least 20 seconds and thorough drying of hands</li> <li>Staff are advised that if they have COVID 19 symptoms, they should undertake a PCR test, rather than a LFT test and self-isolate with their household</li> </ul>	<ul style="list-style-type: none"> <li>Staff are reminded that HANDS-FACE-SPACE must be maintained, even though they are undertaking LFT. Staff must continue to follow measures in their School COVID 19 Risk Assessment</li> <li>When distributing test kits, hands to be washed with soap and water prior to and after kit distribution. Hand sanitiser (minimum 60 % alcohol) to be available for use during the kit distribution.</li> </ul>	<p>Head Teacher and staff</p> <p>Head Teacher</p>	Information shared with staff on 25/1	25/1

			<ul style="list-style-type: none"> <li>• Face covering to be worn during test kit distribution</li> </ul>	Staff		
9. Supplies and Deliveries	<p>Staff</p> <p>Exposure to and spread of coronavirus (SARS-CoV-2).</p> <p>Contracting COVID-19/ serious illness/ death.</p>	<ul style="list-style-type: none"> <li>• Head teacher to manage and coordinate supplies, deliveries and storage of sample collection kits and lateral flow LFDs</li> <li>• The Department of Health and Social Care (DHSC) provide lateral flow devices (LFD).</li> <li>• A sufficient number of test kits to cover 3 -4 weeks are initially delivered.</li> <li>• Storage of sample kits and LFDs are stored between 2°C to 30°C. If stored in an area below 15°C, the kits are allowed to come up to room temperature prior to use.</li> <li>• Staff wash their hands for a minimum of 20 seconds with soap and water before and after handling deliveries</li> <li>• Wherever possible delivery drivers do not enter the school. Where they are required to enter the building they: <ul style="list-style-type: none"> <li>➢ Wear a face mask or covering</li> <li>➢ Enter by designated entrance</li> <li>➢ Minimise time spent on-site</li> <li>➢ Ensure 2m social distancing is maintained at all times</li> <li>➢ Place deliveries in a designated area as instructed</li> <li>➢ Do not touch any unnecessary surfaces/items.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Sample test kits / LFDs are ordered in advance to allow there to be a 3-4 week supply of kits available for all staff. Information on re-ordering is to be found on the Document Sharing Platform - <a href="https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54">https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54</a> Follow up if delivery does not arrive</li> <li>• Collection point for test kits to be: <ul style="list-style-type: none"> <li>➢ In a secure place where there is no unauthorised access to the test kits</li> <li>➢ Not be outside and in an area where the temperature is between 2°C to 30°C. (Room temperature is best, otherwise test kits will need to be left to warm-up before use).</li> </ul> </li> </ul>	Head Teacher	HT attended DfE webinar s and has read associated guidance.	18/01/21

10. Governance	School  To ensure that clear responsibilities and systems for LFT are in place	<ul style="list-style-type: none"> <li>• School have an oversight of the LFT process</li> <li>• School communicates with staff and key stakeholders</li> <li>• Test kit stocks and re-ordering are managed</li> <li>• A test kit log is developed and maintained</li> <li>• Incidents (clinical and non-clinical) are reported and learned from</li> <li>• School testing is aligned to the local Public Health COVID 19 response</li> <li>• Testing process is voluntary</li> </ul>				
11. Data Management	Staff  Release of confidential information that could adversely affect a person.	<ul style="list-style-type: none"> <li>• For all schools, the data controller for the 'Reporting and Recording Sytem' will have measures in place to ensure that data legislation is complied with. Some of these control measures include: <ul style="list-style-type: none"> <li>➤ Having a single point of accountability for subject data</li> <li>➤ Consideration being given to where data is stored, how secure the storage is and ensuring that it is not easily lost</li> <li>➤ Recognition that test results are a special category of data (i.e. health related) and must be stored securely</li> <li>➤ Access to data is restricted</li> <li>➤ Ensuring that data collection is limited to what it is needed for and is used only for its intended purpose</li> <li>➤ Ensuring that data that is collected and shared is done proportionally</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A data privacy notice must be issued that clearly informs a subject as to how their data will be used.</li> <li>• Once a subject has received information relating to the data privacy notice, they must provide formal consent if they wish to proceed with LFD testing. The school is responsible for obtaining this consent and storing the data securely.</li> </ul>	Head Teacher  Head Teacher	Information shared with staff on 25/1	25/1


		<ul style="list-style-type: none"> <li>➤ Ensuring that subject data is destroyed once no longer required on-site or that storage of data is limited</li> <li>➤ Considering how and when data is destroyed</li> <li>• The testing process is voluntary</li> </ul>				
12. Mental Health	Staff  Mental health and wellbeing concerns about COVID 19 or other related issues	<ul style="list-style-type: none"> <li>• Staff are encouraged to discuss anxiety, COVID 19 concerns or concerns with using LFDs with a member of the Senior Leadership Team</li> <li>• Staff are kept updated and informed of changes as quickly and as clearly as possible</li> <li>• Senior Leadership Team to be vigilant for uncharacteristic behaviour of Staff</li> <li>• If required following a discussion about anxieties and concerns, a stress risk assessment (HS-61) is carried out with the employee</li> <li>• Employee is referred to OH if requested or if required following completion of HS-61</li> <li>• The school provide re-assurance and support to staff that may be anxious about the LFT testing. <b>No staff member who is anxious should be forced to have an LFT test, even if consent has been provided.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Senior Leadership Team refer Staff to Occupational Health for counselling (by telephone) if required.</li> </ul>	Senior Leadership Team/ Staff	Ongoing	Ongoing

**N.B.** Risk Assessment is Continuous Process – Significant Changes to the Work Activity Require a Review of the Assessment


# What's in your test kit?

These illustrations are examples of the test kits you will be sent. The products in your test kits may not look exactly like the illustrations below. Full instructions will be included with the materials sent to your school / nursery. Each test kit will include the following items:


Testing Kit




SWAB INSIDE SEALED WRAPPER




TEST STRIP IN SEALED PACKAGING




EXTRACTION BUFFER SACHET




EXTRACTION TUBE



EXTRACTION TUBE HOLDER (attached to the box)



PLASTIC WASTE BAG



If there is anything missing or damaged in the test kit, please report this immediately to 119 in England,  
NHS Test and Trace 0300 300 9745 or 0300 300 9745



# How To Test: Set up your test after washing your hands

1

Take the test strip out of the sealed packaging and place onto a cleaned flat surface. Once opened, start the test within 30 minutes.



2

Carefully twist or snap open the sachet.



3

Open the extraction tube and gently squeeze all of the liquid from the buffer sachet into the tube.




4

Place the filled tube in the extraction tube holder (attached inside the box) to avoid spilling the liquid.




5

Gently blow your nose into a tissue and throw the tissue away in a closed bin.



6

Wash your hands thoroughly for 20 seconds using soap and warm water (or use sanitiser).



7

Find the swab in a sealed wrapped in front of you.



8

Peel open the swab packaging only when you are ready to use and gently take out the swab.



8

# How To Test: Quality checkpoints (1)

## General Guidance

1. You can only use each item in the test kit once. Do not re-use the items.
2. If you have problems with your hands or vision, you may need someone to assist you with the swabbing and testing process.
3. If you have a nose piercing, swab the other nostril. If pierced on both sides, remove the piercing on one side before swabbing.
4. If you've had a nosebleed within the last 24 hours, swab the other nostril or wait 24 hours.
5. Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.
6. Throat and nostril swab is best but if there is a reason why you can't take a throat swab, then swab both nostrils.

## Storage

1. Store the test kit at room temperature or in a cool dry place (2°C to 30°C). Do not leave in direct sunlight and do not store in a fridge or freezer.
2. The kit should be used at room temperature (15°C to 30°C). If the kit has been stored in a cool area (less than 15°C), leave it at normal room temperature for 30 minutes before using.



## How To Test: Quality checkpoints (2)

### Self-swabbing

1. You should open your mouth and visually identify the left and right tonsils (or where they would have been) and swab each tonsil four times.
2. The swab tip should be inserted up to 2.5 cm (1 inch) from the edge of the nostril and rolled alongside the lining of the nose.

### Sample processing and analysis procedure

1. All of the extraction solution in the pouch should be poured into the extraction tube.
2. Squeeze out all liquid from the soft tip of the swab when removing the swab by pressing on the tube from the outside.
3. Drop 2 drops of the prepared sample into the well of the LFD cartridge.
4. Re-check that the liquid can be seen seeping through the cartridge (not an air bubble).
5. Reading should be taken at 30 minutes, not before, not after.
6. Watch out for weak positive samples - the line of T can be faint.



# How To Test: Reading your result

You will see the control line (C) begin to appear after about 4 minutes. You must wait 30 minutes before your result is ready.

NEGATIVE RESULT

One line next to C shows the test negative

C

T

Control (C)

Test (T)

POSITIVE RESULT

Two lines, one next to C and one next to T, even faint lines, shows the test is positive. You must report this test result to the NHS and self-isolate following Government Guidelines.

C

T

C

T

VOID RESULT

No lines or one line next to T means the test is void.

C

T

C

T

Results interpretation- real world examples

Negative results

C

T

C

T

C

T

C

T

Negative results- smudges

C

T

C

T

C

T

C

T

Negative

Positive results

C

T

C

T

C

T

C

T

Positive results- weaker bands

C

T

C

T

C

T

C

T

Positive

Watch for weak positive samples

# How To Test: Interpreting and reporting your result

## Positive Result

If you get a positive result, it means you are currently infected with coronavirus and risk infecting others. When you report your result, you will be provided with further information on the next steps to take. You will also need to book a confirmatory PCR test.

You, anyone who lives with you, and anyone in your support bubble, must self-isolate in accordance with current national and local guidance, which can be found at [www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/](http://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/).

## Negative Result

If you get a negative result, it is likely that you were not infectious at the time the test was taken. A negative test result, however, is not a guarantee that you do not have coronavirus.

If you test negative, you must continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required. If you develop symptoms of a high temperature, a new, continuous cough or a loss or change to your sense of taste or smell you and your household must self-isolate and get a PCR test at [www.gov.uk/get-coronavirus-test](http://www.gov.uk/get-coronavirus-test).

## Void result

If you get a void result, this means that the test has not run correctly. You need to take another test. Use a new test kit, and do not reuse anything from the first kit.

**You must report your results to the NHS.**



You will need the QR code, or the ID number under it, on the test strip to report your result.



**Report online:** Visit [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result)

**OR**



**Report by telephone:** Lines are open every day, 7am to 11pm. England, Wales and Northern Ireland: 119; Scotland: 0300 303 2713

## Reporting and record keeping

There are important reporting and recording requirements for individuals and for the school / nursery.



### 1. Primary schools/nursery must maintain a locally managed [Test Kit Log](#).

When issuing the kits to staff, the issuer must record who takes the test kits. This is a DHSC/MHRA requirement in the unlikely event of a product recall.

A template spreadsheet is provided.

It includes:

- Name of school
- Name of person issuing the test
- Date of issue
- Lot number of test kit
- Confirm receipt of the new Instructions For Use
- Name of person using the test

The test kit log should be kept until further guidance is given.



### 2. Individuals must report their results online to NHS Test and Trace using the [COVID-19 test results website \(here\)](#) or by phone on 119 in England, Wales and Northern Ireland or 0300 303 2713 in Scotland.

They must do this even if the result is negative or void. This is so that we understand tests are used and are working well.

See later slide for more detail.



### 3. Individual must report their result to their school/nursery

This is because schools and nurseries are not able to view the results that their staff have uploaded to the online service.

**Therefore, the primary school/nursery should maintain their own, locally managed and separate [register](#).**

It is up to the school/nursery to manage this, however, a template spreadsheet is provided.

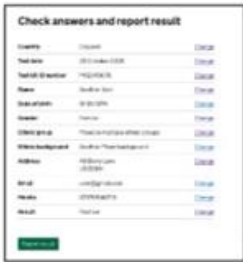
The register should be kept until further guidance is given.

It must be a separate document to the Test Kit Log. This is for data protection reasons.



# Reporting your result digitally

All test subjects must [report the results of their tests, either online or by phone](#), every time they take a test, even if the result was negative or void.



# 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/Nurseries	Individuals
<p><b>Incidents</b></p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, <b>if there seem to be repeated or similar issues</b> (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.</p> <p>DHSC/MHRA may require schools/nurseries to provide more information if further investigation is required.</p> <p><b>Learning and improving</b></p> <p>To ensure testing is running well, we will be in contact with schools/nurseries from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p>	<p><b>Clinical issue</b></p> <p>If there is a clinical incident which led or has potential for harm, participants are advised to report it on <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a>. <b><i>This is not for seeking immediate medical care. Medical care should be sought through usual route of contacting 111 or 999.</i></b></p> <p><b>Non-clinical issue</b></p> <p>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.</p> <p><b>Inform school/nursery</b></p> <p>Participants should inform their school/nursery about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p>

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.



# Important Contacts

Schools and nurseries in England can raise questions, concerns or report issues, via **the DfE coronavirus helpline: 0800 046 8687**. **Opening hours** Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 6pm.

**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.

**If you have an urgent media query** or you or your school or college is approached by a member of the media, please [contact the Department of Health and Social Care press office](#) in the first instance.

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

The following resources have also been created to support you in setting up testing and providing guidance around self-administering testing:



'How To' Guide



Instructions for Use' Handbook (v1.3.2)



The YouTube video guide 'Step to Step Guide to COVID-19 Self Testing'

Appendix 9:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/946612/How\\_to\\_do\\_your\\_test\\_COVID\\_19\\_instruction\\_leaflet\\_for\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946612/How_to_do_your_test_COVID_19_instruction_leaflet_for_schools.pdf)

