

## COVID-19 National Testing Programme - Rapid asymptomatic coronavirus (COVID-19) Home Testing for Staff and Pupils in Secondary Schools

<b>Name and Address of the School</b> – Tanfield School, Tanfield Lea Road, Stanley, County Durham, DH9 8AY	
<b>Current Number of Staff Employed-</b> ~80	<b>Name of Person Completing the Risk Assessment-</b> Kerry Moralee
<b>Current Number of Pupils on Role-</b> ~620	<b>Date of assessment</b> – April 2021
<b>Review Dates-</b> March 2021, April 2021	
<p><b>Consultation</b> – The COVID-19 National Testing Programme – The Rapid asymptomatic home testing for coronavirus (COVID-19) risk assessment for staff and pupils in Secondary schools has been shared with the Governing Body and Staff members.</p> <p>The Governing body of the school are to be informed of staff members concerns.</p>	
<p><b>Communication</b> -Staff/Parent and Carers have received all relevant <u>information/guidance</u> in order for them to make the decision to take part in the testing programme.</p>	
<p>Persons covered by this assessment – <b>All Staff and Pupils who have given consent to take part in the testing programme</b></p>	<p><b>This risk assessment is to be used in conjunction with COVID-19 risk assessment and associated documentation put in place by the school/nursery</b></p>
<p>This risk assessment is based on the <b>guidance <a href="#">Schools coronavirus (COVID-19) operational guidance</a></b> and which has been developed with the Department for Education and the <b>NHS</b> and currently applies to England only.</p> <p>Guidance is also available on the Secondary School <a href="#">Documents Sharing Platform</a>.</p> <p>-Testing is important because staff and pupils could be carrying the virus and may spread it to others. Testing all staff and pupils without symptoms will support schools to continue to operate.</p> <p>-LFD tests are approved by the Medicines and Healthcare products Regulatory Agency (MHRA).</p> <p>-The ultimate aim of testing is to break the chain of transmission of COVID-19. As many as one in three people with COVID-19 show no signs of having it, that is they are 'asymptomatic'. Testing helps us to identify and isolate more asymptomatic people who test positive and are therefore, more likely to spread the virus, at the same time as minimising disruption for those who test negative. Testing yourself regularly helps stop the virus spreading.</p>	

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Secondary school staff and pupils we are moving to a home testing model (for pupils, following the first 3 onsite tests before moving to home testing).

Staff and pupils will be supplied with lateral flow device (LFD) test kits to self-swab. Staff and pupils will take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff and Parent/Carers must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and Parents/Carers should also share their result with their school.

**Lateral Flow Antigen test** -Lateral Flow Antigen testing involves the processing of human nasal and throat swab samples with a Lateral Flow device (LFD). The device detects a protein (antigen) produced by the virus at its most infectious stage. If present in the person's sample, a coloured line appears on the device that can be read between 20-30 minutes. **If you receive a positive test, you must immediately report the result to your COVID Coordinator/Headteacher and NHS Test and Trace.**

Schools in England can raise questions, concerns, or report issues, via **the DfE coronavirus helpline: 0800 046 8687.**

**Anyone with one or more of the 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 / contact the Head teacher/COVID Coordinator.

For further advice and support contact the Children & Young People's/Adult & Health Services ,Health and Safety Team -[hsteam@durham.gov.uk](mailto:hsteam@durham.gov.uk) and 03000 263430.The Health and Safety Team have placed all relevant documents in a [COVID-19 file](#) on their Extranet page.

All relevant guidance contained in this document is subject to updates as required.

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RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability, or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Coordination of the Home Testing programme within the school	L	<ul style="list-style-type: none"> <li>-COVID Coordinator identified for the LFD testing programme.</li> <li>-COVID Coordinator is aware of the <a href="#">information and guidance available</a>.</li> <li>-The COVID Coordinator has ensured that the <a href="#">'test kit log'</a> and <a href="#">'test results register/log'</a> are separate documents for data protection purposes (so that those signing for results cannot see the results of their colleagues).</li> <li>-The test kits are only for those working on school premises that might unknowingly infect others.</li> </ul>	<ul style="list-style-type: none"> <li>-COVID Coordinator ensures that staff and Parent/Carers receive all relevant documentation to make an informed decision regarding participating in the LFD testing programme.</li> <li>-<a href="#">Frequently asked questions</a> to be shared with Parent/Carers.</li> </ul>	L	COVID Coordinator/ Head teacher
Manual Handling	M	<ul style="list-style-type: none"> <li>-Object <a href="#">Manual Handling risk assessment in place</a>.</li> <li>-Identified staff transport the delivery to the storage area.</li> <li>-Each box contains 54 test kit bundles.</li> <li>-LFD test kits are in bundles of 7.</li> <li>-Instructions for the test kits are</li> </ul>	<ul style="list-style-type: none"> <li>-Ensure that social distancing guidance is followed when transporting the test kits to the storage area.</li> </ul>	L	Head teacher

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		separate to the storage boxes.			
Delivery/Storage of the LFD's on the school site.	M	<ul style="list-style-type: none"> <li>- Packaging checked for damage when delivered to the school site.</li> <li>- Damaged packaging be put to one side and inspected.</li> <li>- <a href="#">'Test kit log'</a> used to record the number of LFD test kits delivered to the school.</li> <li>- Where need identified the school has a Registration Assistant (can be the same person as the COVID Coordinator).</li> <li>- Lot numbers of the LFD test kits delivered to school are recorded locally on receipt of the delivery</li> <li>- A lockable clearly sign posted storage area has clearly been identified within the school building.</li> <li>- Authorised staff only are permitted to access the storage LFD test kit storage area.</li> <li>- The bundle of updated <a href="#">-Your step-by-step guide for COVID-19 self-testing (version 1.3.2) stored with the LFD test kits.</a></li> </ul>	<ul style="list-style-type: none"> <li>- COVID Coordinator to raise concerns or report issues, via <b>the DfE coronavirus helpline: 0800 046 8687</b> where need identified.</li> <li>- Ensure that social distancing guidance is followed when storing the test kits in the storage area.</li> <li>- Purchase room thermometers so that a temperature of 2-30°C can be achieved when storing the devices.</li> <li>- Room temperature to be checked daily.</li> <li>- Ensure that boxes are stored off the floor so that they cannot be contaminated by water ingress or affected by heat.</li> <li>- Stock check of the LFD to be carried out on a weekly basis and recorded.</li> <li>- Where need identified re-order stock.</li> </ul>	L	Head teacher
Communication	L	<ul style="list-style-type: none"> <li>- Staff are aware who the COVID Coordinator/ Registration Assistant are at the school.</li> </ul>	<ul style="list-style-type: none"> <li>- Parents/Carers to be informed who the COVID Coordinator and contact details.</li> <li>- Staff/Parent and Carers are to be</li> </ul>	L	Head teacher

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		<ul style="list-style-type: none"> <li>- The test kits are only for those working on school premises that might unknowingly infect others.</li> <li>-COVID Coordinator shares all relevant information with staff/parent and carers. Staff/parent and carers have received all relevant <a href="#">information/guidance</a> in order for them to make the decision to whether to take part in the testing programme.</li> <li>-Staff and parent/carers advised that testing is <b><u>not mandatory.</u></b></li> <li>-Staff/Pupils who do not participate in the testing programme, <b>can still</b> attend work.</li> <li>-Staff are advised when LFD test kits will be distributed to them.</li> <li>-Schedule in place to distribute LFD test kits to pupils at the end of identified school days.</li> <li>-The governing body of the school are aware that LFD testing is being made available to staff and pupils</li> <li>-Agency staff and other support staff that attend the school site advised that they can be included in the testing programme.</li> </ul>	<p>advised that LFD test kits are to be distributed at the end of the school day when they are preparing to leave for home.</p> <ul style="list-style-type: none"> <li>- Staff/Parent and Carers are to be advised that on receipt of the LFD test kits <b>they will sign for a copy of <a href="#">Your step-by-step guide for COVID-19 self-testing (version 1.3.2).</a></b></li> <li>-Staff/Parents and Carers are to be advised that they need to disregard the instructions that are located within the LFD test kits.</li> <li>- Staff/Parent and Carers are to be advised that Tests are to be undertaken twice weekly in the home (3-4 days apart).</li> <li>-Staff are to be advised that tests are to be carried out prior to attending work e.g. Sunday/Wednesday</li> <li>-Staff and Parent/Carers are to be advised that they must record their test results on the NHS Test and Trace website and inform the COVID Coordinator what the result was before they attend work.</li> <li>--COVID Coordinator to discuss/arrange with Staff/Parent and Carers how test results will be reported to the school.</li> </ul>		

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Training	L	<ul style="list-style-type: none"> <li>-The Head teacher and the COVID Coordinator have read <a href="#">the 'How to guide' Rapid testing of primary and nursery workforce.</a></li> <li>-A member of the school staff has viewed the two NHS Test and Trace webinars made available to the School</li> <li>-Introduction to Rapid Testing for Primary and Nursery Staff.</li> <li>-How to Test &amp; Report Results for Primary and Nursery Staff.</li> <li>-The school hold a copy of the 'How to Guide' Rapid Testing of Primary and Nursery Workforce.</li> <li>-The school/nursery hold a copy of <a href="#">Your step-by-step guide for COVID-19 self-testing (version 1.3.2).</a></li> <li>-COVID Coordinator/Registration Assistant are aware of the key activities that they have, to ensure that the testing programme at the school/nursery is a success.</li> </ul>	<ul style="list-style-type: none"> <li>-On receipt of the LFD test kit Staff/Pupils <b>sign for a copy of- <a href="#">Your step-by-step guide for COVID-19 self-testing (version 1.3.2).</a></b></li> <li><b><a href="#">-Staff/Parents and Carers advised that a YouTube video guide 'Step by Step Guide to COVID-19 Self-Testing is available.</a></b></li> <li>-Staff/Parents and Carers are advised to e-mail the COVID Coordinator if they have any concerns.</li> </ul>	L	Head Teacher
Staff/Pupil Consent to participate in the testing programme	L	<ul style="list-style-type: none"> <li>-The LFD asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close contact of a positive case.</li> </ul>	<ul style="list-style-type: none"> <li>-COVID Coordinator to ensure that staff/parents/carers understand the testing process.</li> <li>-Staff/Pupils who choose to participate in the testing programme are committing to self-administer the test and report the results to <a href="#">NHS-Track</a></li> </ul>	L	Head Teacher COVID Coordinator

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		<p><a href="#">-Staff/Parent/Carer consent</a> received for pupils participating in the LFD home test.</p> <p>-Pupils have completed participating in the LFD testing programme of three supervised LFD test in school before transitioning to LFD Home Testing.</p>	<p><a href="#">and Trace</a> and the school.</p> <p><b>Prior to undertaking the LFD test, the COVID Coordinator is to ensure;</b> Staff read the <a href="#">privacy notice</a> to understand what will happen with their data.</p> <p>Staff/Parents and Carers receive a copy of the new '<a href="#">Your step-by-step guide for COVID-19 self-testing.</a></p>		
Staff/Pupils who have received the COVID-19 vaccination	H	<p>-Staff and Pupils who have been vaccinated can still take part in the LDF testing programme.</p> <p>-It is not yet known whether vaccines prevent individuals transmitting the virus.</p>		L	
Staff/Pupils not participating	H	<p>-Whole school COVID-19 Risk Assessment in place and reviewed on a regular basis.</p> <p>-The school are <a href="#">following the systems of control to keep staff and pupils safe.</a></p> <p>-Staff/Pupils not participating in the LFD testing programme <b>can still</b> attend work.</p>	<p>-Continue to remind Staff /Parents and Carers that they can access the testing programme at any point during the school term.</p> <p>-Staff/Pupils who decline to participate in the LDF testing programme and have symptoms of COVID-19 should follow the guidance-<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (covid-19)infection.</a></p>	L	<b>Head teacher</b>

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COVID-19 Symptoms	H	<p>-The asymptomatic testing programme does not replace current testing policy for those with symptoms. Anyone with symptoms, whether they are involved in the asymptomatic testing programme or not, will still be expected to obtain a (COVID) PCR test and follow <a href="#">NHS Test and Trace</a> Guidance, self-isolating-<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (covid-19)infection.</a> until they have received their results.</p> <p>-All Staff/Pupil, Parents and Carers are aware not to attend the school site if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 10 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (covid-19)infection.</a></p>		L	

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
		-The school are <a href="#">following the systems of control to keep staff and pupils safe.</a>			
Phased return of pupils to school-Pupils participating in the LFD testing programme	H	-The DfE have confirmed that schools can start the LFD onsite testing programme prior to the full school opening on the 8 <sup>th</sup> March.  -Testing programme put in place for all year group bubbles.  -Pupils commence home testing on the completion of three LFD tests in school.	-Schools should retain minimal testing capacity on site so they can offer testing to pupils and students who are unable or unwilling to test themselves at home.	L	Head teacher/ COVID Coordinator
Distribution to staff/Pupils	H	-A Collection point has been identified within the school to collect the home testing kits. -Identified Covid Coordinator distributes the LFD test kits to staff and pupils, whilst socially distanced from and wearing a face covering. -Distribution area well ventilated, hand and respiratory hygiene standards maintained. - <a href="#">Test kit log</a> in place and completed when distributing LFD test kits. -Lot numbers recorded against each Staff members/Pupils name. Staff/Pupils sign for test kits. -Staff/Pupils receive a pack	-Distribution Schedule put in place identifying time slots and day when the LFD test kits will be issued to Staff and Pupils. -Face coverings worn when collecting LFD test kits. - Social distancing is maintained at all times. -Where possible kits distributed close to the end of the school day for pupils.  <b>Staff /Parents and Carers to be advised;</b> -Test kits need to be stored at a temperature of 2-30°C can be achieved when storing the devices -Testing kits <b>are not</b> to be stored in direct sunlight and <b>not</b> in a fridge or freezer.	L	Head teacher/ COVID Coordinator

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		<p>which contains 3/7 LFD test kits.</p> <p><b>-Staff/Pupils advised that</b> they are to carry out twice weekly testing at home (3 to 4 days apart).</p> <p>-Staff/Pupils are continually advised that LFD test kits are for the sole use of the member of Staff/Pupil and are not to be used by others.</p> <p>-Staff can commence home testing from w/c 24/02/21, all staff will have phased into home testing by 08/03/21</p> <p>-Parents/Carers advised when LFD test kits are to be distributed to pupils for home testing.</p>	<p>-Keep the test kit away from small children.</p> <p>-Distribution area to be included in the cleaning schedule at the school.</p> <p>-COVID Coordinator to monitor the stock of LFD held at the school and re-order where need identified.</p> <p>-Parents/Carers to be made aware that <b><u><a href="#">-Rapid lateral flow testing is now available to households and bubbles of school pupils and staff.</a></u></b></p> <p>-Staff/Pupils <b><u><a href="#">issued with a copy of How to do a Rapid COVID-19 Self-Test.</a></u></b></p> <p>-A small testing area will still be available in the school on identified days if pupils do not wish to carry out the LFD test at home</p>		
Administering the test in the home environment	H	<p><b>On receipt of the LDF test kits in school staff and Parent/Carers are advised;</b></p> <p>-LFD test kits are to be adequately stored so that a temperature of 2-30°C can be achieved when storing the devices.</p> <p>-Testing kits <b>are not</b> to be stored in direct sunlight and <b>not</b></p>	<p>-Staff/Parents/Carers to be e-mailed a copy of <b><u><a href="#">-Your step-by-step guide for COVID-19 self-testing (version 1.3.2).</a></u></b> Prior to the start of home testing.</p> <p>-Staff/Parents/Carers to be sent the link to the <b><u><a href="#">NHS video demonstrating</a></u></b> how to carry out a test .In addition, a detailed How to Guide for home testing,</p> <p>-Do not eat or drink for at least 30 minutes before doing the test to reduce</p>	L	Staff/Parent/Carers

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		<p>in a fridge or freezer.</p> <ul style="list-style-type: none"> <li>-LFD test kits are to be stored away from children.</li> <li>-The LFD test kits 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.</li> <li>-LFD tests are to be undertaken twice weekly in the home (3-4 days apart) ideally before staff/pupils attend the workplace, where possible tests to be completed on a Sunday and Wednesday prior to attending the school</li> </ul>	<p>the risk of spoiling the test.</p> <ul style="list-style-type: none"> <li>- If you've had a nosebleed in the past 24 hours, swab the other nostril</li> <li>-Staff to wash their hands thoroughly for 20 seconds, using soap and warm water. This is so that you do not contaminate the test kit.</li> <li>-Hands are to be dried.</li> <li>-Clean and dry a flat surface, where you will take the test.</li> <li>-Unpack the sealed test equipment for one test and place onto a clean flat surface.</li> <li><b>-Staff/Parents and Carers are to be advised to report to the school if they notice anything damaged, broken, missing or difficult to use in the test kit, do not use it.</b></li> <li>-Gently blow your nose into a tissue.</li> <li>-Wash your hands thoroughly for 20 seconds, using soap and warm water.</li> <li><b><u><a href="#">-Follow; Your step-by-step guide for COVID-19 self-testing (version 1.3.2).</a></u></b></li> <li>- Place the test strip on a flat and level surface. Do not move the strip during the test.</li> <li>-Leave your test for the full development time to get an accurate result. Do not read your results until <b>30 minutes</b>. If the test device is left to develop longer you may receive a false positive result and you will need to repeat the test.</li> </ul>		

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
Pupil administration of the test in the home environment	H	<ul style="list-style-type: none"> <li>-Pupils have undertaken three supervised LFD tests on the school-site three to five days apart to make sure they are confident in self-administering the LFD test.</li> <li>- Where possible tests to be completed on a Sunday and Wednesday prior to attending the school.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">-Staff/Pupils follow the information contained in - Step guide for COVID-19 self-testing (version 1.3.2)</a></li> <li>-Parents/carers to be advised that pupils aged 11 should have the test administered by an adult</li> <li>-Parents/Carers to be advised that pupils aged 12-17 should be supervised by an adult but can swab themselves.</li> </ul>	L	COVID Coordinator/ Parents/ Carers
Ventilation of the area test undertaken within the home	H	<ul style="list-style-type: none"> <li>-Ventilate the area each time the LFD testing process is completed.</li> </ul>		L	
Non-Clinical issues/Clinical issues with the LFD test kit	M	<ul style="list-style-type: none"> <li>-Packaging checked for damage when delivered.</li> <li>-LFD test kits are approved by the Medicines and Healthcare products Regulatory Agency (MHRA).</li> <li>-Staff/Pupils receive a pack which contains 7 LFD test kits in a sealed unit.</li> <li>-Examples of clinical issues are a swab breaking in the mouth, bleeding, allergic reaction on using the kit etc.</li> <li>-A non-clinical issue would be missing items from a test kit.</li> </ul>	<ul style="list-style-type: none"> <li>-Staff /Parent/Carer to report all concerns to the COVID Coordinator.</li> <li>-In the case of an issue, it is most likely that this will be experienced by an individual at home.</li> <li>However, if there seems to be repeated or similar issues (e.g. Multiple repeat void tests, unclear results, leaking/damaged tubes etc.), staff report incidents to the COVID Coordinator so that information can be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. –</li> <li>The COVID Coordinator is to record the time, date, and details reported.</li> <li>DHSC/MHRA may require the school</li> </ul>	L	COVID Coordinator

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			to provide more information if further investigation is required. <b>Clinical issues;</b> -If you've been harmed or had a reaction using this kit, report it on the Coronavirus Yellow Card Reporting Site: <a href="https://coronavirus-yellowcard.mhra.gov.uk">https://coronavirus-yellowcard.mhra.gov.uk</a> -Clinical issues to be reported to the COVID Coordinator.		
Staff/Pupil LFD Self-Testing with a recent Covid-19 positive diagnosis:	<b>M</b>	-Staff and Pupils are exempt from routine LFD antigen tests for 90 days unless they develop new symptoms.	-Request evidence of when the Staff member/Pupil tested positive for COVID-19. Records to be maintained so that Staff member/Pupil can be provided with home testing kits once the 90 days has lapsed.	<b>L</b>	<b>Head teacher</b>
Negative test result	<b>H</b>	-Staff/Pupil and Parent/Carer will see the control line (C) begin to appear after about 4 minutes. Staff must wait 30 minutes before your result is ready.  <b>-Negative test result-</b> One line next to C shows the test is negative.  -Do not leave the test to develop for longer than 30 minutes as this will make the result void.	-If the <b>test is negative</b> and you do not have any symptoms of COVID-19 you can attend school/work. A negative test result, however, is not a guarantee that you do not have coronavirus. -If you <b>test negative</b> , no further action is required until the next test but remain vigilant to COVID-19 symptoms. - Test results must be recorded on line via <b><u><a href="#">Report a COVID test result.</a></u></b> Pupils should self-test and report their results with adult supervision. - The adult may conduct the test if necessary. - Pupils aged 11 attending should be tested by an adult. -Systems to be put in place for Staff,	<b>L</b>	<b>Staff</b>

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			Pupils and Parent/Carers to report the LFD test results <b>Negative/Positive and Void</b> to the COVID Coordinator.		
Identifying a Positive Test Result Staff/Pupils	<b>H</b>	<p>-Staff/Pupils will see the control line (C) begin to appear after about 4 minutes. Staff must wait 30 minutes before your result is ready.</p> <p><b>-Positive test result</b>-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/COVID Coordinator or Headteacher.</p> <p>-Do not leave the test to develop for longer than 30 minutes as this will make the result void.</p> <p>- The school identifies close contacts identified.</p> <p><b>- The school are aware;</b></p> <p>The government have reinstated the requirement of confirmatory <a href="#">PCR test</a> following a positive LFD test.</p> <p>-From Monday 29 March 2021, all Staff/Pupils who have a positive LFD test result will be required to take a follow up confirmatory <a href="#">PCR test</a> whether the LFD test was assisted (test</p>	<p><b>-Positive test result</b>-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.</p> <p>-Test results must be recorded on line via <a href="#">-Report a COVID test result.</a></p> <p>-If your test result is positive, you and your household must self-isolate <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (covid-19)infection.</a></p> <p><b>-Report your positive test result to the COVID Coordinator. Do not attend the school.</b></p> <p><b>-If you test positive, you should book a confirmatory PCR test (COVID test) <a href="#">on line NHS Test and Trace.</a></b></p>	<b>L</b>	<b>Staff</b>

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		<p>site) or self-reported (home testing). Positive cases should continue to self-isolate until the confirmatory PCR test results are received.</p> <p>-If the Staff member or Pupil had a LFD test <u>at home</u> and their follow-up <u>PCR test</u> result is negative, then they do not have to self-isolate.</p>			
Managing close contacts of the LFD positive case	H	<p><b>-Definition of close contact-</b> You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others a contact can be:</p> <ul style="list-style-type: none"> <li>-Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19.</li> <li>-Face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>-Been within one metre for one minute or longer without face-to-face contact</li> <li>-Been within 2 metres of</li> </ul>	<p>-Where a LFD test is positive close contacts of the Staff member/Pupil are identified and advised to <u>self-isolate</u> for 10 days</p> <p>- If a confirmatory PCR comes back as negative and the Staff member/Pupil have no symptoms, then they and Staff members/Pupils identified as close contacts can stop self -isolating.</p> <p>- Where a Pupil/Staff LFD test is positive close contacts continue to <u>self-isolate.</u> for 10 days.</p> <p><b>Parent/Carers to be made aware, where need identified:</b> They could be fined if the pupil does not self-isolate following a notification by NHS Test and Trace.</p> <p>-Advise Parents/Carers and Staff they may be entitled to a one-off payment of £500 through the <u>NHS Test and Trace</u></p>	L	Headteacher

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		<p>someone for more than 15 minutes (either as a one-off contact, or added up together over one day            -Travelled in the same vehicle or a plane.</p>	<p><a href="#">Support Payment scheme</a> if they are required to stay at home and self-isolate.</p>		
<p>Managing a positive Staff/Pupil LFD test</p>	<p>H</p>	<p>-Staff/Pupil with a positive LFD test result will need to self-isolate in line with the <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (covid-19)infection.</a>  <b>- Head teacher to report to DCC Public Health team using: <a href="#">Covid-19 Education settings reporting tool</a></b>            -Notify Ofsted (Registered EY only)  <b>-Asymptomatic Staff/Pupil:</b> self-isolate for at least 10 days starting from the day the test was taken.            -Head teacher Identifies <b>staff/pupils</b> who have been in close contact with the member of staff who tested positive  <b>-Definition of close contact-</b>            You can be a contact anytime from 2 days before the person who tested positive developed</p>	<p><b>- If staff/pupil test positive, book a confirmatory PCR test (COVID test) on line NHS Test and Trace.</b>            - If a confirmatory PCR comes back as negative and the Staff member/Pupil have no symptoms, then they and Staff members/Pupils identified as close contacts can stop self -isolating.            - Where a Pupil/Staff LFD test is positive they and their close contacts continue to <a href="#">self-isolate.</a> for 10 days.            - Support re the action you should take to respond to a positive case, is available through the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority- DfE Helpline on 0800 046 8687 and selecting option 1 for advice.</p>	<p>L</p>	<p>Head teacher</p>

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		<p>their symptoms, and up to 10 days after, as this is when they can pass the infection on to others a contact can be:</p> <p>-Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19.</p> <p>-Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</p> <p>Face-to-face contact including being coughed on or having a face-to-face conversation within one metre</p> <p>Been within one metre for one minute or longer without face-to-face contact</p> <p>Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</p> <p>Travelled in the same vehicle or a plane.</p> <p>-Close contacts isolate for 10 days.</p>			

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Void Test Result	H	<p><b>-Void test result-</b> No lines or one line next to T means the test is void.</p> <p>-A void result means the test has not run correctly.</p> <p>-Do not leave the test to develop for longer than 30 minutes as this will make the result void.</p>	<p>-Staff/Pupil to take another test on the same day using a new test kit.</p> <p>- In the <b>very unlikely</b> event Staff/Pupil get two void test results, they should book a PCR test <a href="#">on line NHS Test and Trace</a>.</p> <p>-Staff/Pupil should self-isolate <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (covid-19)infection</a>. pending the result of the PCR test.</p> <p><b>- Report your void test results to the COVID Coordinator. Do not attend the school.</b></p> <p>-Staff /Parent/Carer should inform their school as it may indicate a faulty batch of test kits.</p> <p>-Test results must be recorded on line via <a href="#">-Report a COVID test result</a>.</p>	L	Staff
Recording all test results		<p>-Test results that are Negative/Positive/Void are to be reported to NHS Test and Trace-<a href="#">Report a COVID test result</a>.</p> <p>-Staff/Parent/Carer to record their test results on line via- NHS Test and Trace <a href="#">-Report a COVID test result</a>.</p> <p>-Staff can report test results by calling 119.</p> <p>-Test results are reported to the COVID Coordinator prior to staff attending work.</p>	<p><b>-Parents and Carers to be made aware that;</b></p> <p>By Staff/Pupils collecting and opening the test at home test kits the individual gives medical consent and is legally committed to reporting their results via the <a href="#">NHS Test and Trace reporting system</a>. There is no need to specifically ask for medical consent for test at home.</p> <p>-Staff/Parent Carer to be advised that test results must be recorded on line- <a href="#">Report a COVID test result</a>. Within 24hrs of the test taking place.</p>		

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		-COVID Coordinator records the test results on the staff <a href="#">test results register</a> and discusses the results with the Headteacher.	-You need the QR code, or the ID number under it, on the test strip to report your result. -Test results register to be audited on		
Staff/Parent and Carers not reporting test results	H	-COVID Coordinator to ensure all tests are recorded on the <a href="#">test results register</a> in a timely manner.	-Staff/Parent and Carers to be reminded via e-mail to report <b>all</b> test results to the COVID Coordinator so that the <a href="#">test results register</a> can be maintained. -Staff/Parent and Carers to be reminded that test results must be recorded on line- <a href="#">Report a COVID test result</a> . Within 24hrs of the test taking place. -Head teacher/Covid Coordinator to discuss concerns with member of staff/Parent and Carers. -Follow up calls to be made to Parents/Carers to identify any difficulties that they are experiencing.	L	COVID Coordinator
COVID outbreak and response	H	-COVID Coordinator to ensure all tests are recorded on the <a href="#">test results register</a> in a timely manner. -Trends identified as test results are received.	-If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak. <a href="#">-Head teachers to refer to the guidance schools what to do flowchart</a>	L	Head teacher

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Waste Management	H		<p><a href="#">-Staff/Pupils follow the information contained in - Step guide for COVID-19 self-testing (version 1.3.2)</a></p> <p>-Once the test is complete, put all the used test contents in the small waste bag provided. Seal the bag and put the bag in your bin at home – it is classified as general household waste.</p>	L	Staff/Parent and Carers
Mental health and wellbeing of Staff/Pupils involved in testing process	M	<p>-Staff have been provided with Public Health England <a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a>.</p> <p>-Staff have been provided with <a href="#">COVID-19 mental health link</a></p> <p>-The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>-Pastoral Care available to all pupils.</p>	<p>-Staff members with health concerns to speak with the Head teacher in the first instance.</p> <p>-Where need identified staff are to be referred to the DCC Occupational Health <a href="mailto:Team-occhealth@durham.gov.uk">Team-occhealth@durham.gov.uk</a></p> <p>Staff to be reminded of the counselling services available to all DCC staff- <a href="#">Health Assured</a> on 0800 716017.</p> <p>Staff workload monitored by the SLT.</p> <p>HR colleagues contacted for support where need identified.</p>	L	Staff  Head teacher

Please see the Guidance Documents from The Government and the NHS these are subject to updates on a continuous basis.

#### School based Guidance

<a href="#">-Staff advised that a YouTube video guide 'Step by Step Guide to COVID-19 Self-Testing is available.</a>
<a href="#">Documents Sharing Platform.</a>

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## Health related guidance

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

[NHS Test and Trace](#)

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