

# ‘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.

# 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



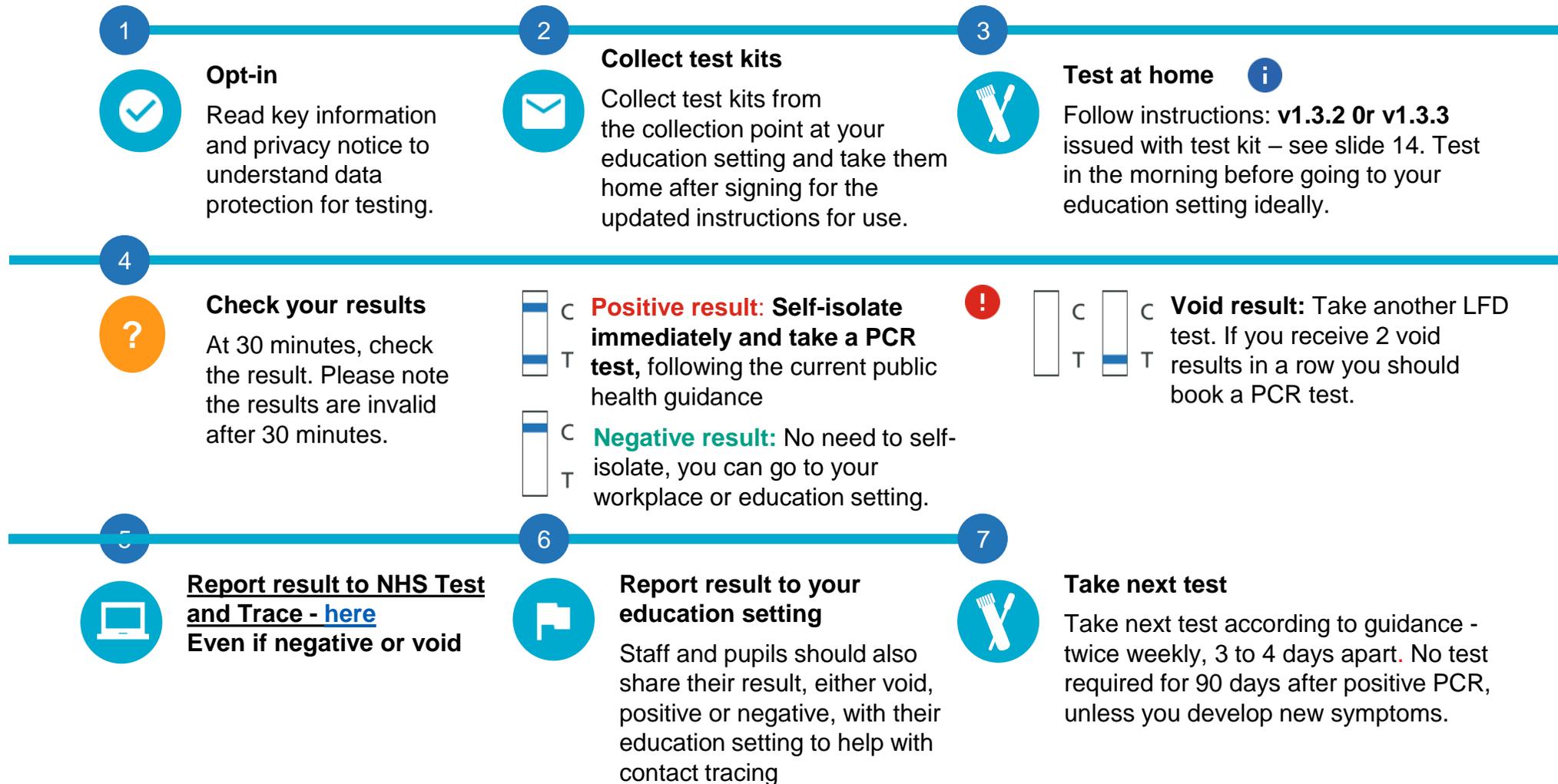
 Accessible and easy to use

 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. If you test negative, you must continue to follow national and local rule and guidelines including regular handwashing, social distancing and wearing face coverings, where required.

# 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.

# 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 two 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 or v1.3.3 and ensure it is the correct version



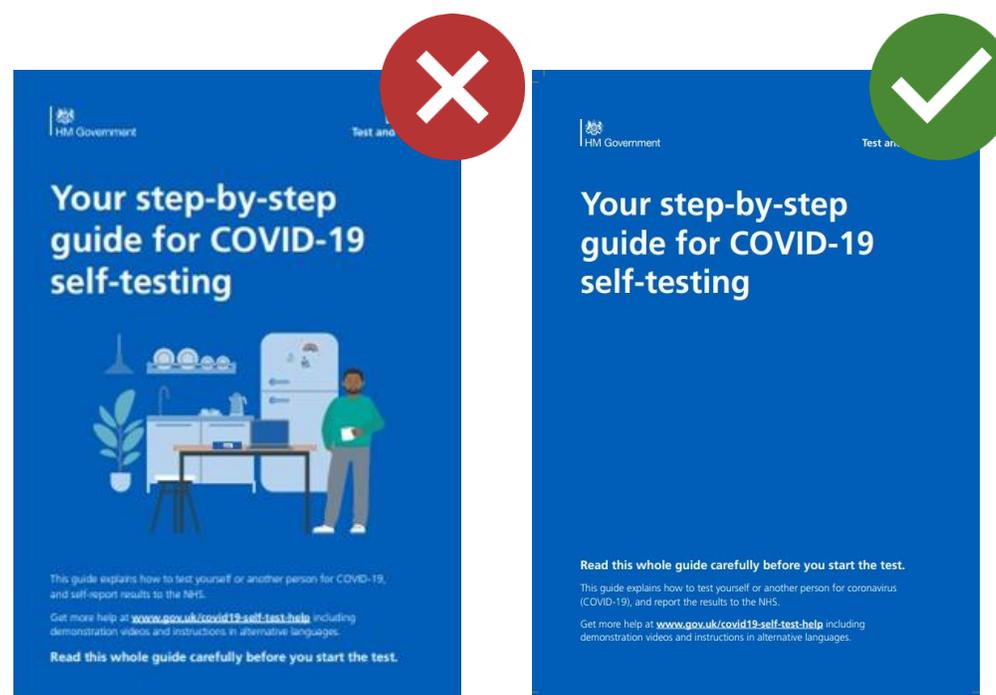
People who decline to participate in this testing programme should follow the usual national guidelines on self-isolation and [get tested](#) if they show symptoms.

# Follow the correct instructions

You will need to ensure the correct Instructions for Use (with a plain blue cover, and dated 15 January 2021 v 1.3.2 or v1.3.3 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.

The correct instructions have also been emailed.



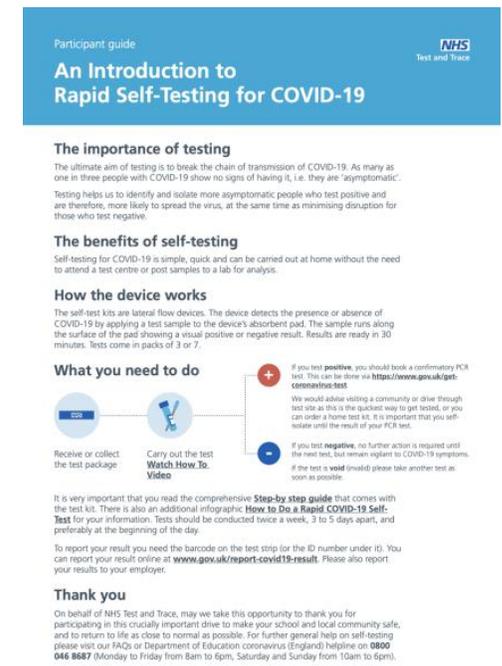
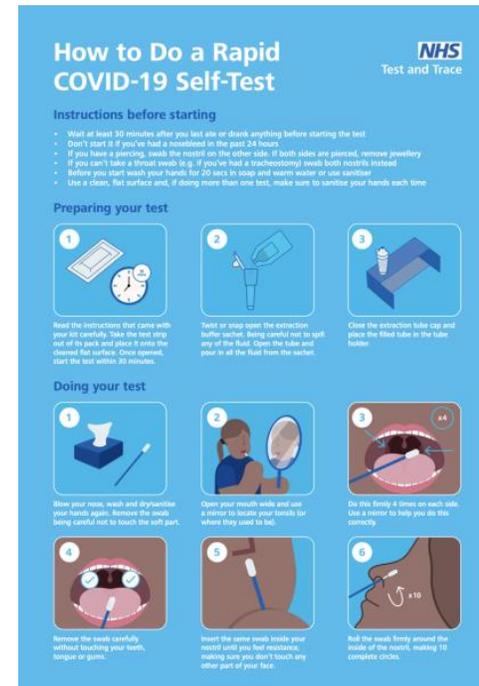
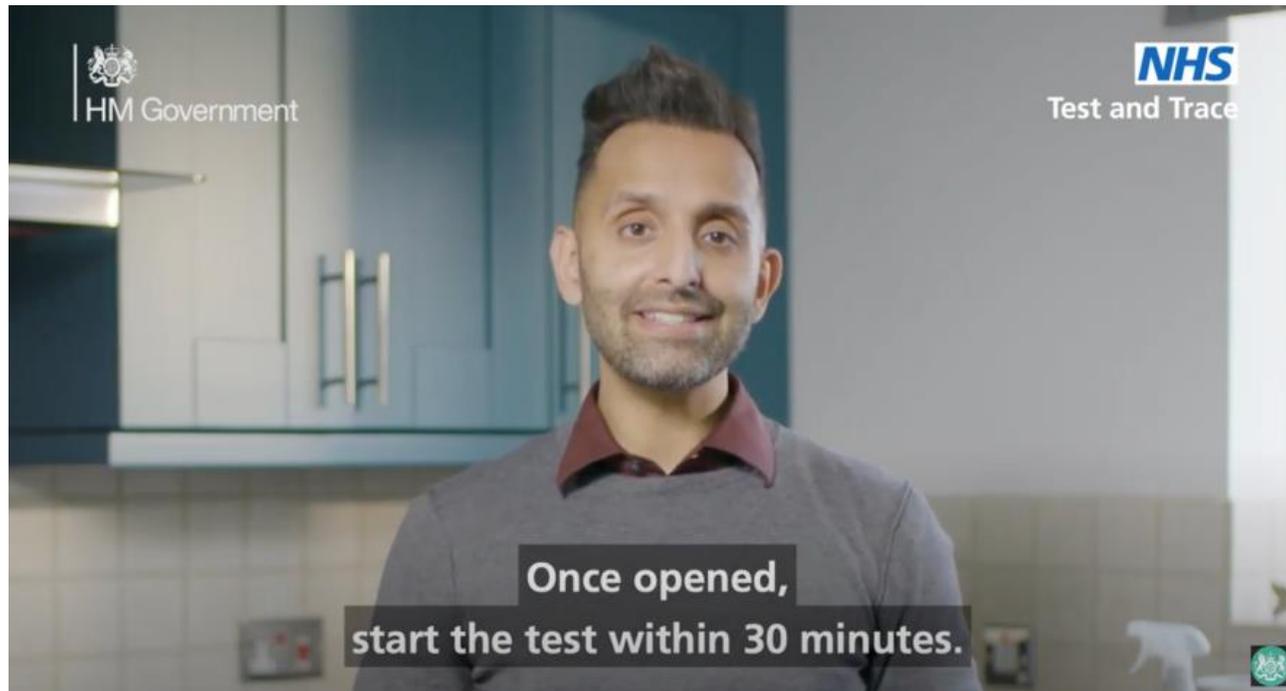
**Old front cover**

**New front cover**

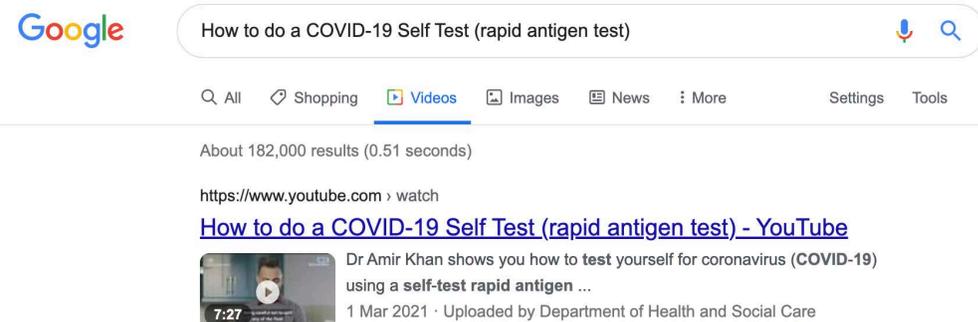
-  Store at 2 – 30°C
-  Sterilized using ethylene oxide
-  Manufacturer
-  Don't use the product when the package is damaged
-  Lot number
-  Expiry date
-  In vitro diagnostic medical device
-  Warning, please refer to the instruction
-  Keep away from sunlight
-  Date of manufacture
-  Do not re-use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

# Taking the lateral flow test at home



An NHS video demonstrating how to perform a home LFT can be found [here](#) or by clicking on the video above. If the active links do not work you can google 'How to do a COVID-19 Self Test (rapid antigen test)' and under videos you will find this link also.



# How to 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.

Students should use the Test Register to communicate their results to their school.

An email has with instructions has been sent to their school email address

## 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 >](#)

## Incident Reporting

**If there are any issues with the tests that could potentially impact the quality or safety of testing, raise a ‘yellow card’**

### Individuals

#### Clinical issue

If there is a clinical incident which led or has potential for harm, participants are advised to report it on

<https://coronavirus-yellowcard.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.**