

## **How to Test – ‘How to Guide’ Rapid Testing in Schools & Colleges**

Summary of key points from this document for families. Due to the size of the document I have summarised to give you the key information. I have tried to google this latest document to share with you the link, but this is not showing on a search. As a means of giving further information, although further out of date than the document we are working from, this is the first handbook we were given.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/947799/schools\\_and\\_colleges\\_testing\\_handbook.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf) Just for information, but not what I have summarised or what we are working from.

\*Please be mindful, as I am, that this ‘How To Guide’ Rapid Testing... that I have summarised is dated the 30<sup>th</sup> December, there have already been changes made!

Page 4 – We are only testing the pupils once – Tuesday 5<sup>th</sup> January (dependent on testing kit arrival on Monday 4<sup>th</sup> and staff training and competencies) This has changed from testing once, then again 3-5 days later. At Wednesdays meeting (30<sup>th</sup>) it was stated we only need to test once now, however I am aware of other Heads still saying about testing twice, so I will seek further clarification at a meeting on the 4<sup>th</sup>, and inform you of this.

Page 5 – 1 - Pupils – if a pupil shows a positive result from their test, they will be taken to the isolation room immediately and will need collecting as a matter of urgency and taken for another test at a centre.

2 - Staff have been asked to take tests before their return on Monday 4<sup>th</sup> January. So far, over 60% of staff have been able to book these in and ALL results are currently negative. Testing for staff will be completed weekly.

3 – If pupils have been in close contact with anyone showing a positive result, they can now remain in school without the need to self-isolate as they will be tested daily by us for 7 days. Where a weekend interrupts this testing, the child would need to self-isolate until back in school to take a test again. I will ask if we can send a test home for these two days to prevent this. I will seek this guidance at a meeting on the 4<sup>th</sup>. We will notify you if your child is considered as being a close contact. You are able to choose for your child to have this 7-day testing option, providing each test result remains negative and they can then stay in school, or, if you do not want your child tested for the 7 days, they will have to revert to the old step of self-isolating for 10 days from the point of contact.

Step 1 – Receiving your deliveries – ours is recorded for delivery on Monday 4<sup>th</sup>.

Step 2 – Setting up your site –Our test site will be the science lab (for eligible and pupils with consent in Blue and Green bubbles) and the Gym (for eligible and pupils with consent in Purple and Red bubbles). This prevents mixing of bubbles any more than is necessary and is within close proximity for the pupils. This will be detailed in the Operational booklet. Both have more than one door in and out, the floor is able to be mopped, there’s good ventilation with an ambient temperature and touch points are minimal.

We will use exam desks to ensure space for kits and larger area to manoeuvre around without coming in to close contact.

Step 3 –How we are going to ensure we are ready to test. There is guidance for staff, modules to complete and only successful completion of these modules will ensure that staff are competent to carry out testing. If needed, we will continue to train staff and walk through the process on Tuesday in order for everyone to be confident before testing the pupils. This step WILL NOT be rushed. Monday is a TED for the very reason of preparing us and completing training, but if we are not ready and I am not happy to administer tests on the Tuesday, they will start when everyone feels confident and competent with what they are doing.

The Quality Lead and Team Leader is Tracey Smith.

Step 4 – How we are keeping ourselves safe. Explanation about our PPE.

Step 5 – Recording the information. School is already registered (31.12.2020) Testing teams to be set up in conjunction with staff members and personal risk assessments.

Step 6 –

1 – Tracey Smith is Team Leader

2 – a – Monday 4<sup>th</sup> January – as a school team we will develop the plan together

-b – competency tests will be carried out before the testing process begins

-c – monitoring system will be in place. Further training carried out if needed

3 – Risk Assessment completed

4 – Records and Reports collected and collated by SLT

Step 7 –

Explanation of what we will be doing. Social stories around this process will be shared with pupils to help them further. Photographs to be taken of staff carrying out the tests and experiencing them will be shared with the pupils and provided in the rooms to show the process and what needs to be done.

Page 36 – Communicating results – we will only notify you if your child shows a positive result. We will follow current procedures of sending a child home with symptoms. This is detailed in the Operational booklet.

The rest of the document is contacts and appendices for schools.