

## How to Guide – Lateral Flow Testing at Home

**We have put this guide together using the advice from NHS Track & Trace and Government Guidelines.**

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 our school to continue to operate.

Lateral Flow Devices (LFD) enable the rapid testing of staff and secondary age pupils from their home, without the need for a laboratory. As you know we have been lateral flow testing our students for some weeks now. Downlands will be providing your child/children with test kits so that you can conduct testing at home.

### Testing will help break the chains of transmission

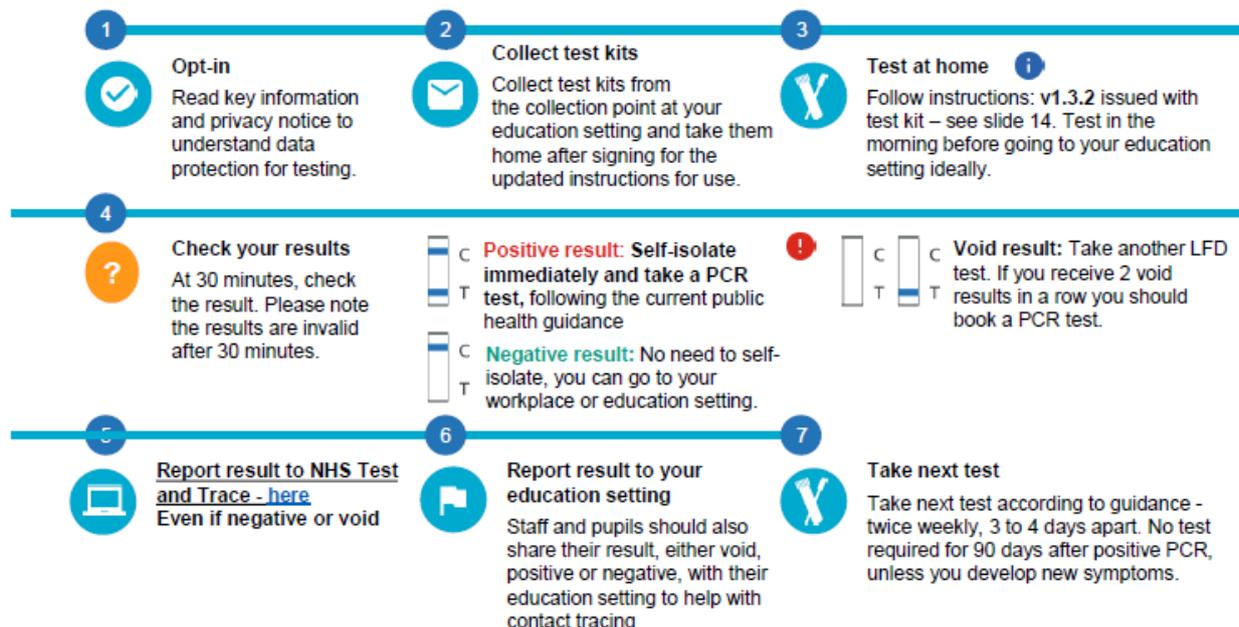
You will need to:

- Carry out twice weekly testing at home (3 to 4 days) apart before coming in to the school in the morning
- Maintain 'hands-face-space'



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.

### Testing at home – the process



## Who has responsibility for what?

The antigen LFD rapid tests do not require a clinician to deliver the testing. However, it is important to have clear responsibilities to ensure safe and effective testing.

PROVIDED BY DHSC / NHS TEST & TRACE	PROVIDED BY DFE	PROVIDED BY THE EDUCATION SETTING
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clinical Standard Operating Procedure</li> <li><input type="checkbox"/> Home test kits</li> <li><input type="checkbox"/> Instructional videos</li> <li><input type="checkbox"/> NHS T&amp;T result reporting system</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Overall operational delivery oversight</li> <li><input type="checkbox"/> Helpline service for technical and operational aspects of lateral flow testing</li> <li><input type="checkbox"/> Kit re-ordering system (temporary – NHS digital solution to follow)</li> <li><input type="checkbox"/> Issuing frequently asked questions and best practice advice</li> <li><input type="checkbox"/> Central incident tracking and triage system, providing advice and support for escalating issues</li> <li><input type="checkbox"/> Coordinate reporting back to DHSC on clinical assurance</li> <li><input type="checkbox"/> Providing a link between local, regional and national response</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Appropriate oversight and governance of the testing programme in the education setting</li> <li><input type="checkbox"/> Communication with staff, students and other stakeholders</li> <li><input type="checkbox"/> Managing test stock and re-ordering</li> <li><input type="checkbox"/> Setting up &amp; maintaining Test Kit Log</li> <li><input type="checkbox"/> Incident reporting and response including lessons learnt</li> <li><input type="checkbox"/> Alignment with local public health response to Covid-19</li> </ul>



To ensure testing is running well, we will be in contact with education settings to follow-up on any incident reported and from time to time to find out how testing is going to learn any lessons. Guidance will be updated to reflect this.

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## How to perform a Lateral Flow Test

Complete instructions on how to perform the tests will be included in the testing pack that is sent home. We are advising that the home tests are performed as per the instructions including the throat swab & one nostril. For those that can't or don't want to throat swab the guidance is to then swab both nostrils.

There are some instructional videos available on [YouTube](#) that give clear step by step guidance.

After following the instructions and taking the Lateral Flow Test you will need to report the results.

## Report every result and every test

*Once the test has been performed the results need to be uploaded to NHS Track & Trace and to Downlands as follows:*

### Report result to NHS Track & Trace – [here](#) – even if negative or void

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, it would be preferable to us if you chose to do the testing the evening before, to give you more time to get accustomed to the test and to have more time for Downlands to react to a positive result.

**You will need to report your every result (positive/negative/void) to both [NHS Test and Trace](#) and your school as a matter of priority.**

Education settings are unable to view the results that staff and students upload online. Therefore, we need you to also submit results to the school.

### **Reporting the results to Downlands – even if negative of void**

We have chosen to use Edulink as our way to record our students test results.

Please login to Edulink using your parent login details, do not use your child/children's login details. If you don't know your Edulink login details, please email [IT@downlands.org](mailto:IT@downlands.org) who will send them to you.

- Login to Edulink – using Parent login details
- Click on 'Surveys'
- Two surveys will be released weekly e.g.
  - w/c 22 March – Test One
  - w/c 22 March – Test Two
- Please click on 'Test One' to report the first test and 'Test Two' to report the second test.
- Scroll down to complete the form
- We will release two surveys each week using the same format.

### **Positive Results – (as per Government advice at 18 March 2021)**

#### **What will happen if a lateral flow device (LFD) test result, taken at home, is positive?**

- Individuals with a positive LFD result will need to **self-isolate immediately** in line with the stay-at-home guidance.
- They should report their results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and self-report gov.uk page. This will enable NHS Test and Trace to monitor the spread of the virus.
- They must also inform their school or college of their result so the school can identify close contacts and they can make appropriate cover arrangements.
- Book a confirmatory PCR test

#### **Why do I need to book a PCR test?**

Because the test is self-administered, the student should book a confirmatory PCR test online, then continue to isolate for 10 days (from the day the symptoms started). Our nearest drive-through testing centre is at Plumpton Racecourse.

You can [order a confirmatory PCR test](#) if you test positive at home.

Whilst awaiting the PCR result, the pupil or student and their close contacts should self-isolate. **If the PCR test is negative, it overrides the self-test LFD test (at home only) and the child can return to school.**

It is recommended that you continue to visit <https://www.gov.uk/> which will be updated with any new developments.

## **Key Questions (taken from the NHS 'Testing at Home' Guide)**

### **Why are we testing people without symptoms of COVID-19?**

Up to one in three people who have coronavirus (COVID-19) do not display 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?**

Children below the age of 11 should NOT be tested. Secondary pupils, aged 11 should have the test administered by an adult, and pupils and students aged 12-17 should be supervised 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 or the night before.

### **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?**

Students will given their tests via tutor groups on a three weekly basis.

### **Are all staff included in the testing programme or only teaching staff?**

Enough test kits are being supplied for all staff on-site including support staff.

### **Do I need to give consent?**

Students and parents do not give written consent to take part in the home testing programme. Please read the information below on how personal information and test results are shared and the attached privacy notice

Once you open the kit you should take and report the results of the tests to [NHS Test & Trace](#) regardless of the result (positive, negative, or void). Any positive results must be reported to school.

### **Reporting problems or issues with testing**

If there is an issue with the test kit, for example something is missing, please report it by calling 119 and please also tell the school.

If an accident or injury happens whilst using the test kit, please seek medical care by calling 111 (or 999 if it is an emergency). Please also report what happened using this website:

<https://coronavirus-yellowcard.mhra.gov.uk/>

### **What type of tests will be used?**

We will be sending home Lateral Flow Device (LFD) tests. They are a fast and simple way to test people who do not have symptoms of COVID-19, but who may still be spreading the virus.

The tests are easy to use and give results in 30 minutes.

Further information: <https://www.gov.uk/guidance/understanding-lateral-flow-antigen-testing-for-people-without-symptoms>

### **Are LFD tests accurate?**

Lateral Flow Devices identify people who are likely to be infectious. These individuals tend to spread the virus to many people and so identifying them through this test is important.

These tests have been widely and successfully used to detect COVID-19 in asymptomatic individuals and are approved by the Medicines and Healthcare products Regulatory Agency (MHRA). The speed and convenience of the tests supports the detection of the virus in asymptomatic individuals, who would not otherwise have got tested.

The tests are highly specific, with low chance of false positives. They are also very sensitive and are able to identify the majority of the most infectious yet asymptomatic individuals. Extensive evaluation has been carried out on the tests and it shows that they are both accurate and sensitive enough to be used in the community for screening and surveillance purposes.

It is important to remember that these tests are only an aid to help stop the spread of the virus and you should continue to follow other guidance such as on wearing face coverings and social distancing.

### **How are LFD tests different to PCR tests?**

There are 2 main types of test to check if you have coronavirus:

- polymerase chain reaction (PCR) tests check for the genetic material (RNA) of the virus in the sample - you send the sample for processing at a lab
- lateral flow device (LFD) tests detect proteins called 'antigens' produced by the virus

LFD tests give rapid results, in 30 minutes after taking the test.

### **What does it mean if my child has a positive result?**

If your child has a positive antigen LFD test result they, their household and any support bubbles they are part of should self-isolate immediately in line with NHS Test and Trace guidance for 10 days. You need to report your result to both NHS Test & Trace and your school.

You should order a confirmatory PCR test if you are testing at home (confirmatory PCR tests are not needed if the test was conducted at the Asymptomatic Test Site at school).

You can [book a test here](#).

**What does it mean if my child has a negative result?**

A negative result does not guarantee that your child is not carrying the virus. So, you should continue to follow social distancing, and other measures to reduce transmission such as wearing a face mask and regularly washing your hands.

**What if my child has a void result?**

If the result of the test is unclear (void), they should take another one. If the next test is also void, your child should take a PCR test. You can book a test [here](#).

All test results need to be reported to both [NHS Test & Trace](#)

**Do I need to send the test to a lab?**

No. The LFDs supplied do not need to be sent to a laboratory to get a result and can give a quick result in around 30 minutes. Guidance on self-testing is contained in the 'Instructions for Use' leaflet, which comes with the test kit. There is also a useful video to show you how to take the test [here](#).

**How do you report the result?**

All test results need to be reported to both [NHS Test & Trace](#). You will receive a text or email from NHS Test & Trace confirming that you have reported your test result.

You also need to tell the school the test result via the Edulink Survey.

**Can I or someone else in my household use a test kit sent home from school?**

No, however whole families and households with primary school, secondary school, and college age children, including childcare and support bubbles, will be able to test themselves twice every week from home. This testing can be accessed through the following channels:

- get a rapid test at work, through workplace testing. Ask your employer for more information
- attend a test site to get tested where you will be able to see how to take the test or pick up tests to do at home (you can find your nearest test site via the postcode checker [www.gov.uk/find-covid-19-lateral-flow-test-site](http://www.gov.uk/find-covid-19-lateral-flow-test-site) or check your local council website)
- collect tests to do at home, find your nearest collection site [COVID Test Finder \(test-and-trace.nhs.uk\)](https://www.covid-test-finder.nhs.uk)

If these options are not possible, there will be a supply of rapid tests for order online for people who need them the most. More information can be found on [www.gov.uk/order-coronavirus-rapid-lateral-flow-tests](http://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)

There is [more information available about testing for households and bubbles of students](#).

**How will personal information and test results be shared?**

When your child takes a Lateral Flow test, you need to report the result. This is so that their test result can be traced, which means that you need to share some information about your child.

You need to tell the Department for Health and Social Care (DHSC):

- your child's name
- your child's test result
- the reference number on the test Kit

You will also need to tell your child's school or college their test result. Please report this via the Survey on Edulink as outlined above.

**Under UK law, your child's school or college can collect and store test result data because it is in the 'public interest'. This means that your child's data helps us to stop the spread of the virus, and to keep your children in school. For example, we will tell your child to self-isolate if they get a positive test result.**

Schools and colleges will only share information with the Department of Health and Social Care (DHSC) if the test kits used are found to be faulty. If this happens, DHSC will use our information to contact people who used the faulty tests, so that they can be tested again. This will ensure that testing is accurate and helps keep us all safe.

When you report test results online, you are sharing information with DHSC. They may share the information with your GP, local government, NHS, and Public Health England. This is so that they can offer your family health services and guidance if your child needs to self-isolate. They might also use your child's data anonymously (without their name or contact information) to research COVID-19, and improve our understanding of the virus.

For more information on how personal data is used for testing please see the attached privacy notice

**If you need any help or support with reporting results or taking the tests please contact the Covid Administrator at Downlands via the School Office 01273 845892 email [covidtesting@downlands.org](mailto:covidtesting@downlands.org)**

**Thank you for your participation and helping to keep our school a safer place.**