

Who is being tested and why?

Testing is important because staff, students and pupils without symptoms could be carrying the virus and may spread it to others. Testing staff and students without symptoms will support schools and colleges to operate as safely as possible.

New, simple and quick tests, known as Lateral Flow Device (LFD) tests, enable us to rapidly test pupils, students and staff, without the need for a laboratory. Secondary schools and colleges will be provided with these test kits to conduct testing.


We will keep schools and communities safer by working together to:


- 1** Test as many secondary pupils and students on their return to school and FE colleges for the spring term as possible. This means two LFDs tests three to five days apart.
- 2** Carry out weekly testing of school and college staff

Note: Any students or staff with symptoms should not attend school or college and should immediately self-isolate in line with [current public health guidance](#)

Lateral Flow Testing



 Accessible and easy to use

 No lab required, with fast results

 Safe technology



The testing journey

1

Provide consent



Students, pupils and staff need to provide consent (where required via a parent or guardian.) Consent form is available [here](#).

2

Register



Students, pupils and staff register online to participate. Note: this can be done in advance (up to 24 hours in advance of the test) or immediately after the test (up to 24 hours after a test).

3

Collect sample



Students, pupils and staff complete a supervised throat and nasal swab test. Students and pupils who are unable to self-swab may be assisted with administered swabbing. Guidance will follow on support for pupils who cannot self-swab and those with SEND.

4

Read the test



Negative



Positive



Positive



Invalid



Invalid

The Testing Processor will analyse the result against the manufacturer's instruction for use and interprets result as negative, positive or invalid.

6

5

Report result



Positive result: Student, pupil or staff member is notified of the result. **They will have to return home to take a subsequent PCR test and self-isolate until results of PCR test are known.**



Negative result: Log result against LFD test ID. Individual does not have to self-isolate and can attend school or college.

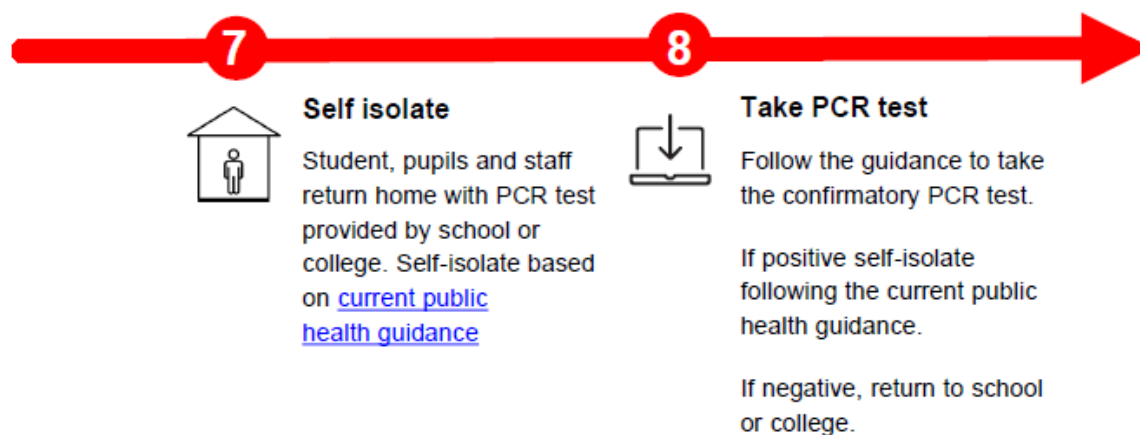


Invalid result: Student, pupil or member of staff to take a new LFD test – collect new sample.

STEPS 7-8 ON THE NEXT SLIDE ARE ONLY REQUIRED IN THE CASE OF A POSITIVE RESULT

The testing journey: positive result

For individuals who have returned a positive LFD test, schools and colleges should follow the following steps:



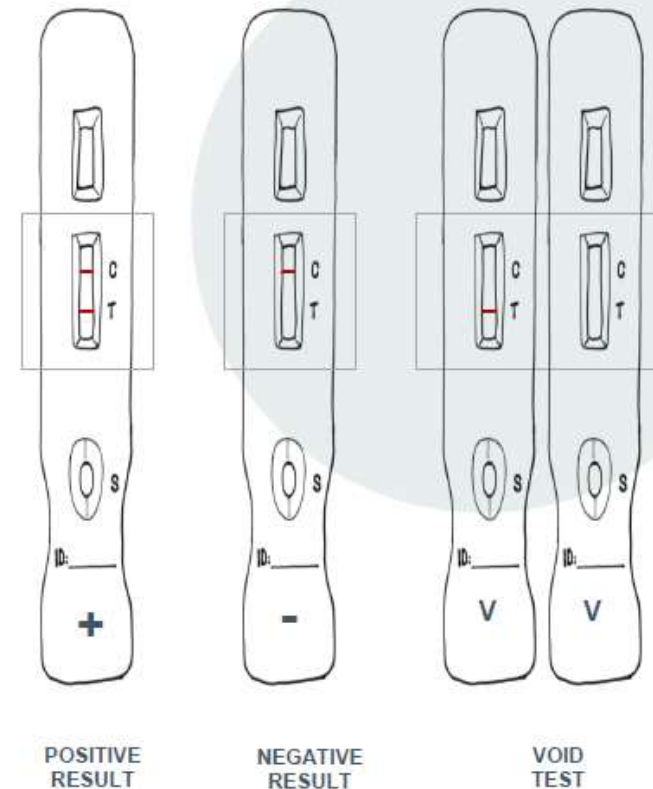
If, at any point, a student, pupil or staff member begins displaying symptoms they must follow [government guidelines](#).

The Lateral Flow Device (LFD) Test

You will be using rapid lateral flow antigen testing technology. This involves swabbing tonsils at the back of the throat and one nostril and processing the swab with a Lateral Flow Device (LFD).

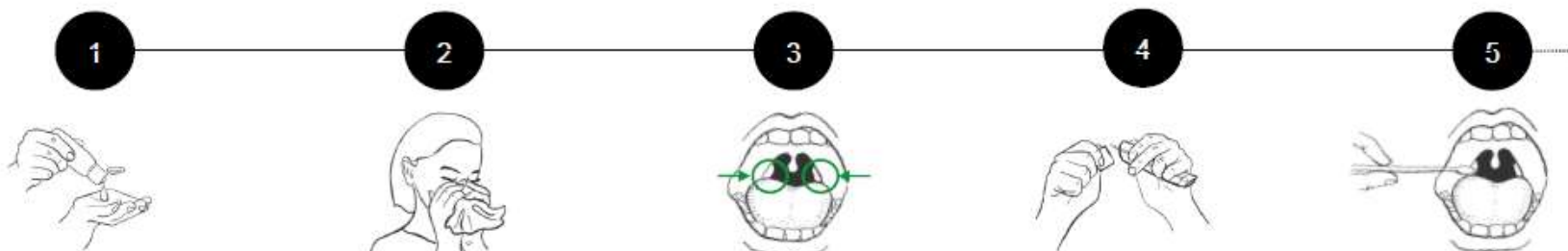
The LFD detects the SARS-CoV-2 antigen that is produced when a person is infected with Covid-19. The presence of two coloured bands indicate a positive result for the viral antigens.

When used in combination with Personal Protective Equipment (PPE), regular hand washing and social distancing these tests will further reduce the risk of transmission. We must not relax any of these other measures.



This test provides a result in 30 minutes.

Self-administering the test (1 of 2)



At the Registration Desk, the individual being tested (students/pupils/staff member) will be handed a barcode.

They will step up to the swabbing desk and hand the barcode to the Processor. They should **sanitise their hands** and remove their mask.

The person being tested will blow their nose into a tissue and throw the tissue into the yellow / clear waste bin. This gets rid of excess mucus.

They should then **sanitise their hands** once more.

They will look inside their mouth and find their tonsils – using a mirror helps. **Tonsils, marked in green, are where to swab the sample.**

If they've had tonsils removed, the area where tonsils would have been is where to swab.

Younger pupils may find this difficult or too uncomfortable. You can support them by advising them on how to swab*.

Time to open the package and gently take out the swab. This will be used for both throat and nose.

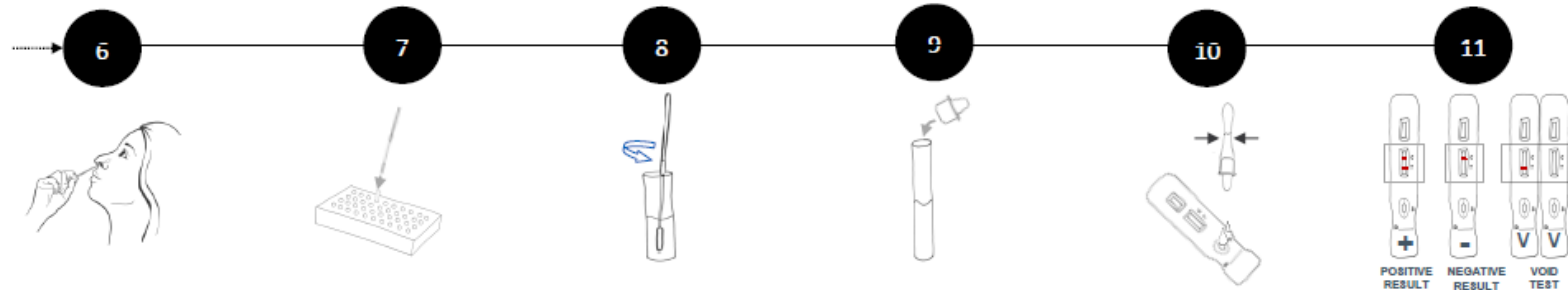
They will open their mouth wide and rub the fabric tip of the swab over both tonsils at the back of their throat **at least 3 times** (again, a mirror helps). Carefully remove the swab stick.

If the person being tested can't take a throat swab, they can swab both nostrils instead.



***If the student/pupil is unable to self administer the test, administered swabbing should be completed by a trained member of staff.**

Self-administering the test (2 of 2)



Time to swab the nose. They should **put the same end of the same swab gently into one nostril until they feel a slight resistance (about 2.5cm up the nose).**

Rotate the swab 5 times and slowly remove it. They only need to sample one nostril except when the throat has not been tested. In this instance samples should be taken from both nostrils. Extra care is needed when interpreting results from a nasal swab.

They will place their swab directly into the pre-prepared vial in the tube rack or equivalent, with the cotton bud end facing down.

Make sure they don't grasp the cotton bud end, which has been in contact with the tonsils and nostril. That might contaminate the sample.

The Testing Processor will then pick up the extraction tube, hold and press the swab head against the wall of the tube with force while rotating the swab for about 10 seconds.

Although the Testing Processor can observe multiple tests, they should only process one at a time to avoid mixing up barcodes and samples.

The lower end of the tube is squeezed whilst the swab is removed (to remove as much liquid from the swab head as possible). The swab is then thrown away into the yellow / clear waste bin, and the cap of the extraction tube is placed onto the tube.

The barcode that was handed over at the start of the test will be attached to the bottom of the LFD device *before* the sample is dropped onto the LFD.

Two drops of the solution is squeezed onto the sample well of the LFD cartridge and the time of the test is recorded on the LFD (for example HH:MM).

Movement of the LFD cartridge should be kept to a minimum and where it is required to be moved, the LFD cartridge must be kept horizontal using a tray.

Results are analysed in 20 – 30 minutes and look like this diagram. **Two coloured lines indicate a positive test.**

The Testing Processor will look at the coloured lines and mark the result on the LFD with a permanent marker. The Results Recorder will then upload results to the national Test and Trace database.

- '+' mark for positives
- 'V' mark for invalid and void tests
- '-' mark for negatives

Communicating Results

What to do if a pupil/student tests **positive** for COVID-19 on a Lateral Flow Device (LFD)

