

Halton Lodge Primary School



Coronavirus (Covid-19) Test Kit Policy

Last Reviewed: November 2020

**Approved and ratified by Governors:
PENDING – Spring Term 2021**

Date of next review: Autumn Term 2021

Statement of intent

Any individual who has coronavirus (COVID-19) symptoms can get a coronavirus test at a testing site or at home. Our school, as with all schools in England, has been provided with a small number of test kits by the government to complement these main access routes. These test kits will only be used in exceptional circumstances. This policy sets out the school's procedure for providing test kits.

1. Legal framework

This policy has due regard to all relevant guidance including, but not limited to, the following: **DfE (2020) 'Coronavirus (COVID-19): test kits for schools and FE providers'**

2. Advising individuals to access a test

- 2.1. The school will advise any staff member or pupil who displays symptoms of coronavirus to get a test. These symptoms are:
 - A high temperature
 - A new, continuous cough
 - A loss of, or change in, their sense of smell or taste.
- 2.2. The school will only advise individuals to get tested if they display these symptoms.
- 2.3. The school will not require staff and pupils to get tested; however, symptomatic individuals will not be permitted on site until they have either completed their self-isolation period or received a negative test result.
- 2.4. Staff and pupils (or pupils' parents) will first be advised to use the usual routes to access a test, including going to a test centre or ordering a home test kit.
- 2.5. Individuals will be directed to the '[Get a free NHS test to check if you have coronavirus](#)' webpage to book a test. This portal will show what testing options are available in the local area. If a staff member, pupil or parent does not have access to the internet, they will be advised that kits can also be ordered by calling 119.

3. Providing school test kits

- 3.1. In exceptional circumstances, when the school does not think a symptomatic pupil or staff member would be able to access a test via the usual routes, the headteacher will consider providing a school test kit.
- 3.2. The number of test kits available is subject to change depending on the distribution of these test kits – but started at 10 at the start of the school year (September 2020)

and the school has the capacity to order more, as required. Staff and parents will be informed that they can contact the headteacher to ask about availability of test kits.

3.3. Test kits are stored in a secure location, in the headteacher's office, at ambient room temperature, i.e. 5 to 22°C.

3.4. The distribution of school test kits will be prioritised as follows:

staff members;

pupils registered at Halton Lodge Primary School;

other members of a member of staff's household;

(in exceptional circumstances) other member of a pupil's household.

In cases where a symptomatic staff member who is self-isolating cannot access a test quickly, the headteacher will consider offering them a test kit in order to allow them to return to work as quickly as possible (should they test negative and have not been in close contact with a confirmed case).

3.5. Kits will only be provided directly to staff members and parents (legal guardians) over the age of 18. Symptomatic individuals must not enter the school premises, even to collect a test kit; therefore, the school will decide on a case-by-case basis how to deliver a test kit, e.g. via post, while having due regard for the risk of transmission.

3.6. Instructions on how to administer the test and next steps are included in each kit. The school will not administer the tests.

4. Test results

4.1. Staff members and pupils' parents will be asked to inform the school – via Studybugs.com or in an email to the headteacher (head.haltonlodge@halton.gov.uk) immediately of test results.

4.2. Evidence of negative test results or other medical evidence will not be requested by the school before welcoming pupils back to the school site after a period of self-isolation.

4.3. If a staff member or pupil tests positive for coronavirus, they will be required to self-isolate immediately for at least 10 days from when their symptoms started. Members of their household and support bubble will also be required to self-isolate for 14 days.

4.4. Where a staff member or pupil tests negative for coronavirus, they will be able to return to the school site provided:

Everyone in their household or support bubble who has symptoms tests negative.

They were not told to self-isolate for 14 days by NHS Test and Trace.

They feel well – if they feel unwell, they should stay at home until they feel better and if they have diarrhoea or are being sick, they should stay at home until 48 hours after these symptoms have stopped.

- 4.5. Regardless of any test result, staff and pupils will be required to continue to self-isolate if:

They have been in close contact with a confirmed positive case, or have been instructed to self-isolate by NHS Test and Trace.

A member of their household or support bubble is symptomatic.

5. Ordering additional test kits

- 5.1. If the school runs out or is running out of test kits, the headteacher will arrange for additional kits to be ordered using the government's [online portal](#). Kits are supplied in boxes of 10, with one box supplied per 1,000 pupils.
- 5.2. The school will order test kits using its unique organisation number (UON), which was emailed to the school by the Department of Health and Social Care (DHSC) on 16 September 2020.
- 5.3. The school's UON can also be looked up using the '[Unique organisation number lookup](#)' or by calling the NHS Test and Trace helpdesk on 119.
- 5.4. New orders can be made 21 days after the school has received a delivery confirmation email stating that the previous supply of test kits has been sent.
- 5.5. The school will be aware that it may become eligible to receive additional test kits if it is in a particularly high-risk area. These will be allocated by the DHSC based on the local prevalence of coronavirus. The school will be emailed directly if it is eligible.
- 5.6. Additional test kits provided due to the school being in a high-risk area will be used in line with [section 3](#) of this policy.
- 5.7. If the school does not receive any orders, the headteacher will contact the NHS Test and Trace helpdesk.

6. Monitoring and review

- 6.1. The headteacher will review this policy regularly in line with new and updated guidance from the government.