

# CORONAVIRUS (COVID-19): RAPID TESTING POLICY

## STATEMENT OF INTENT

In order to safeguard the health of our school community and to keep as many staff and pupils in attendance at school as possible, Our Lady's Bishop Eton will be implementing the use of rapid-result testing. This will help us to identify asymptomatic cases, which make up a third of all cases, thereby limiting the spread of the virus. Rapid testing will be introduced alongside our existing infection prevention and control measures, e.g. social distancing. All staff who are working on site will be encouraged to take part in twice weekly testing. This policy has been developed to ensure that all staff involved in the rapid testing process understand how the process works and their responsibilities.

## LEGAL FRAMEWORK

This policy has due regard to the relevant guidance, including, but not limited to, the following:

- DfE (2021) 'Coronavirus (COVID-19) asymptomatic testing in schools and colleges'
- DfE (2021) 'Restricting attendance during the national lockdown: schools'
- DfE (2021) 'Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools'
- NHS Test and Trace (2021) 'How to guide' Rapid testing of primary and nursery workforce'

## ROLES AND RESPONSIBILITIES

The **headteacher** is responsible for:

- Ensuring that legislation and official guidance is adhered to.
- Communicating the purpose of the testing to staff.
- Communicating with staff to inform them of the testing guidance, webinars and activities, the privacy notice and the returns form.
- Raising any questions about the school's responsibilities in relation to rapid testing with the DfE via the DfE coronavirus helpline or by emailing [RapidTesting.SCHOOLS@education.gov.uk](mailto:RapidTesting.SCHOOLS@education.gov.uk).
- Handling any complaints about the conducting of rapid test.

**Staff and volunteers** on the designated workforce are responsible for:

- Ensuring that they have accessed the relevant written and media support.
- Self-administering tests.
- Completing the online returns form

## CONSENT

Participation in the rapid testing programme is voluntary.

Staff will self-administer tests and consent is deemed to have been given when a member of staff accepts the published Privacy Policy and completes the online form providing their confirmatory PCR test results to the school.

## DATA SECURITY AND HANDLING

A privacy notice compliant with data protection guidance will be shared with staff in relation to the rapid testing process in order to ensure that decisions about consent are made with a full understanding of how personal data will be processed.

The school will raise any concerns about data security and handling by contacting the DPO for the DfE via

[dp.enquiries@education.gov.uk](mailto:dp.enquiries@education.gov.uk) by marking the subject as "COVID Testing in Schools/Colleges – Data Protection Issues".

**[Maintained schools]** The school will rely on its safeguarding powers under Section 175 of the Education Act 2002 as the lawful basis for the processing of data as part of the testing process.

## STAFF TESTING AT HOME

- All staff – including supply teachers, peripatetic teachers and other temporary staff – will be encouraged to take part in the voluntary testing programme.
- All staff will be given made aware of the requirements of the rapid-result testing scheme as outlined in The NHS 'Instructions for Use' handout and provided with the opportunity to ask questions or raise concerns.
- Staff who then request them will be given a kit to carry out self-testing at home twice per week, three to four days apart.
- Staff will share their test results with the school via the online reporting system.
- In the event of a positive result, the individual will begin self-isolating immediately and book a confirmatory PCR test.
- In the event of a void result, another rapid test will be conducted immediately. If the following test is void, the staff member will self-isolate and book a PCR test.
- Staff are instructed to report any issues encountered during home testing, e.g. multiple repeat void tests, noting the time and date of the issue and the details reported.
- Issues encountered at home will be reported to the DfE helpline – the school will provide further information if necessary should the issue be escalated to the Department of Health and Social Care.

- If a clinical incident occurs at home which led or has potential to harm, staff participating in tests will report it on: <https://coronavirussyellowcard.mhra.gov.uk>
- If a non-clinical incident occurs at home, staff participating in tests will report any issues, e.g. if the testing kit is damaged or difficult to use, by telephoning 119.
- Staff will inform the **headteacher** about issues related to taking tests at home in order for assistance to be provided and to check if there is a wider issue across the school.

### **TEST RESULTS**

A test register has been established to allow the school to record results by individuals. The following information is included on the register:

- The name of the individual
- The barcode attached to the lateral flow device (LFD) test they have been provided
- The result of the test

The test register will be securely destroyed within one month of the testing programme ending.

The details of an individual who tests positive will be recorded securely to protect their privacy, in line with the **Data Protection Policy**.

### **POSITIVE RESULTS**

Positive results are handled in line with the school's **Infection Control Policy**.

If a staff member tests positive following an LFD test, they will be required to self-isolate and take a confirmatory PCR test and share the result of this with the school as soon as possible.

Staff who subsequently test positive following a PCR test will need to self-isolate for at least 10 days.

Close contacts of an individual who has tested positive will be instructed to self-isolate.

Staff who subsequently test negative following a PCR test will be allowed to return to school as normal, provided they have not had a high temperature for 48 hours and do not feel unwell.

Staff will not be required to provide evidence of a negative test result to attend the school site.

### **MONITORING AND REVIEW**

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

All changes to this policy will be communicated with the relevant stakeholders.