



Administering home test kits for Corona virus

Committee:	Trust Board
Approved on:	21.10.20
Next review date:	July 2021
Updated/Reviewed on:	

Esprit Academy Policy for issuing home test kits for Corona virus

When to provide a test kit

A home test kit will only be offered in exceptional circumstance where an individual may have barriers to accessing testing elsewhere see examples below: these will only be authorised by a member of the SLT team

Parents of pupils displaying one or more symptoms of the Corona Virus (See symptoms listed below)

- Parents are unable to drive their child to a place where a test is available due to a lack of transport
- Parents, who cannot drive are unable to access a testing centre that is within walking distance from the address on the school records
- Parents, who have a language barrier, which may prevent them from following the correct processes

Additional note: Support and guidance will be available for parents who have learning difficulties/disabilities

119 can support with instructions in 650 different languages

Kits are suitable for people of all ages. The Academy will provide kits - only to adults over the age of 18 or a child's parent or carer. Parents and carers will be required to administer the test to those under 11- Please note, the kits are only for the child attending the academy and NOT their family members.

Full instructions on how to administer the test and what to do next are provided within each kit. Schools and colleges will not be expected to administer testing, and testing should not take place on site (with the exception of residential settings)

Staff members displaying one or more symptoms of the Corona Virus (See symptoms listed below)

- Staff members displaying symptoms, whilst in school and are unable to access a test within 48 hours
- Staff members displaying symptoms, whilst in school and are unable to attend a test centre that is within a reasonable distance to their own address

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test

These symptoms are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

The Academy will only recommend that children or staff get a test if they develop these symptoms

IMPORTANT NOTES

- **No testing will take place on the Academy Premises for staff or pupils**
- **Anybody displaying symptoms MUST get a test**
- **Nobody should have a test if they are not displaying symptoms**
- **Parents/staff will be asked to share the results with tests, however we are aware that they are not legally bound to do so**
- **Results of tests will only be shared with the individual and not the Academy**

Replenishment of test kits

The Academy can re-order additional test kits from the 16th of September 2020, a box of 10 will be issued. The Academy will keep a record and audit of tests issued, to which staff and families and replenish an order when we are down to the last 4 tests in order that we do not run out of tests. The Academy office will be responsible for replenishing the tests.

Storage of test kits

The kits will be stored securely at ambient room temperature (5-22°C).

Test kits only have a shelf life of 12 months, the Academy will ensure that an audit of these are kept and dates are checked when distributing tests.

From 16 September, you can [order additional tests kits online](#). Kits will be supplied in boxes of 10.

You will be able to make a new order for test kits 21 days after you receive a delivery confirmation email telling you that your previous supply of test kits has been sent.

Schools and FE providers will need a Unique Organisation Number (UON) to place orders for test kits. This will be emailed to you by the Department of Health and Social Care (DHSC) on or before 16 September. After this date, please call the Test and Trace helpdesk on 119 if you have not received your UON

What will happen if there is a positive result:

- The staff member/ parent/pupil with the positive result will need to isolate for 10 days and any family members from the same household for 14 days (family members NOT displaying symptoms will be required to take a test)
- The Academy will contact the DFE contact number **08000468687** open Monday – Friday 8.00am – 6.00pm, 10.00am – 4.00pm Saturday and Sunday
- A RAPPID Health risk assessment prior to contacting the team will be completed, which will indicate who the positive person has been in contact with, taking in account, face to face meetings, travelled in small car, coughed on.....

Additional Information

The following staff have attended the Webinar to support the process and policy for the distribution of home test kits.

J Blackhurst (Deputy Principal Grove Academy)

Claire Robinson (Deputy Principal Hamilton Academy)

Rachel Orbell (Safeguarding Officer Hamilton Academy)

Gaynor Aldridge (Senior Administrator and Finance Officer)