**Lateral Flow Testing Policy For St Francis RC Primary School**

**Introduction.**

Our School recognises the importance of looking after the health, safety and wellbeing of our staff, pupils and wider school community and we are pleased to take part in the programme for Asymptomatic Lateral Flow Testing of Staff. We recognise this is another measure we can take to further enhance our existing comprehensive control measures in school.

 The Government is launching a programme of LFT testing for school staff that includes all regular visitors (e.g. catering staff) to school. Staff who are shielding as they are *clinically extremely vulnerable* are not included in the testing programme.

 The aim is simple, to identify people that are infectious but that do not show symptoms because public heath evidence suggests **one in three** infectious people are asymptomatic.

**Processes.**

Our School has been provided with Lateral Flow Device (LFD) test kits and all staff who are currently attending the school site and who wish to take part in the testing programme will be provided with test kits to take home and self swab **twice a week.**

Testing is not mandatory for staff and staff who are not participating do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is **strongly** encouraged. Consent may be withdrawn at any time and no member of staff will be directed or forced to take part.

Anyone that has been vaccinated or previously had Covid 19 should continue to complete Lateral Flow Tests as they may still become infectious even if they are protected from symptoms.

The asymptomatic testing programme does not replace the current testing policy for those with symptoms who should self-isolate and get a PCR test.

Data privacy notices, and the training and guidance for the school and individual members of staff will be provided to colleagues via email and will be available on the schools website

Staff will be given the time and opportunity to raise and discuss any questions and concerns they may have before testing begins. If staff have any questions, issues or concerns with regards to the testing programme at any time they should raise them with Mrs Frize

All data relating to the programme will be held in compliance with GDPR and Data Protection legislation.

Our Schools Covid Co-ordinator will be Mrs Frize Head Teacher. Mrs Cowell will coordinate the following:

1.      Looking after the kits and issuing them; making sure the test kit ‘log’ is kept up to date. Each test kit has a batch number and this needs recording so it’s quite detailed. There are also some responsibilities for quality assurance and reporting concerns.

2.      Completing a record sheet of all test results, including negative or void results. Establish a rota for collecting kits so that everyone doesn’t arrive at the same time.

We have established the best days and times to take the tests in consultation with staff. At this time w**e have decided that everyone will need to take the test on Sunday and Wednesday night**. The test takes 30 minutes for a result and if it’s void you would have to do another, probably making you late for school if you were to do it in the morning.

If a member of staff tests positive they (and their household) should start isolating immediately and they should arrange to take a PCR test. At this stage the school will identify school based close contacts, collapse ‘bubbles’ as required and inform close contacts of the need to self isolate in line with the Stay at home guidance . [Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)

If the PCR test is subsequently negative all persons can end self isolation.

We have decided to take this approach as it offers greater protection to our children, staff and wider school community than waiting until the results of the PCR test are known.

**Staff Expectations.**

All staff taking part are expected to sign for their test kits and follow the guidelines below:

* Watch the training video about how to complete the test at home.
* Read the instructions issued separately to the test kit version 1.3.2 dated 15th January 2021 (no picture on the front of booklet). Throw away the instructions in the pack (with picture on the front), they are out-of-date.
* Make sure you have a watch/clock, tissues, a mirror and a flat clean surface. Everything else is in the test kit including a disposal bag.
* Pay particular attention to the bit of the training that explains how to identify the test results.
* You should not eat or drink for 30 minutes before you test.
* Conduct the test carefully. The test kit must be at room temperature (15 and 30 degrees) to work.
* Record the results online for Test and Trace, that includes all negative, positive and void results. There are some supplementary questions too.
* Separately tell the school so that it can record the results on the school’s record sheet as schools cannot access the results held by Test and Trace. Staff should notify the school of their results as soon as possible the google form.
* If staff test positive, they stay at home, self isolate along with their household and book a full PCR test.
* If the test is void, carry out a second LFD test as soon as possible. If the second test is void, you should book a PCR test. There is no need to self isolate at this stage.

If staff have any issues with the test kits e.g missing / damaged parts, difficulties taking tests, needing additional supplies etc …they must let Mrs Frize or Mrs Cowell know as soon as possible.

**Agreed by governors on 18th May 2021**