

‘How to Guide’

Rapid Testing of Schools and ELC staff and senior phase pupils

This guidance was developed by The Scottish Government in collaboration with NHS Test and Protect and the UK Department for Health and Social Care. This guidance is for the following: staff in primary, secondary and special schools, senior phase pupils (S4-S6) and ELC providers. This is a working document, subject to change through the course of the testing programme.

Who is being tested and why?

Testing is important because staff or senior phase pupils (S4 - S6) could be carrying the virus and may spread it to others. Testing staff and senior pupils without symptoms will support schools and ELC providers to continue to operate, as part of a wider package of mitigations.

Simple and quick tests using Lateral Flow Devices (LFD) enable the rapid testing of staff and senior pupils, from their home, without the need for a laboratory. Schools and ELC providers will be provided with these test kits to distribute.

The aim of this testing is to help break the chains of transmission by:


- Carrying out twice weekly testing at home (3 to 4 days apart) before coming into the school/workplace in the morning
- Maintain [FACTS](#) to help stay safe and protect others

IMPORTANT: Tests are only for the use of the person assigned the kits, they should not be taken by anyone else.



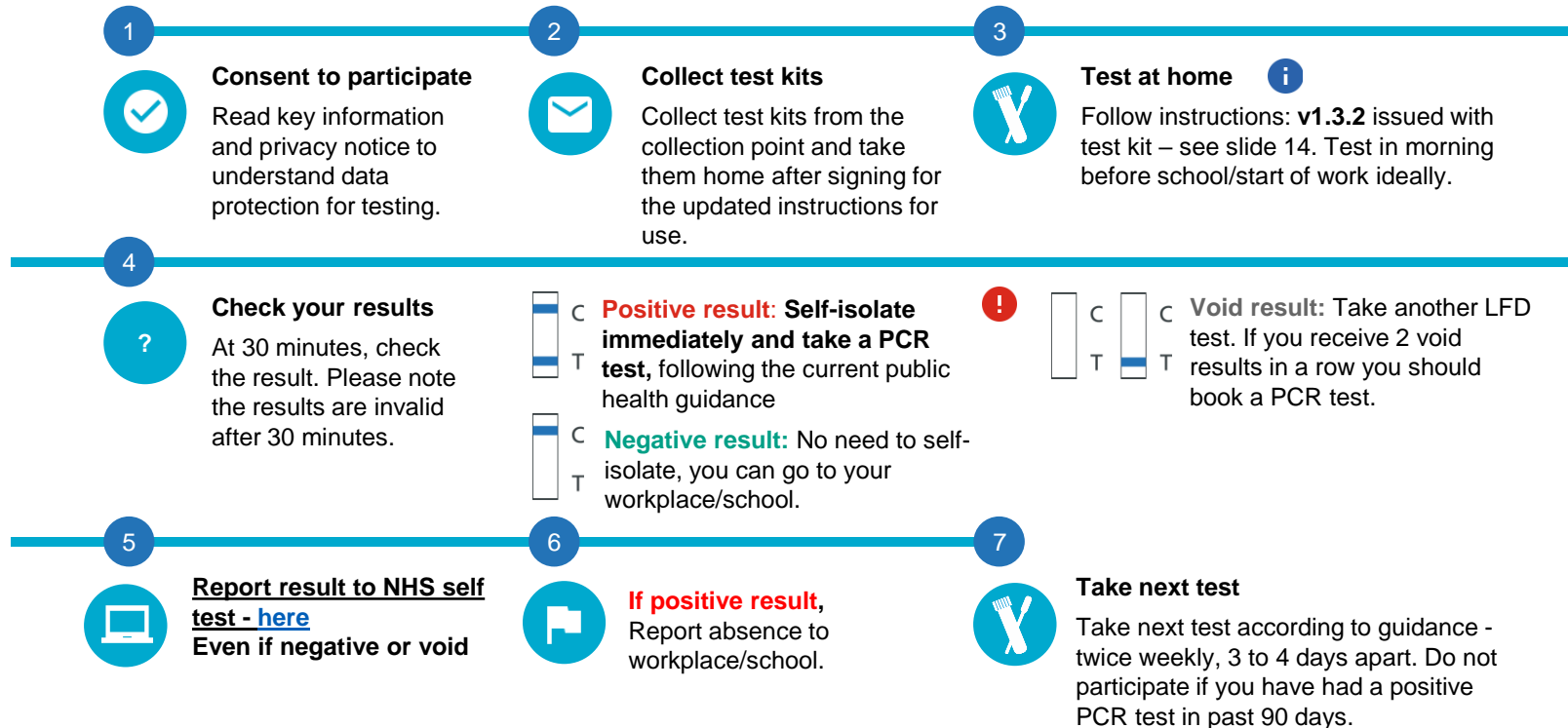
This asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close contact of a positive case. Anyone with symptoms, whether they are involved in this programme or not, should book [a free NHS test](#) and follow government self-isolation guidance until the results of their test are known. People with symptoms must not rely on a negative LFD result to continue to attend school. Testing also does not replace basic preventative measures such as regular handwashing, PPE and social distancing.

Lateral Flow Testing



- 🕒 Accessible and easy to use
- 🚀 No lab required, with fast results
- 🛡️ Safe technology

Testing at home – the process



i It is recommended that staff and senior pupils **test themselves in the morning** before attending school/ELC (so there is less chance they get infected between taking the test and attending school). However, schools/ELC providers may choose to ask staff to do the testing the evening before, especially the first time, to give staff more time to get accustomed to the test, and to have more time as a school/ELC provider to react to a positive test result.

! If you receive a positive LFD result you must [book a confirmatory PCR test](#). We would advise visiting a community or drive through test site as this is the quickest way to get tested, or you can order a home test kit. It is important that you self isolate immediately and do not wait until the result of your PCR test.

Key questions

? **Why are we testing people without symptoms of COVID-19?**

Some people who have coronavirus (COVID-19) do not display any symptoms.

? **Is this compulsory?**

Testing is not mandatory. Staff and senior pupils should not be prevented from going into work/school if they do not take part. However, it is important to note that the success of this public health measure depends on as many people participating as possible.

? **How often do staff need to test?**

Staff and senior pupils choosing to take part will test at home on a regular basis (twice per week, 3 to 4 days apart) usually before they come into work/school.

? **How effective are these tests?**

LFD tests have been widely and successfully used to detect asymptomatic COVID-19 cases. The speed and convenience of the tests supports the detection of the virus in asymptomatic individuals, who would not otherwise have got tested. LFD tests are approved by the Medicines and Healthcare products Regulatory Agency (MHRA). The tests are highly specific, with low chances of false positives. They are also very sensitive and able to identify the majority of individuals who are infectious without symptoms (asymptomatic). It is important to remember that these tests are an additional layer of health protection measure in addition to the existing package of mitigations in place already, such as face covering, social distancing, etc.

? **Where do I get my test kits?**

Test kits will be sent to primary, secondary and special schools and ELC providers, starting from 8 February. Testing should begin as early as possible thereafter for those staff or senior phase pupils who are attending school or ELC settings in person. If kits can be distributed for use prior to a return to school, this is encouraged.

? **Which early learning and childcare settings are included?**

ELC staff who are based in settings located in schools will receive their test kits first. We are working through the practicalities of extending the programme to the wider ELC sector in the weeks after that. Staff in wider ELC settings can currently access testing through their employer.



Read guidance, watch videos

- An instructional video is provided for those taking the test: [Step by step guide to COVID-19 self-testing – YouTube](#)



Participation and Data Protection

All participation in testing is voluntary

For senior phase pupils, consent from themselves (if 16 or over, after discussing with parents/carers or guardians) or parents/carers or guardians (if under 16) is required for participation. Individual pupils can opt in or out at the point of collecting kits each week.

Eligibility criteria for testing includes individuals who:

- Are asymptomatic (who do not have symptoms)
- Have read the **privacy notice** to understand what will happen with their data. A template privacy notice can be found on the document sharing platform.
- Have provided consent (returned the form)
- Have not tested positive with a PCR test in the past 90 days.

Individuals who decline to participate in twice weekly testing may still attend school/ELC provider in line with national guidance.

Staff and senior pupils who decline to participate in the programme should still be able to attend school/ELC provider providing they have not come into contact with a positive case (close contact), developed symptoms or received a positive Covid-19 test result outside the programme.

However, staff and senior phase pupils are encouraged to participate in the programme, to contribute to the wellbeing of their school communities.

How to report test results online

Test subjects are required to [report the results of their tests online](#), every time they take a test, even if the result was negative or void.

Schools and ELC providers are not able to view the results that their staff or school senior pupils have uploaded to the online service.

Individuals who receive a positive result should start isolation immediately and order a confirmatory PCR test. They should notify their workplace of their absence.

Senior phase pupils are also strongly encouraged to report positive test results directly to their schools/ELC providers in line with local arrangements, to support effective contact tracing.

Contact tracing should begin when a positive LFD test result has been received.

Report a COVID-19 test result

Use this service to report your result to the NHS after using a coronavirus (COVID-19) lateral flow test kit.

A lateral flow test is a coronavirus test you do yourself. It shows you the result on a handheld device that comes with the test.

Report the result:

- every time you use a lateral flow test kit
- as soon as possible after you get the result

You cannot report a result after more than 24 hours.

[Start now >](#)

Incident Reporting

If there is a clinical incident which led to, or has potential for, harm (e.g. swab breaks in the mouth, bleeding, allergic reaction on using the kit, etc.), individuals will be advised to “raise a yellow card” and report it on: <https://yellowcard.mhra.gov.uk/>

For incidents occurring at a home setting, participants will be advised to report any issues (e.g. non-clinical: something damaged, or missing or difficult to use in the kit, etc.) by calling **0300 303 2713** for Scotland

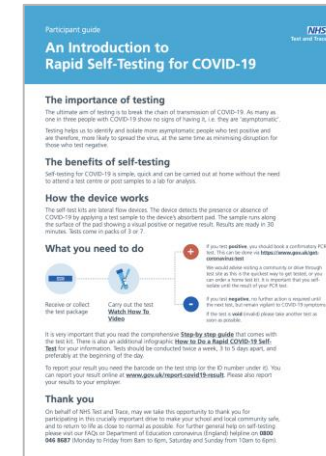
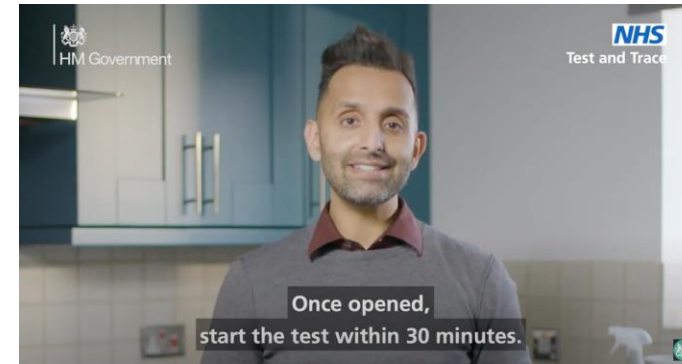
Medical care should be sought through the usual route of contacting **111** or **999**

Schools and ELC providers are also advised to report incidents (e.g. multiple staff not reporting positive results; reports from staff of multiple voids e.g. all voids in one pack or sudden overall increase in void reports, breakage and other issues with testing kits etc.) to control@dhsc.gov.uk or tel: 0207 972 1000 - option 3

Additional Resources

Please see below:

- An NHS video demonstrating [how to carry out a test](#)
- A step-by-step visual guide on how to do the test



Get support

Incidents occurring at home

For incidents occurring at a home setting, individual participants will be advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 0300 303 2713 for Scotland.

Anyone with one or more of symptoms of coronavirus

A high temperature, a new continuous cough, or a loss or change in sense of smell or taste, should self-isolate and [book a test](#) or call 0300 303 2713.