



The Robert Carre Trust

## Home Testing Kits Protocol, September 2020

### Context

The Department of Health and Social Care sent ten home test kits to all schools. Schools should have received these by 7 September 2020.

### Aim

The aim of this protocol is to ensure staff are cognisant with the use of these home test kits and to understand when they should / should not be used.

People can order a home test kit for themselves and up to three members of their household. These kits will be posted to the address given, and are returned via a Royal Mail priority mailbox. These are the same test kit that we have in school.

### Test sites

Staff should be aware of test sites in order to advise staff, pupils and parents/carers. These test site types are:

- Remote test sites these are drive in only;
- Local test sites these are walk in;
- Mobile test units these are mobile and move around every few days so you may notice addresses change.

The test sites are generally open seven days a week from 8am to 8pm.

### Lincoln: Local Test Site

Lincolnshire Country Showground  
LN2 2NA

*The best and fastest way for people with symptoms of coronavirus to access a test is to visit a test site.*

### Test Kits in School

Test kits should only be offered in **exceptional circumstances** to individuals (pupils, teachers and staff) if:

- They have developed symptoms **while at school** and where we believe they may have barriers to accessing a test elsewhere
- We believe that if we sent the individual home without a kit, they would not receive a test at all

If the individual is under 18 this kit should be given to their **parent or carer**. Parents or carers will be required to administer the test to children under the age of 11. These test kits are suitable for use for any individual, including children of Primary age. Schools **will not be conducting coronavirus tests on site**

### What we must do

- Store test kits in a safe place at room temperature (KSHS: Assistant Headteacher office / CGS: Main Office)
- Agree and communicate a policy with staff
- Distribute the tests as needed and ensure parents/carers know the guidance for using these tests
- Advise parents/carers to contact [https://111.nhs.uk/COVID\\_19](https://111.nhs.uk/COVID_19) or call 111 if at any point symptoms get worse

### What we must not do

- Do not administer tests to pupils or staff ourselves
- Do not allow tests to be administered on the school site
- Do not provide a test to an individual unless we believe they will have barriers accessing a test elsewhere
- Do not ask for evidence of negative test results before allowing individuals back on site

### Staff administering any home test kit should understand and have read / watched:-

1. A copy of the instructions that are inside the packs which can be found here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907961/Coronavirus\\_home\\_test\\_step\\_by\\_step\\_guide.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907961/Coronavirus_home_test_step_by_step_guide.pdf)
2. Conducting a testing at home instructional video can be found here (this should be shared with parents / carers) <https://www.youtube.com/watch?v=Xaw8DsF2lqc>

### Parents / Carers

- Should register test kits online to make sure they receive a result: <https://testforcoronavirus.service.gov.uk/registerkit>
- Return test kits via Royal Mail priority box. Our nearest priority box can be found via this link (please tick the priority box):

<https://www.royalmail.com/services/nearyou/>

Individuals can end their isolation if there are no symptoms and a negative coronavirus result. However, if further symptoms develop, there will be a need to isolate and a further test may be appropriate. Please note that we should apply the same criteria every time we give school test kits to individuals :

- **They are only to be offered to individuals with symptoms in the exceptional circumstance that you believe the individual wouldn't access testing through the available routes;**
- **These available routes are visiting a test site or arranging a home test to be delivered.**

In September we will be able to apply for additional test kits on the portal. The link to apply for additional tests is: <https://requesttesting.testforcoronavirus.service.gov.uk>

**It should be emphasised that these test kits are only to be used in exceptional circumstance and if a student has developed symptoms while at school and if we believe there might be barriers to accessing a test elsewhere. They should only be administered if staff in the Trust believe that if we sent the individual home without a kit, they would not receive a test at all.**