



Coronavirus Tests in School Policy

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## Introduction

Anyone who experiences any coronavirus (COVID-19) symptoms can get a coronavirus (COVID-19) test at a testing site or at home. This includes all pupils, teachers, and staff.

All schools and further education (FE) providers have been provided with a small number of testing kits to complement these main access routes.

This policy is based on the Department of Health guidance which is intended to support schools and FE providers in distributing test kits. It should be read alongside the full school opening guide (March 8<sup>th</sup> 2021) guidance, which provides more detailed guidance, including what to do if a child or staff member:

- becomes symptomatic on site
- tests positive for COVID-19

## Academy policy and procedure

Greenway Academy has a supply of testing kits held on site.

These test kits are available for use in the exceptional circumstance where an individual becomes symptomatic and the Headteacher believes that the individual or family may have barriers to accessing testing elsewhere.

The Headteacher (and other senior staff) must recommend the best and fastest way for students or staff to get a test result is to visit a testing site (See Usual Testing Options).

## When to provide a test kit

Coronavirus (COVID-19) test kits may only be offered in the exceptional circumstance an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere.

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

As an educational setting, the Academy may only recommend children or staff to get a test if they develop these symptoms – parents are responsible for making any final decision around testing.

Staff should reference the Staff Handbook, and check the preferred route with the headteacher.

Testing routes are set out below and should be used as the normal channels for accessing testing. If a child or staff member becomes symptomatic, the advice to them is to access testing through these routes.

In exceptional circumstances if the Headteacher believes a symptomatic child or staff member would NOT be able to access testing by the usual routes, the Headteacher may consider using one of the provided test kits to improve the chances that the individual will get tested.

Kits are suitable for people of all ages. Kits will only be given 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.**

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).

### **Ordering additional coronavirus tests**

The School Office Manager orders additional test kits if the school uses the supplied kits or are running out of test kits (boxes of 10). New test kits are available for ordering from 20/09/2020, 21 days after the previous supply of test kits had been sent (30/08/2020).

The Unique Organisation Number (UON) to place orders for test kits is: **27818848**

### **Storage of test kits**

Kits are stored securely at ambient room temperature (5 to 22°C) in 19, Restful Avenue (the Isolation Room).

### **Usual testing options**

Individuals should visit the **get a coronavirus (COVID-19) test page** to book a visit, and lists the range of local area testing options are available.

<https://www.gov.uk/get-coronavirus-test>

These will usually be:

- test centre – booking a test at a drive-in test centre is likely to be the fastest way to get a test
- home test kit – staff, parents or carers can order a home test kit for themselves and up to 3 symptomatic members of their household
- where these, or other testing options, are available in the local area, the portal above will provide those options.

The Academy will advise parents/carers that

- booking is essential for any testing, and
- under 18s will not receive a test at any of the testing sites without a parent or guardian present.

The Academy will support vulnerable families to access the test booking system, if required.

If a parent/carer or staff member does not have internet access, kits can also be ordered by calling 119. 119 can also be contacted for support at any point throughout the testing journey. 119 are able to provide support in up to 650 languages, including British Sign Language (BSL).

***The Academy cannot require a child or member of staff to get a test.***

### **Test results**

Parents and carers and staff members are requested to inform the Academy immediately of the results of a test. The Academy does not require evidence of negative test results or other medical evidence before re-admitting the children or staff member and/or welcoming them back after a period of self-isolation.

This policy should be read alongside:-

- Staff Handbook
- Parent Handbook
- School Risk Assessment (March 8<sup>th</sup> 2021)
- Lateral Flow Testing for Staff

