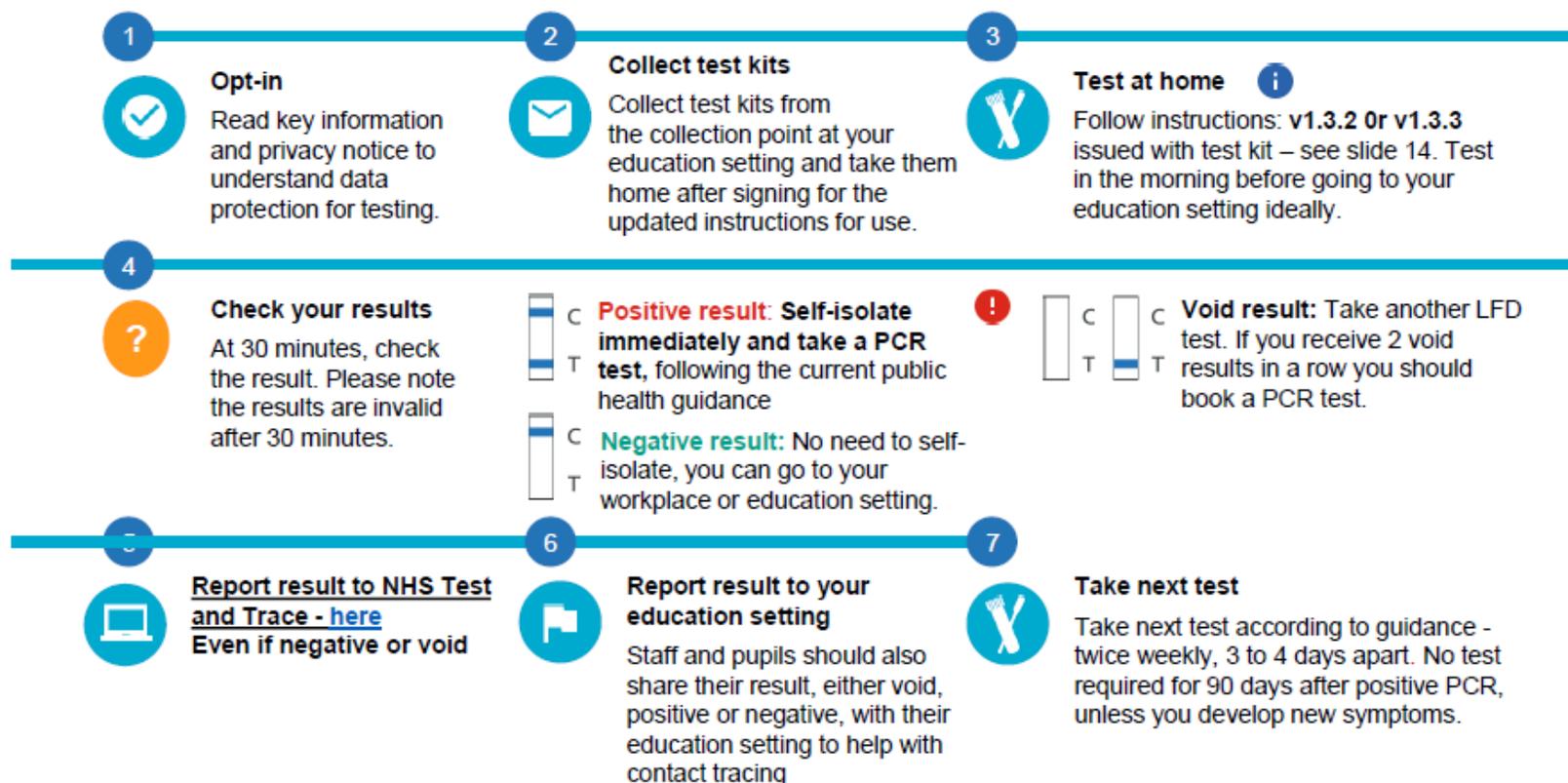


‘How to Guide’

Rapid Testing of Education Staff and Secondary Age Pupils at Home (Self –Test)

Testing at home – the process



i It is recommended that you **test yourself in the morning** before attending your education setting (so there is less chance you get infected between taking the test and attending the setting). However, you may choose to do the testing the evening before, especially the first time, to give you more time to get accustomed to the test, and to have more time for your education setting to react to a positive test result.

! If you receive a positive LFD result you should [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 until the result of your PCR test. If you test negative, you must continue to follow national and local rule and guidelines including regular handwashing, social distancing and wearing face coverings, where required.

Key questions

- ? Why are we testing people without symptoms of COVID-19?**
Up to one in three people who have coronavirus (COVID-19) do not display any symptoms.
- ? Is this compulsory?**
Testing is voluntary, and you should not be prevented from going into the education setting if you do not take part. The success of this public health measure depends on as many people participating as possible.
- ? Can children and young people swab themselves?**
No children below the age of 11 should be tested. Secondary pupils aged 11 should have the test administered by an adult, and pupils and students aged 12-17 should be supervised by an adult but can swab themselves.
- ? How often do staff and students need to test?**
Staff and students will test at home on a regular basis (twice per week, 3 to 4 days apart) usually before they come into the education setting.
- ? 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 the most infectious yet asymptomatic individuals. It is important to remember that these tests are an additional layer of health protection measure in addition to hand washing, face covering and social distancing.
- ? Where do I get my test kits?**
You can collect your test kits from the education setting that you work at or attend. Test kits were delivered to primary schools and school-based nurseries in January. Test kits will be delivered to other settings from 24 February, and to PVI nurseries from mid-March.
- ? Are all staff included in the testing programme, or only teaching staff?**
Enough test kits are being supplied for all staff on-site, including nursery and support staff, such as those responsible for running breakfast and after-school clubs.



Step 1 – Read guidance, watch webinars/video



Test and Trace

Step 1: Read guidance, watch webinars / videos

An instructional video is provided on You Tube – click on this link to view

<https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ>

Participation and Data Protection

All participation in testing is voluntary

Once you have understand the testing process and have read the privacy notice, if you choose to participate you are committing to self-administer the test and report your results via the NHS Test & Trace digital platform and to your education setting.



People who decline to participate in this testing programme should follow the usual national guidelines on self-isolation and [get tested](#) if they show symptoms.

Before taking a test kit you must do three things:

1. Read the privacy notice at the end of this presentation to understand what will happen to your data.
2. Take a copy of the new Instructions for Use booklet.
3. Sign for your kit, recording your details.

Step 6: How do you report your test result online

You are required to [report the results of your tests online, or by phone](#), every time you take a test, even if the result was negative or void.

Education settings are not able to view the results that their staff and students have uploaded to the online service.

You should therefore also communicate results separately with your education setting, so that they can respond accordingly.

Education settings should record those results using the advice on the next slide.

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 >](#)

Pupil's test results whether positive, negative or void have to be emailed to:

wds-lftr@westderbyschool.co.uk

Additionally if a pupil receives a **positive result you must email:**

hwsupport@westderbyschool.co.uk and follow the NHS guidance regarding isolation. Furthermore, you have to arrange for a PCR test to confirm the result.

Collection of Home Kits

Test kits need to be collected from the school reception by parents of our pupils in years 7 – 11 at their designated times listed below.

6th form pupils can collect their own kit at their designated times listed below.

All test kits need to be signed for when collecting.

The kits will have enough tests for twice weekly testing to occur up to, throughout and after the Easter holidays.

Collection 1 (for testing up to and throughout the Easter holidays)

Year		Date	Time
Y10 Y11	Thursday	18/03/2021	9.30am - 12.00pm
Y9	Thursday	18/03/2021	1.15pm - 2.45pm
Y8 Y7	Friday	19/03/2021	9.30am - 12.00pm
Y12 Y13	Friday	19/03/2021	1.15pm - 2.45pm

Collection 2 (for testing to continue after the Easter holidays)

Year		Date	Time
Y10 Y11	Thursday	25/03/2021	9.30am - 12.00pm
Y9	Thursday	25/03/2021	1.15pm - 2.45pm
Y8 Y7	Friday	26/03/2021	9.30am - 12.00pm
Y12 Y13	Friday	26/03/2021	1.15pm - 2.45pm

Please check the school website for details of collection dates after this point / if you have more than 1 child in school you can collect your kits in one visit.

West Derby School – COVID-19 Testing of Staff and Students in Secondary Schools and Colleges Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at West Derby School, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. West Derby School is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test.

We will process personal data relating to staff and students under article 6.1(f) of the UK GDPR – it is necessary in the legitimate interest of the data controller. We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

Ownership of the Personal Data you share with DHSC

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/report-a-covid-19-test-result). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

The school remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test.

You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

Personal Data involved

The following personal data is processed by the school in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests.
- Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

How we store your personal information

The school will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The school may also record Personal Data about you in its internal COVID-19 test register (the school's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in schools and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

The school will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by the school into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Processing of Personal Data Relating to Positive test results

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by the school for a period of twelve (12) months and by the NHS for eight (8) years.

Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

Data Sharing Partners

The personal data associated with test results will be shared with

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistical information about Coronavirus.
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to the school will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the school's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. The school will not share its internal COVID-19 results register with DHSC.

Your Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at t.card@westderbyschool.co.uk, 0151 235 1300 or at West Derby School, 364 West Derby Road, L13 7HQhool's DPO if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the details above.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113