



## Coronavirus (COVID-19): Test Kit Policy

Owner:	Business & Facilities Manager
Review by:	Associate Principal
Last Reviewed and Adopted:	February 2021
Next Review:	April 2021

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## 1.1. **Statement of intent**

Any individual who has coronavirus (COVID-19) symptoms can get a coronavirus test at a testing site or at home. S Peter's School has been provided with a small number of test kits by the government to complement these main access routes. These test kits will only be used in exceptional circumstances. This policy sets out the school's procedure for providing test kits.

## 2. Legal framework

- 2.1. This policy has due regard to all relevant guidance including, but not limited to, the following:
  - DfE (2020) 'Coronavirus (COVID-19): test kits for schools and FE providers'
- 2.2. This policy operates in conjunction with the relevant school documents, including, but not limited to, the following:
  - Coronavirus (COVID-19): Risk Assessment for Schools
  - Coronavirus (COVID-19): Staff Handbook
  - Coronavirus (COVID-19): Parent Handbook

## 3. Advising individuals to access a test

- 3.1. The school will advise any staff member or student who displays symptoms of coronavirus to get a test. These symptoms are:
  - A high temperature
  - A new, continuous cough
  - A loss of, or change in, their sense of smell or taste
- 3.2. The school will only advise individuals to get tested if they display these symptoms.
- 3.3. The school will not require staff and students to get tested; however, symptomatic individuals will not be permitted on site until they have either completed their self-isolation period or received a negative polymerase chain reaction (PCR) test result.
- 3.4. Staff and students (or students' parents) will first be advised to use the usual routes to access a test, including going to a test centre or ordering a home test kit.
- 3.5. Individuals will be directed to the ['Get a free NHS test to check if you have coronavirus'](#) webpage to book a test. This portal will show which testing options are available in the local area. If a staff member, student or parent does not have access to the internet, they will be advised that kits can also be ordered by calling 119.

## 4. Providing school test kits

- 4.1. In exceptional circumstances, when the school does not think a symptomatic student or staff member would be able to access a test via the usual routes, the Principal will consider providing a school test kit.
- 4.2. The school has a small supply of test kits available. Please note that this supply is subject to change depending on the distribution of these test kits. Staff will

be informed that they can contact the Business & Facilities Manager to ask about availability of test kits.

- 4.3. Test kits are stored in a secure location at ambient room temperature, i.e. 5 to 22°C.
- 4.4. In cases where a symptomatic staff member who is self-isolating cannot access a test quickly, the Principal will consider offering them a test kit in order to allow them to return to work as quickly as possible if they test negative and have not been in close contact with a confirmed case.
- 4.5. Kits will be provided directly to staff members, parents and students over the age of 18. Symptomatic individuals must not enter the school premises, even to collect a test kit; therefore, the school will decide on a case-by-case basis how to deliver a test kit, e.g. via post, while having due regard for the risk of transmission.
- 4.6. Instructions on how to administer the test and next steps are included in each kit.
- 4.7. The school will not administer the tests and individuals provided with test kits will be directed to administer the test off-site.

## **5. Test results**

- 5.1. Staff members and students' parents will be asked to inform the Business & Facilities Manager immediately of test results.
- 5.2. Evidence of negative test results or other medical evidence will not be requested by the school before welcoming students back to the school site after a period of self-isolation.
- 5.3. If a staff member or student tests positive for coronavirus, they will be required to self-isolate immediately for at least 10 days from when their symptoms started. Members of their household and support bubble will also be required to self-isolate for 10 days from the day the positive individual's symptoms started.
- 5.4. Where a staff member or student tests negative for coronavirus, they will be able to return to the school site providing:
  - Everyone in their household or support bubble who has symptoms tests negative.
  - They were not told to self-isolate for 10 days by NHS Test and Trace.
  - They feel well – if they feel unwell, they should stay at home until they feel better, and if they have diarrhoea or are being sick, they should stay at home until 48 hours after these symptoms have stopped.

- 5.5. Regardless of any test result, staff and students will be required to continue to self-isolate if:
- They have been in close contact with a confirmed positive case, or have been instructed to self-isolate by NHS Test and Trace.
  - A member of their household or support bubble is symptomatic.

## 6. Ordering additional test kits

- 6.1. If the school runs out or is running out of test kits, the Business & Facilities Manager will arrange for additional kits to be ordered using the government's [online portal](#). Kits are supplied in boxes of 10, with one box supplied per 1,000 students.
- 6.2. The school will order test kits using its unique organisation number (UON), which was emailed to the school by the Department of Health and Social Care (DHSC) on 16 September 2020.
- 6.3. The school's UON can also be looked up using the '[Unique organisation number lookup](#)' or by calling the NHS Test and Trace helpdesk on 119.
- 6.4. New orders can be made 21 days after the school has received a delivery confirmation email stating that the previous supply of test kits has been sent.
- 6.5. The school will be aware that it may become eligible to receive additional test kits if it is in a particularly high-risk area. These will be allocated by the DHSC based on the local prevalence of coronavirus. The school will be emailed directly if it is eligible.
- 6.6. Additional test kits provided due to the school being in a high-risk area will be used in line with [section 3](#) of this policy.
- 6.7. If the school does not receive any orders, the Business & Facilities Manager will contact the NHS Test and Trace helpdesk.

## 7. Monitoring and review

- 7.1. The Business & Facilities Manager /Principal will review this policy regularly in line with new and updated guidance from the government.

Ratified by Associate Principal .....

Signed.....

Date.....