

COVID-19 National Testing Programme:

‘How to Guide’

Rapid Testing in Schools and Colleges



30 DEC 2020 *This has been developed with the Department for Education and currently applies to **England only**. Further guidance will be developed by the devolved governments.*

Table of contents

- Overview
- Step 1 – Receiving your deliveries
- Step 2 – Setting up your test site
- Step 3 – Training your workforce
- Step 4 – Keeping your workforce safe (PPE)
- Step 5 – Registering and recording results
- Step 6 – Checking you are ready to start testing
- Step 7 – Carrying out testing
- Additional Resources
- Appendix

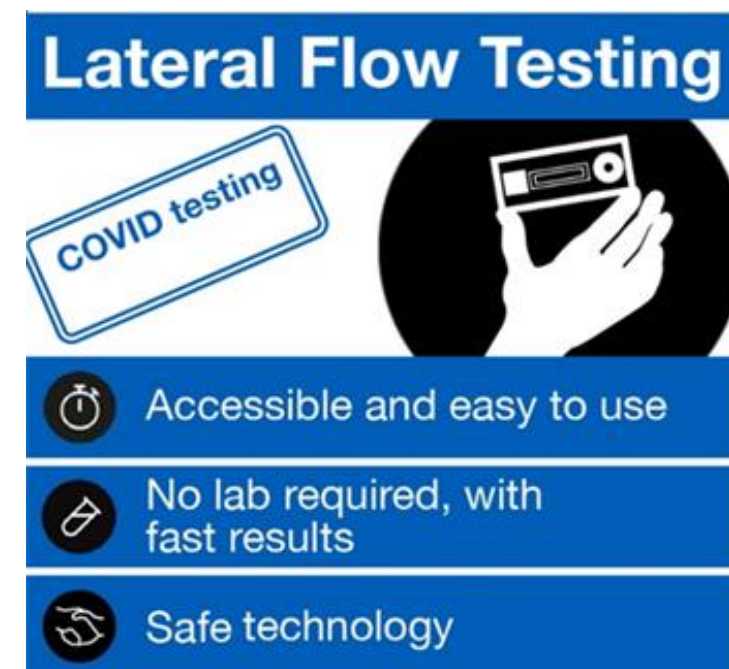


Overview

Who is being tested and why?

Testing is important because staff, students and pupils without symptoms could be carrying the virus and may spread it to others. Testing staff and students will support schools and colleges to operate as safely as possible.

New, simple and quick tests, known as Lateral Flow Device (LFD) tests, enable us to rapidly test pupils, students and staff, without the need for a laboratory. Secondary schools and colleges will be provided with these test kits to conduct the testing.



We will keep schools and communities safer by working together to:

- 1** Test as many secondary pupils and students on their return to school and FE colleges for the spring term as possible. This means two LFDs tests three to five days apart.
- 2** Carry out weekly testing of school and college staff
- 3** Carry out daily contact testing for seven days of pupils and students and staff who are close contacts of a positive case





The components of Rapid Testing

1

Test as many secondary pupils and students on their return to school and FE colleges as possible

When returning to their school or college, pupils and students will be offered two Lateral Flow Device (LFD) tests spaced three to five days apart (minimum three days).

A positive confirmatory PCR will be required for all positive cases.

2

Carry out weekly testing of school and college staff

Staff will be offered one LFD test starting from 4 January and on an on-going weekly basis thereafter.

A positive confirmatory PCR will be required for all positive cases.

3

Carry out daily contact testing of pupils, students and staff who are close contacts of a positive case

Those identified as a close contact of someone who has tested positive will be provided with daily testing for seven days.

If they test negative on a daily basis, they can continue to attend school without having to self-isolate.



This is a step change from current UK Isolation Regulations.



The testing journey

1

Register



Students, pupils and staff register online to participate. Note: this can be done in advance or immediately after the test.

2

Provide consent



Students, pupils and staff need to provide consent (where required via a parent or guardian.) Consent form is available [here](#).

3

Collect sample



Students, pupils and staff complete a supervised throat and nasal swab test. Students and pupils who are unable to self-swab may be assisted with administered swabbing. Guidance will follow on support for pupils who cannot self-swab and those with SEND.

4

Read the test



Negative



Positive



Invalid

The Testing Processor will analyse the result against the manufacturer's instruction for use and interprets result as negative, positive or invalid.

6

5

Report result



Positive result:

Student, pupil or staff member to take a subsequent PCR test to confirm the result. **They will have to return home to self-isolate until results of PCR test are known.**



Negative result:

Log result against LFD test ID. Individual does not have to self-isolate and can attend school or college.



Invalid result:

Student, pupil or member of staff to take a new LFD test – collect new sample.

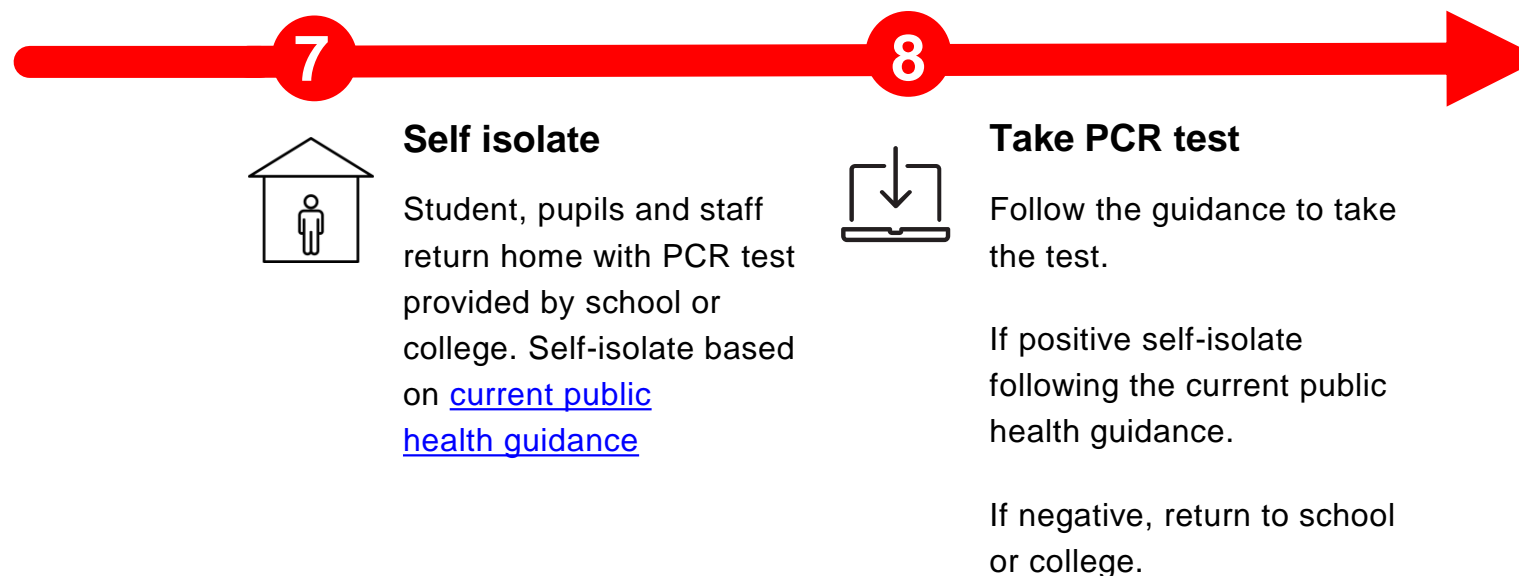
Repeat (for daily contact testing)

Pupils, students and staff who are close contacts of a positive case should repeat daily tests on school days until 7 negative tests days have elapsed. If the week elapses on a non-school day, they must isolate until they can test one final time on the next school day. I.e. if week spans over a weekend the pupil should isolate over the weekend.

STEPS 7-8 ON THE NEXT SLIDE ARE ONLY REQUIRED IN THE CASE OF A POSITIVE RESULT

The testing journey: positive result

For individuals who have returned a positive LFD test, schools and colleges should follow the following steps:



If, at any point, a student, pupil or staff member begins displaying symptoms they must follow [government guidelines](#).



Step 1 – Receiving your deliveries

Receiving your delivery of test kit

- Please make sure someone is on site to receive delivery of your testing kit from **8am Monday 4th January** from Parcelforce and Royal Mail
- Testing kits and PPE will be delivered on large pallets containing up to 1000 testing kits, PCR tests and PPE to get you started. The image below shows what you should expect to receive. You will need to consider where to store these. The test kits should be kept at a temperature of between approximately 2°C and 30°C.
- Further deliveries are scheduled throughout the 4th, 5th and 6th January from Brakes and Bidfood
- Please do not reject any deliveries and note that you may receive two deliveries on Monday 4 January
- If you have too much PPE or too many test kits we can arrange to collect these from you at a later date
- If your testing kit does not arrive by midday on Tuesday 5th January please contact the DfE



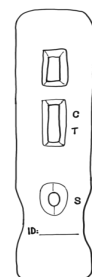
What's in your delivery?

These illustrations are examples of the test kits and other resources you will be sent. The products in your test kits may not look exactly like the illustrations below. Full instructions will be included with the materials sent to your school / college. Each test kit will include the following items:

Testing Kit



25 x SWABS
Inside a sealed wrapper



25 x LFD CARTRIDGE
Where the sample is analysed

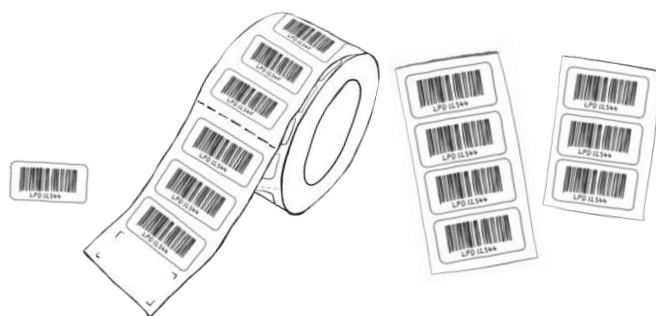


2 x BOTTLES OF EXTRACTION SOLUTION
Used to prepare the swab before results analysis

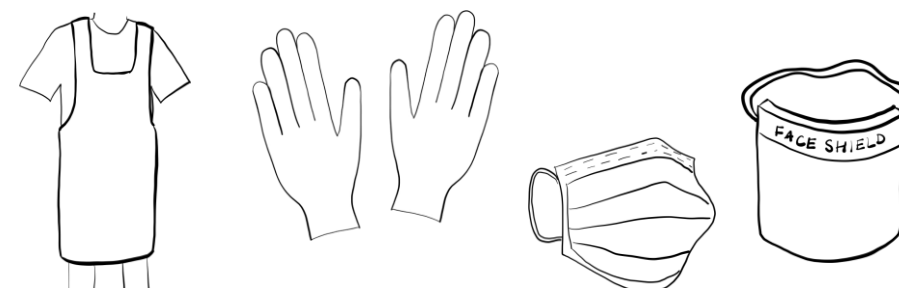


25 x EXTRACTION TUBES
Where the swab is processed before the sample is analysed

Additional resources



UNIQUE TEST BARCODES
Unique barcodes come in sets of 3 or 4. They are used to match participants to their test sample. **Barcode sets cannot be shared or re-used, they are unique to the individual participant.**



PERSONAL PROTECTIVE EQUIPMENT (PPE)
Detailed guidance about what kind of PPE different workforce require are available on page 15 and also in the **Training** guide (available in due course).

- Disposable plastic apron
- Latex free disposable gloves (S, M, L, XL)
- Fluid-resistant (Type 11R) surgical mask (FRSM)
- Eye protection



Step 2 – Setting up your test site

Before you start:

Communicate with staff, students and parents, guardians or carers that testing is being rolled out in your institution. Share [related materials](#) with them, explain the testing process and ask them to provide consent via relevant parents or guardians.

What kit do you require?

Use this slide as a checklist for the resources and materials you will need to carry out testing safely.

PROVIDED BY NHS TEST & TRACE

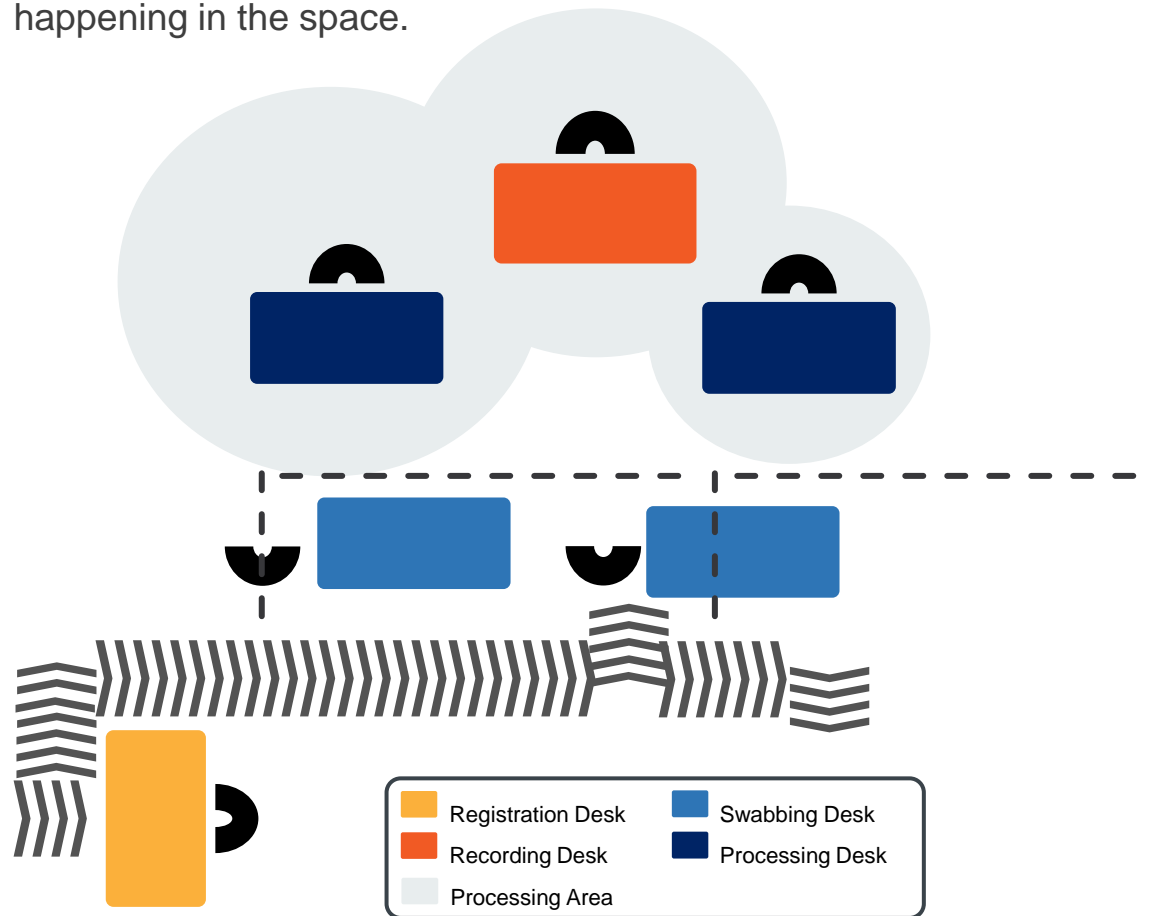
- ☐ Lateral Flow Test kits
- ☐ Barcodes
- ☐ Waste disposal bags
- ☐ PPE: disposable gloves
- ☐ PPE: disposable plastic aprons
- ☐ PPE: Type 11R surgical masks
- ☐ PPE: eye protection (googles/visors)
- ☐ Bowls

PROVIDED BY THE SCHOOL / COLLEGE

- ☐ Test site (e.g. school hall, classroom)
- ☐ Tables
- ☐ Chairs
- ☐ Hand sanitiser
- ☐ Disinfectant wipes
- ☐ Mop & bucket
- ☐ Tissues
- ☐ Signage that can be cleaned, and laminated instructions on swabbing and processing for each bay
- ☐ Computer(s) for test registration upload
- ☐ General waste bin
- ☐ Clocks / Timer
- ☐ Mirrors
- ☐ Trays to transfer tests to the processing table
- ☐ Tube racks or equivalent (can be microarray test tube racks)
- ☐ Tape and/or plastic sheets to separate testing bays
- ☐ First aid supplies
- ☐ Stationery supplies: markers, pens, printers

What your testing site should look like

We know every setting is different. That's why this testing site is flexible – it can be set up and dismantled to accommodate other things happening in the space.



If the students/pupils or staff are being tested because they are a close contact they will need to wait somewhere before being allowed to begin normal school activities until they receive a negative test result.

Key layout requirements

- Test site flooring must be **non-porous** and the test site cleanable with the approved cleaning product
- Test site must be **well lit** and have **good airflow** with no recirculation of air
- The ambient **temperature should be 15-30°C** for the lateral flow devices to operate and 2-30°C for storing them
- **Registration desk** at the first point where individual being tested would enter the test site
- **One-way direction of travel** for pupils/students or staff being tested. If not possible, enough room should be provided for individuals being tested to exit the room whilst maintaining social distance
- Test subject chairs in the swabbing bay should be **minimum of 2m apart**
- Each **swabbing desk must have a processing desk** close by – no more than 1m away. **Recording desk** to be located close by
- **Clear division between swabbing and processing area.** This should be clearly set out. Individuals being tested must not enter the processing area

Room Layout

1

A registration desk

To register staff, students and pupils, and scan their barcodes.

2

Swabbing desks

This is where staff, students and pupils will have their swab test.

3

A sample processing area

After swabs are taken, the LFD devices are moved here to process the samples. Results are ready in 20 to 30 minutes.

4

A recording area

To register test results and upload them to the national Test & Trace database.

You will also need:

- ✓ A secure storage area for testing kits and PPE according to instructions (between approx. 2°C and 30°C)
- ✓ General cleaning daily (mops, buckets, cleaning agent, tissues)

Desk Layouts

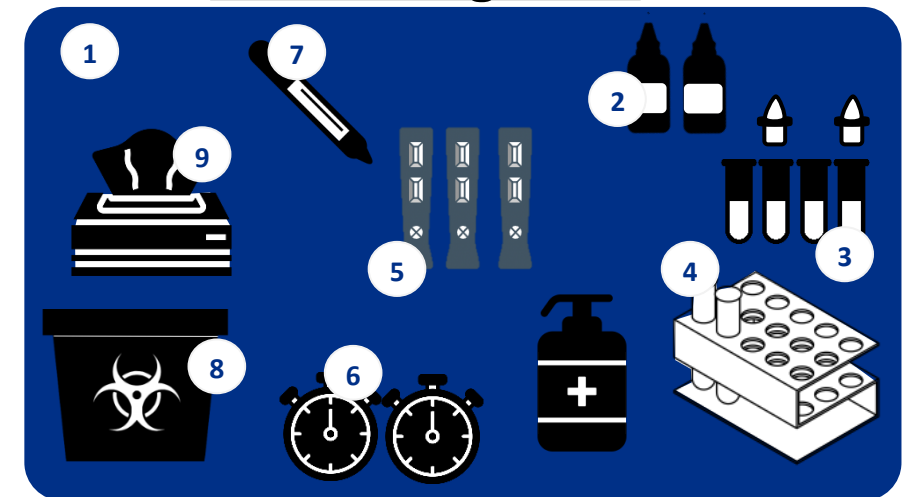
1. Table
2. Disinfectant wipes (1 per bay)
3. Swabs / test kit (LFD & PCR) – keep in cover
4. Mirror (for supervised swabbing only)
5. Tissues (for test participants)
6. Sanitiser (1 per bay)
7. Waste (bin, bags & disposal)

Swabbing Desk



1. Table
2. Buffer solution
3. Vials
4. Test tube racks (to place vials & transport)
5. LFD devices – keep in cover
6. Clock / Timer (x2 minimum)
7. Stationery (black markers)
8. Waste (bin, bags & disposal)
9. Disinfectant wipes (1 per bay)

Processing Desk



Registration Desk

1. Table
2. Computer
3. Sanitiser (x1 bottle)
4. Barcodes (roll of multiple)
5. Test Registration cards (multiple)



1. Table
2. Computer
3. Waste (bin, bags & disposal)

Recording Desk



No personal items should be brought to the test site. Disposal water glasses/ bottles may be provided in a dedicated area to support hydration during long testing sessions but this activity should only be undertaken after removing PPE and proper handwashing. All disposables should be discarded before leaving the testing area.

How many desks do you need?

Daily contact testing should take place before the school or college day begins. The tables below are examples of the number of tests that can be performed each day.



Self Swab

- Based on an estimated throughput of 11 tests per desk per hour
- Estimated 6 hours of testing activities per day

Number of swabbing desks	Tests performed per day
3	198
4	264
5	330
6	396
7	462
8	528
9	594
10	660



Administered Swabbing

Only for pupils and students who are unable to self swab. Further guidance will be provided.





- Based on an estimated throughput of 9 tests per desk per hour

Number of hours of testing	Number of swabbing desks	Tests performed per day
4	1	36
5	1	45
6	1	54
6	2	108



Waste disposal

Kit used during the testing process has to be disposed of in the right way. Here is an overview of how to handle each item.

Item		Packaging		How to dispose
All LFD Packaging & General Waste	>	Black general waste bag		Use existing route
Swabs & Tissues	>	Unmarked Yellow / clear bag		
Cartridges	>	Unmarked Yellow / clear bag		Check with your existing waste disposal contractor if they are able to collect healthcare waste from testing
Personal Protective Equipment, Mop Heads, Cloths	>	Tiger bag		



Step 3 – Training the workforce

Workforce Roles

Note: more than one role can be performed by one person.



IMPORTANT: If children and young people are not be able to swab themselves, support can be provided by someone suitably trained. Further guidance to follow.

Quality Lead/ Team Leader

Responsible for the overall on-site operations at the test site, including day-to-day workforce management. Ensure quality assurance, incidents, risks mitigation across the testing service.

Test Assistant

Provides guidance and supervision to subjects on swabbing as requested. Collects completed swabs and pass them to the Processor. Ensures cleaning of swabbing desks.

Processor

Prepares test sample for analysis, conducts processing of LFD and interprets result. Provides results to Results Recorder. Ensures cleaning of processing desks.

COVID-19 Coordinator

Signs off and schedules testing activities; ensuring communications and consents are actioned; management of positive cases as per school and college guidelines.

Registration Assistant

Responsible for ensuring subjects have registered and distributing test kits on arrival. Ensures orderly entry of subjects onto the testing site.

Results Recorder

Collates results from Processor and uploads to the NHS Test and Trace service. Further details on the process for using this service will be provided separately.

Cleaner

Cleans the testing desks, and ensures waste is correctly disposed of, including working with clinical waste provider to dispose of clinical waste.

For further guidance on workforce planning please use the [Workforce Planning Tool](#)

Online Training

Prior to starting testing, the workforce must be trained for their roles

- It is recommended that training should be completed prior to the start of testing so the workforce have sufficient time to become familiar with their roles and responsibilities
- There is **online training** to support you in training your staff
- The details and a link to the online training are included in the [Training Guide for Rapid Testing in Schools and Colleges](#)
- The online platform has 6 short modules. Additional modules may be added to the platform to further supplement training
- Only staff who have passed the assessments should commence testing – schools/colleges are responsible for ensuring this is the case
- After completing the online training, testing staff are encouraged to practice using the testing devices during the onsite walkthrough



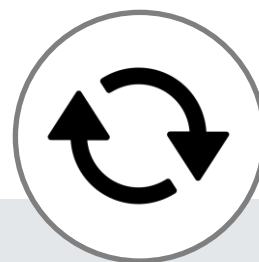
Step 4 – Keeping your workforce safe

PPE requirements

Although each workforce role will have different PPE requirements, there are three critical things to remember:



The full list of PPE the school and college needs includes:
disposable gloves,
disposable plastic aprons,
fluid-resistant **surgical masks**
and **eye protection** (goggles or visors).



PPE should be **replaced between test sessions**
e.g. at the end of the morning session before lunch, except for specific roles. Instructions for how to do this are in the following slides.



Those doing sample processing roles need to **change gloves after each sample** following the appropriate PPE guides.

Some pupils and students may find the extra PPE worn by the workforce intimidating and may need extra reassurance about its role in keeping staff safe.

Putting on PPE

Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for putting on PPE, some of the steps may not be relevant for certain roles.

Role specific guidance for PPE for staff can be found in the Training guide and linked online training.



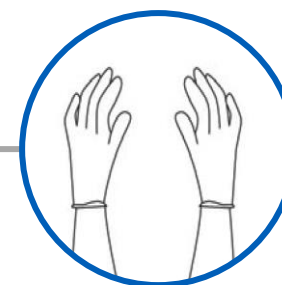
Put on plastic apron, making sure it is tied securely at the back.



Put on surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover mouth and chin.



Put on eye protection if there is a risk of splashing.



Put on gloves.



You are now ready to enter the testing area.

Removing PPE

Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as healthcare waste into the 'offensive' (tiger) This is guidance for removing PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**



Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



Perform hand hygiene using alcohol hand gel or rub, or soap and water.



Snap or unfasten apron ties around the neck and allow to fall forward. Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into 'offensive' tiger waste bins.



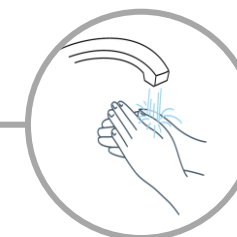
Once outside the testing area. Remove eye protection



Perform hand hygiene using alcohol hand gel or rub, or soap and water.



Remove surgical mask.



Now wash your hands with soap and water. Run water over hands before applying soap, to avoid damage to skin as a result of frequent washing.



Check you are ready to start testing



Test and Trace

Step 5 – Registering and recording results

Gaining consent to test

Why consent is necessary

- Schools and colleges need to gain consent for anyone being tested at their test site
- Participating in testing is voluntary, so test subjects must consent to their test results being shared in accordance with the Privacy Notice provided on the [Document Sharing Platform](#).

How to gain consent

- To gain consent you should use the Consent Form provided on the [Document Sharing Platform](#)
- The email and mobile phone number provided on the Consent Form should be used in registration and this is where their test results will be sent. Registration is done via the online tool 'Lite Registration' – more details are on the following slides.
- When requesting consent, schools and colleges must also share the Privacy Notice, which explains how test subjects' personal data will be used
- When someone has provided consent, this must be recorded on your school or college's COVID-19 Test Register (see next page for more information)
- Staff consent should be recorded by the school and college. Staff test results should be managed through Lite Registration.

Who requires parental consent?

- Under 16 year olds require a parent/guardian to consent on their behalf, using the Consent Form
- Those aged 16 and older may consent themselves, using the Consent Form
- 16 - 25 year olds with SEND may consent themselves using the Consent Form, providing they are Gillick Competent.
- Looked after children may already have consent arrangements in place, covered by their local authority. If not, the child's social worker may consent (or seek consent from those with parental responsibility), using the Consent Form.
- Staff may consent themselves, using the Consent Form.

Registering and recording results on NHS T&T system

There are 3 key processes which must be followed by your school or college to ensure that test results are registered and recorded safely on the online NHS T&T system. The first 3 steps must be followed so that the NHS Test and Trace process can occur. **Note that the NHS T&T system will not allow you to identify individuals and their results.** Please see the next slide on setting up a **COVID-19 Test Register** as this will allow you to identify anyone with a positive test result.

1. Registering Team Leaders with DfE

- This process will allow your test site staff to be set up to record test site results online. This can take up to 48 hours so you should start this as soon as you can using the form below.
- <https://form.education.gov.uk/service/register-test-site-team-leader>
- You can find more information on this on the next slide and in the step-by-step guide on page 5 of the Digital Guidebook

2. Registering tests subjects (i.e. pupils and staff) using the online tool 'Lite Registration'

- This is where an individual test subject (i.e. pupil or staff member) registers online
- Schools and colleges will need to ensure that test subjects do this, which may require staff supervision and involvement.
- You register at this link: <https://test-for-coronavirus.service.gov.uk/register-kit/register-rapid-test>
- You can find more detail in the Digital Guidebook, on page 27.
- You can choose to register test subjects any where in the process. However, it cannot be no earlier than 24 hours in advance of the test and no later than 24 hours after taking the test. Please see Digital Guidebook for full details.

3. Recording test site results online

- This is where test site operatives log test results: <https://log-coronavirus-test-site-results.service.gov.uk/>
- You can find more detail in the Digital Guidebook, on page 19.



Setting up a COVID-19 Test Register (1 of 2)

Recording all test results on your school or college's COVID-19 Test Register

- It is important to set up a COVID-19 Test Register to allow you to track all test results, and ensure that anyone with a positive or void test result follows the correct procedure by self-isolating, or taking another test. It will also help you understand who requires daily contact testing after being identified as a contact of a positive case.
- You can find more detail on how to record results on the next slide.
- The COVID-19 Test Register is owned and managed by your school or college. It's up to you how you organise it but we have made recommendations on the next slide.

Setting up a COVID-19 Test Register (2 of 2)

1. How to identify positive and void test results

Your school or college will need to keep its own records of test results, so that they can **identify positive or void test results** and ensure that everyone participating has given **consent**.

You can do this by creating a **COVID-19 Test Register**, which will allow you to record test results by Test Subject. You'll manage the register at school and college level, and it's up to you to decide how to manage it. It's separate from recording results online with NHS T&T.

2. What to include in your COVID-19 Test Register

We recommend that your COVID-19 Test Register is hosted in a spreadsheet and stored securely. Please ensure that staff managing the register are recruited following Keeping Children Safe in Education Part 3. This is because they will be working with sensitive information about children.

3. Your register should track the following information:

- Name of Test Subject
- Whether they have given consent
- Unique Test Subject identifier (if needed) e.g. date of birth
- Barcode (these come with the LFD Test)
- Test Result

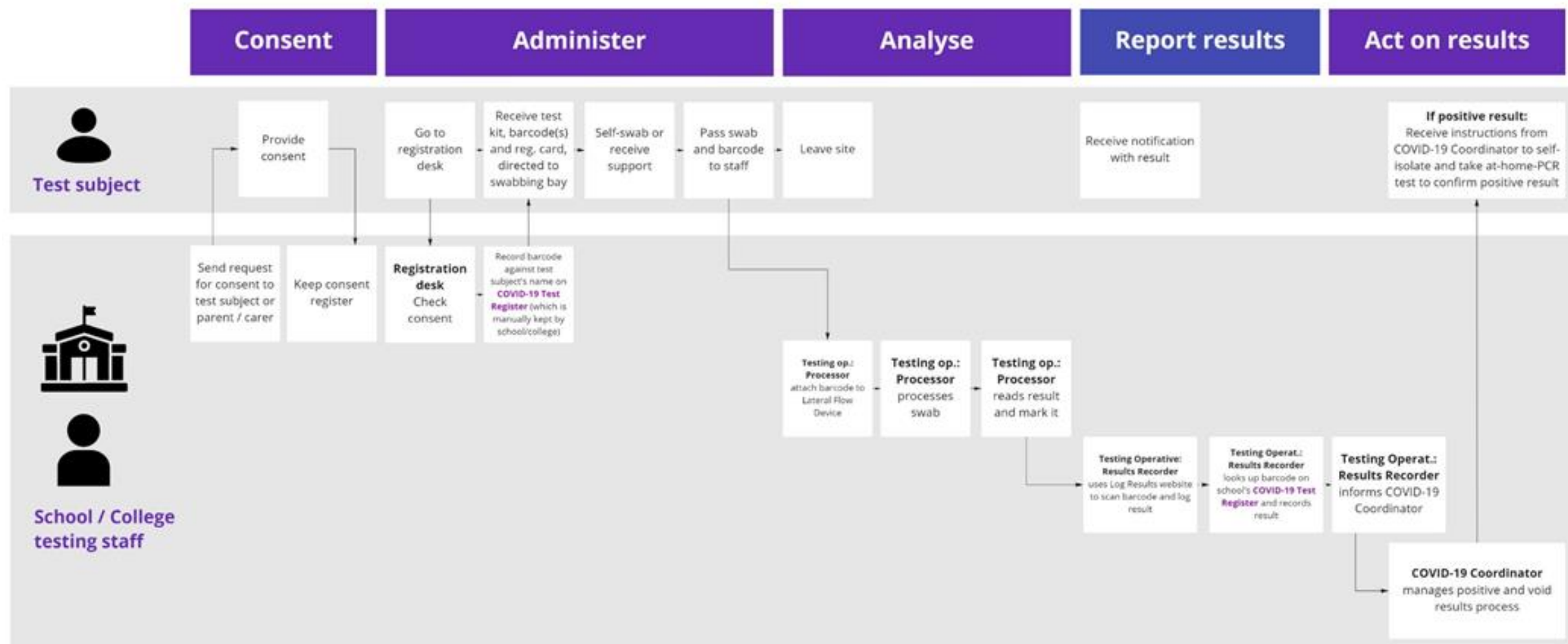
4. Why it's important to keep a COVID-19 Test Register

While your school or college has a legal obligation to record all test results online, this doesn't allow you to track results yourself. It's critical that you use a COVID-19 Test Register **so you know when someone at your test site has tested positive**, or gets a void result. This will allow you to ensure that test subjects self-isolate or take another test.

5. Remember: You should keep your COVID-19 Test Register for a minimum of 14 days, and make sure that it is securely destroyed within 1 month of the testing programme ending. This is to ensure that you are compliant with **Data Protection law**.



User Journey





Step 6 – Checking you are ready to start testing

Check you are ready to start testing (1/2)

Before you start testing you need to complete the following four steps:

1 Designate a 'Quality Lead' / 'Team Leader'

Each school / college will be required to put in place a quality management system and designate a member of the team to act as Quality Lead / Team Leader. They will have accountability for quality and risk management of the service within the context of a non-laboratory environment. It is not necessary for this person to have a clinical background but they must have undertaken the training for this role. In smaller settings, the site team leader can take on the role of quality lead.

Schools and colleges should have clear escalation and decision mechanisms in place to support the Quality Lead.

2 Put in place a plan

Each school is responsible for creating a quality management plan prior to the start of the testing, which should include the following:

a Training

- Check and record that your testing workforce have carried out the knowledge assessment at the end of on-line training
- Check and record that the testing workforce have carried out a dry run as a team during mobilisation or on first day

Check you are ready to start testing (2/2)

2 b Observe Testing Process

- Review daily/weekly quality audits undertaken by the site supervisor (a sample quality checklist can be found [here](#))
- Staff competence checks. Competency checklists for key roles are provided in [here](#).

c Monitoring

- Record void rates and invalid tests rates by day and by operator and consider further training if issues are identified
- Record errors
- Record serious incident rates and escalate through the DfE Helpline. All incidents that could potentially impact quality or safety of testing should be reported to DfE who will in turn escalate the issues to DHSC through the clinical governance process for mass testing.

3 Risk Assessment

- Make sure you have a risk and incident management system that sets out the management of safety concerns, safety incidents and risk mitigation. A risk assessment template is provided [here](#).

4 Records and reporting

- A record should be kept to capture all of the above points and to verify the checks have been undertaken. The record should note if any actions are necessary, that they are documented and followed up in a timely manner.
- Please retain a weekly summary of your records and record any lessons learned. DfE may contact you to collate information across different settings.



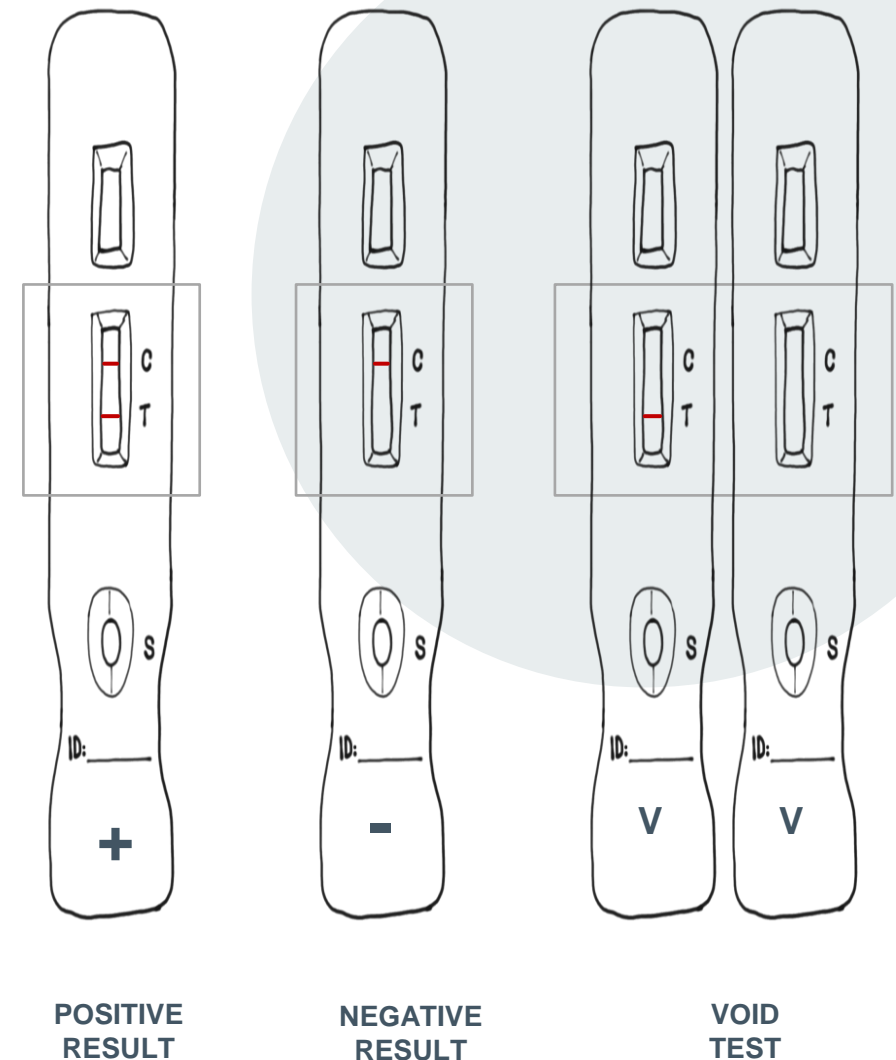
Step 7 – Carrying out testing

The Lateral Flow Device (LFD) Test

You will be using rapid lateral flow antigen testing technology. This involves swabbing tonsils at the back of the throat and one nostril and processing the swab with a Lateral Flow Device (LFD).

The LFD detects the SARS-CoV-2 antigen that is produced when a person is infected with Covid-19. The presence of two coloured bands indicate a positive result for the viral antigens.

When used in combination with Personal Protective Equipment (PPE), regular hand washing and social distancing these tests will further reduce the risk of transmission. We must not relax any of these other measures.



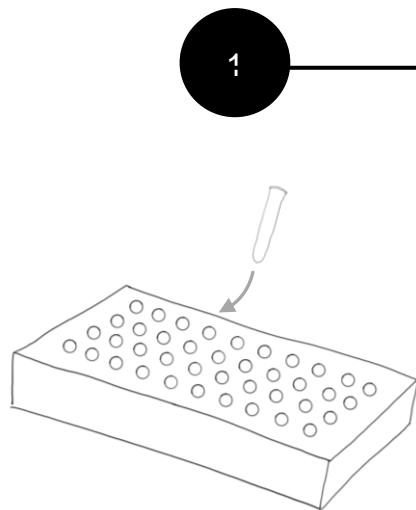
This test provides a result in 30 minutes.



Preparing the test

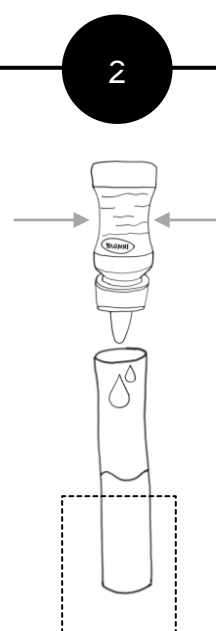
The **Testing Processor** will need to prepare the Lateral Flow Device (LFD) cartridge, extraction tube and extraction solution on the table in front of the participant.

Preparing the tube before the test



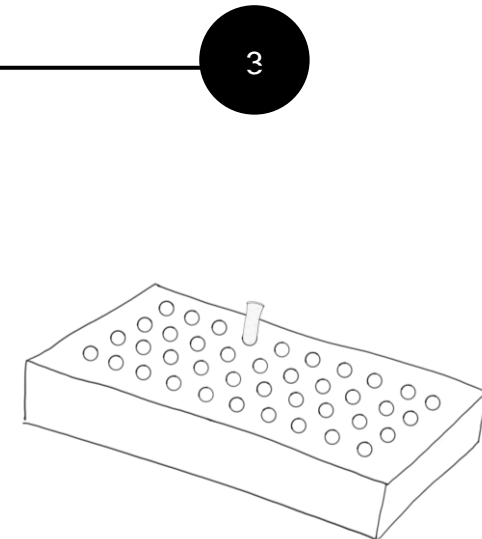
First, place the extraction tube into the tube rack or equivalent.

Preparing the extract solution in the tube



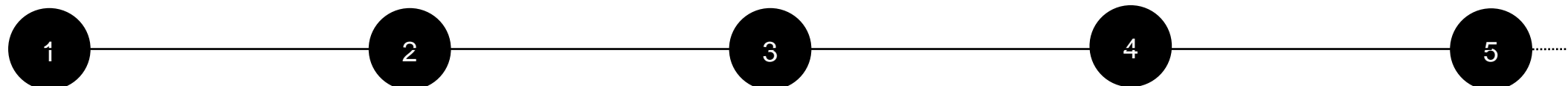
Add 6 drops of the extract solution into the extraction tube. **This is really important – don't let the extraction solution bottle touch the edge of the extraction tube** as it may invalidate the test.

Placing the tube in front of the person being tested



Place the prepared tube rack in front of the participant being tested. The participants will place their used swabs in this rack. Now staff and students/pupils are ready to take their tests.

Self-administering the test (1 of 2)

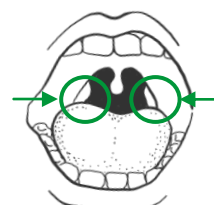


At the Registration Desk, the individual being tested (students/pupils/staff member) will be handed a barcode.

They will step up to the swabbing desk and hand the barcode to the Processor. They should **sanitise their hands** and remove their mask.



The person being tested will blow their nose into a tissue and throw the tissue into the yellow / clear waste bin. This gets rid of excess mucus.



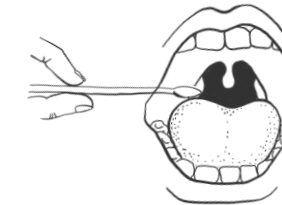
They will look inside their mouth and find their tonsils – using a mirror helps. **Tonsils, marked in green, are where to swab the sample.**

If they've had tonsils removed, the area where tonsils would have been is where to swab.

Younger pupils may find this difficult or too uncomfortable. You can support them by advising them on how to swab*.



Time to open the package and gently take out the swab. This will be used for both throat and nose.



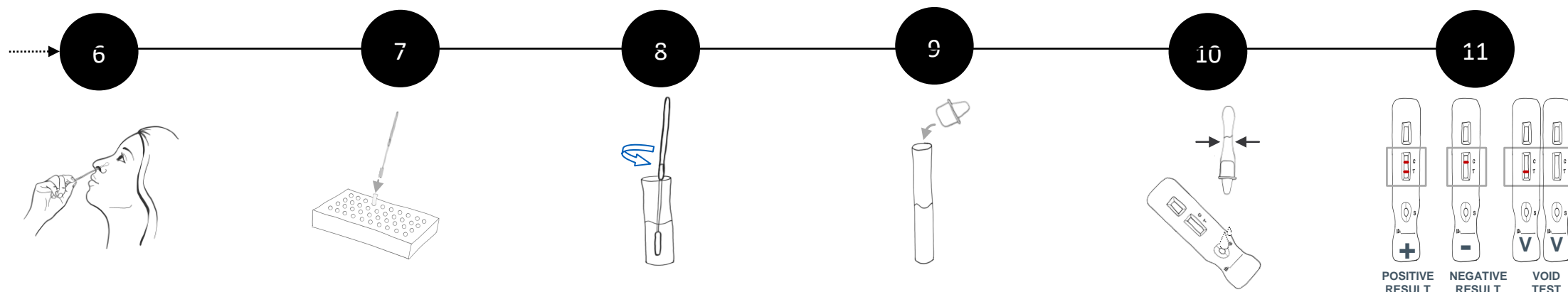
They will open their mouth wide and rub the fabric tip of the swab over both tonsils at the back of their throat **at least 3 times** (again, a mirror helps). Carefully remove the swab stick.

If the person being tested can't take a throat swab, they can swab both nostrils instead.



***If the student/pupil is unable to self administer the test, administered swabbing should be completed by a trained member of staff.**

Self-administering the test (2 of 2)



Time to swab the nose. They should **put the same end of the same swab gently into one nostril until they feel a slight resistance (about 2.5cm up the nose).**

Rotate the swab 5 times and slowly remove it. They only need to sample one nostril except when the throat has not been tested. In this instance samples should be taken from both nostrils. Extra care is needed when interpreting results from a nasal swab.

They will place their swab directly into the pre-prepared vial in the tube rack or equivalent, with the cotton bud end facing down.

Make sure they don't grasp the cotton bud end, which has been in contact with the tonsils and nostril. That might contaminate the sample.

The Testing Processor will then pick up the extraction tube, hold and press the swab head against the wall of the tube with force while rotating the swab for about 10 seconds.

Although the Testing Processor can observe multiple tests, they should only process one at a time to avoid mixing up barcodes and samples.

The lower end of the tube is squeezed whilst the swab is removed (to remove as much liquid from the swab head as possible). The swab is then thrown away into the yellow / clear waste bin, and the cap of the extraction tube is placed onto the tube.

The barcode that was handed over at the start of the test will be attached to the bottom of the LFD device *before* the sample is dropped onto the LFD.

Two drops of the solution is squeezed onto the sample well of the LFD cartridge and the time of the test is recorded on the LFD (for example HH:MM).

Movement of the LFD cartridge should be kept to a minimum and where it is required to be moved, the LFD cartridge must be kept horizontal using a tray.

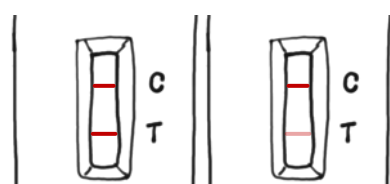
Results are analysed in 20 – 30 minutes and look like this diagram. **Two coloured lines indicate a positive test.**

The Testing Processor will look at the coloured lines and mark the result on the LFD with a permanent marker. The Results Recorder will then upload results to the national Test and Trace database.

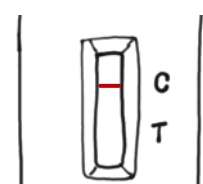
- '+' mark for positives
- 'V' mark for invalid and void tests
- '-' mark for negatives

Interpreting the results

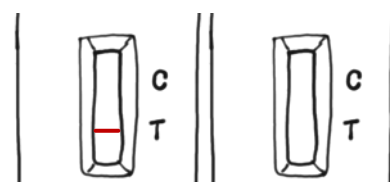
- All results must be reported after 30 minutes of development.
- LFDs with positive lines that appear before 30 minutes can be reported after 20 minutes of development (positive results will not turn negative)
- LFDs that appear negative after 20 minutes of development may still become positive, so they can only be declared as negative after 30 minutes of development
- If a positive line appears **after** 30 minutes, it is a negative result, and **should not be reported as positive**
- Line C must be coloured to have a valid test result



Positive result:
Any visible coloured line on "C" and "T", which may be faint

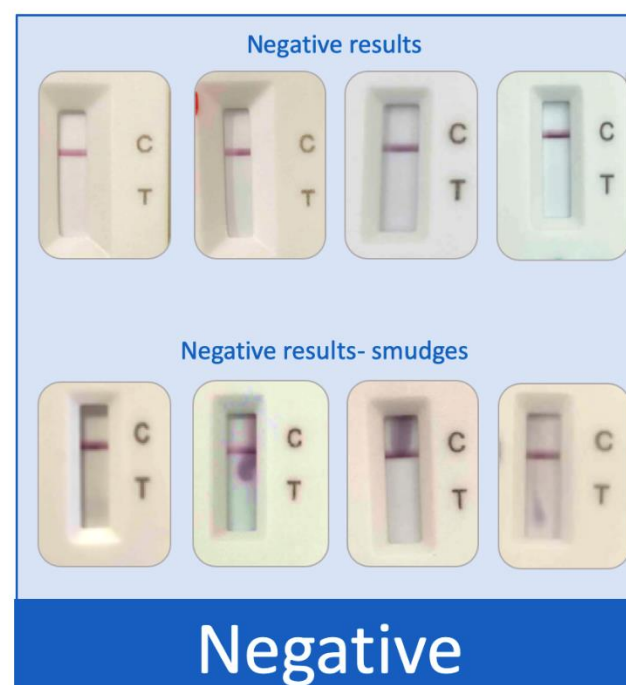


Negative result:
Coloured line on "C" only



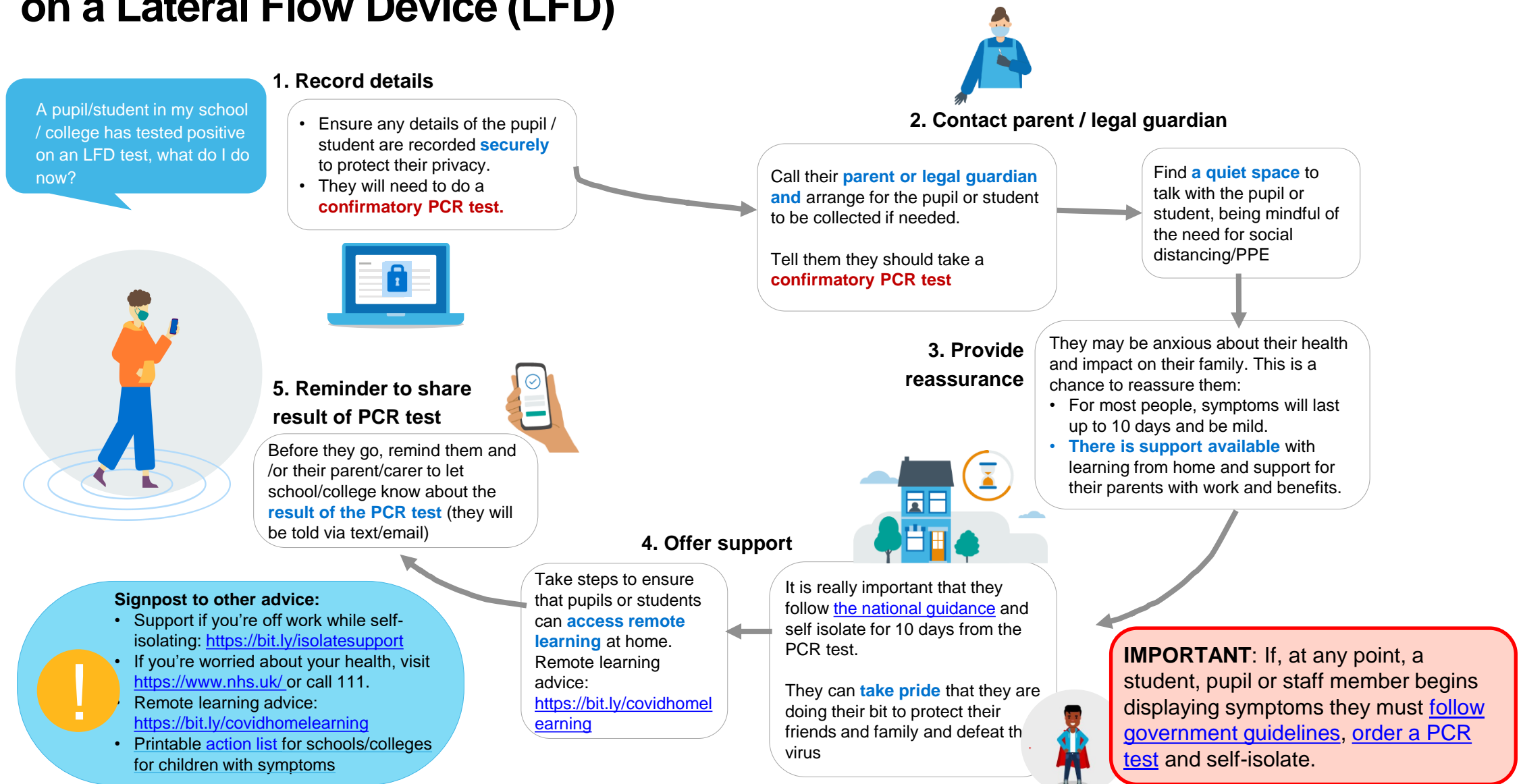
Invalid or void result:
No coloured line on "C"

Results interpretation- real world examples



Communicating Results

What to do if a pupil/student tests **positive** for COVID-19 on a Lateral Flow Device (LFD)





Resources to support you



Important Contacts

Schools and colleges in England can raise questions, concerns or report issues, via **the DfE coronavirus helpline: 0800 046 8687**. **Opening hours over Christmas and New Year:** 30 December – 8am to 6pm; 31 December – 8am to 4pm; 1 January – 9am to 4pm; 2 to 3 January – 10am to 6pm.

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 119 in England and Wales, or 0300 303 2713 in Scotland and Northern Ireland.

If you have an urgent media query or you or your school or college is approached by a member of the media, please [contact the Department of Health and Social Care press office](#) in the first instance.

The latest guidance and templates are available on the [DfE Portal](#).



Where to find more information

Latest information on Rapid Testing is available at:

[Gov.uk](https://www.gov.uk)

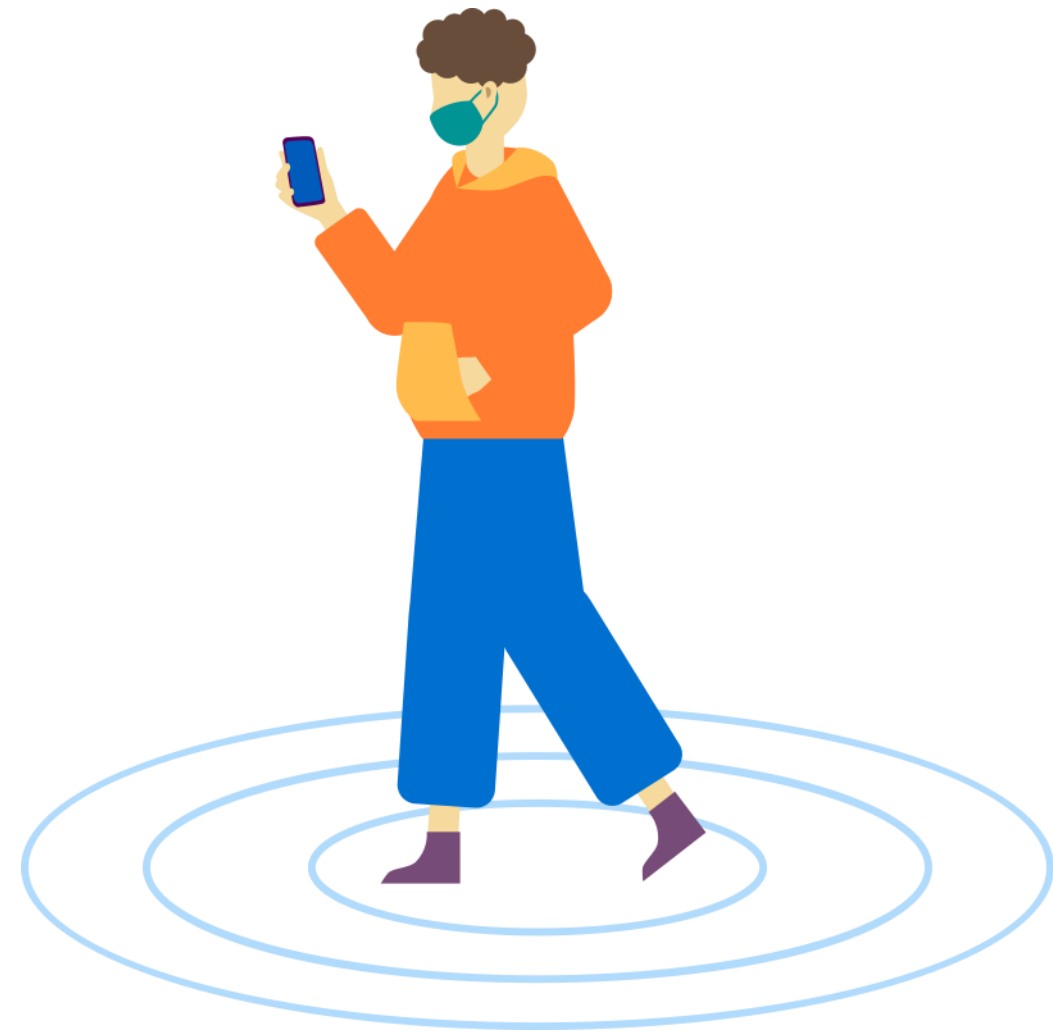
This page will be regularly updated to include:

- FAQs
- How to order more test kits
- Up to date government guidelines
- More detailed information about the testing process
- The digital process for managing registration and linking to the national Test & Trace process
- Contact information for DfE and DHSC support teams for additional resources and documents

Additionally you may find the lesson plans and activity kits available at www.storicise.com a useful way of engaging pupils and students in mass testing.

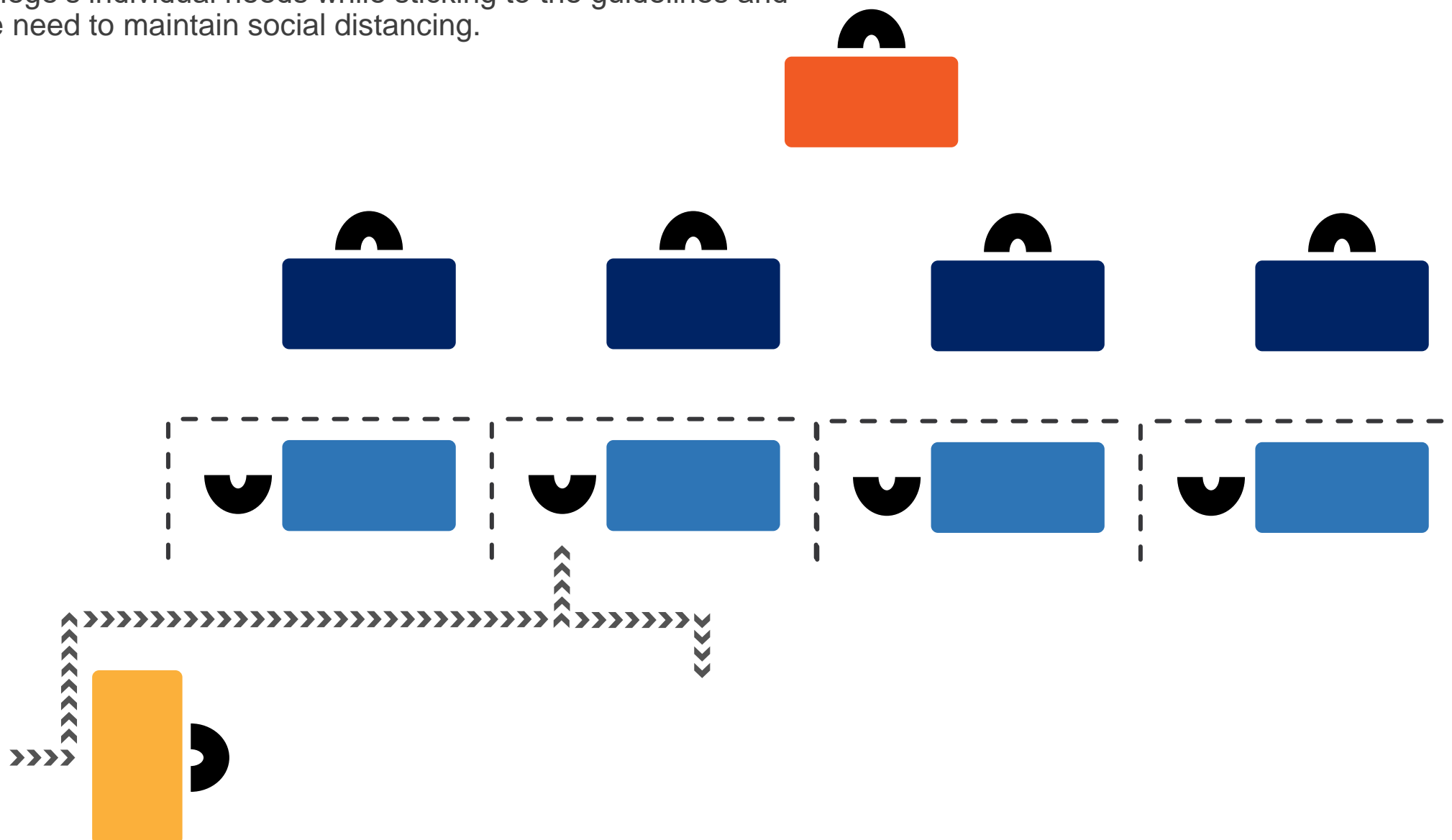
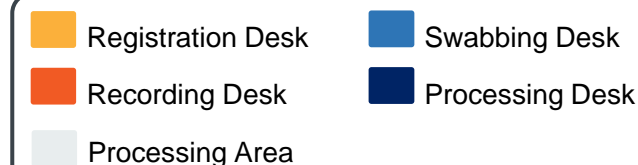


Appendix



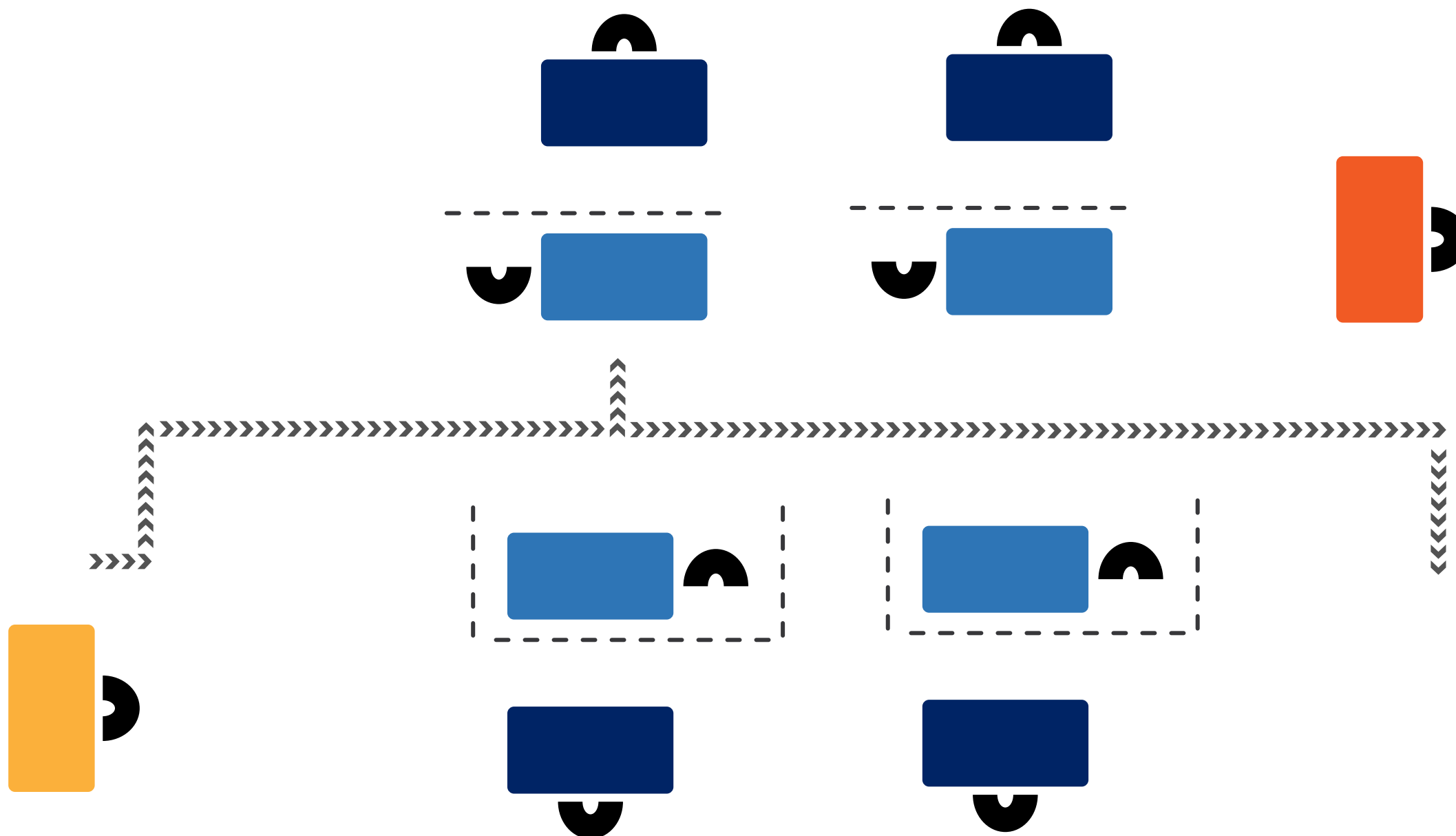
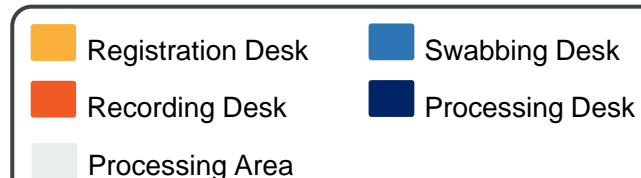
Alternate Layout: Option 1

We know every testing site is different. Slides 39 and 40 show potential layout options. Adjust these based on your school or college's individual needs while sticking to the guidelines and the need to maintain social distancing.



Alternate Layout: Option 2

We know every testing site is different. Slides 39 and 40 show potential layout options. Adjust these based on your school or college's individual needs while sticking to the guidelines and the need to maintain social distancing.

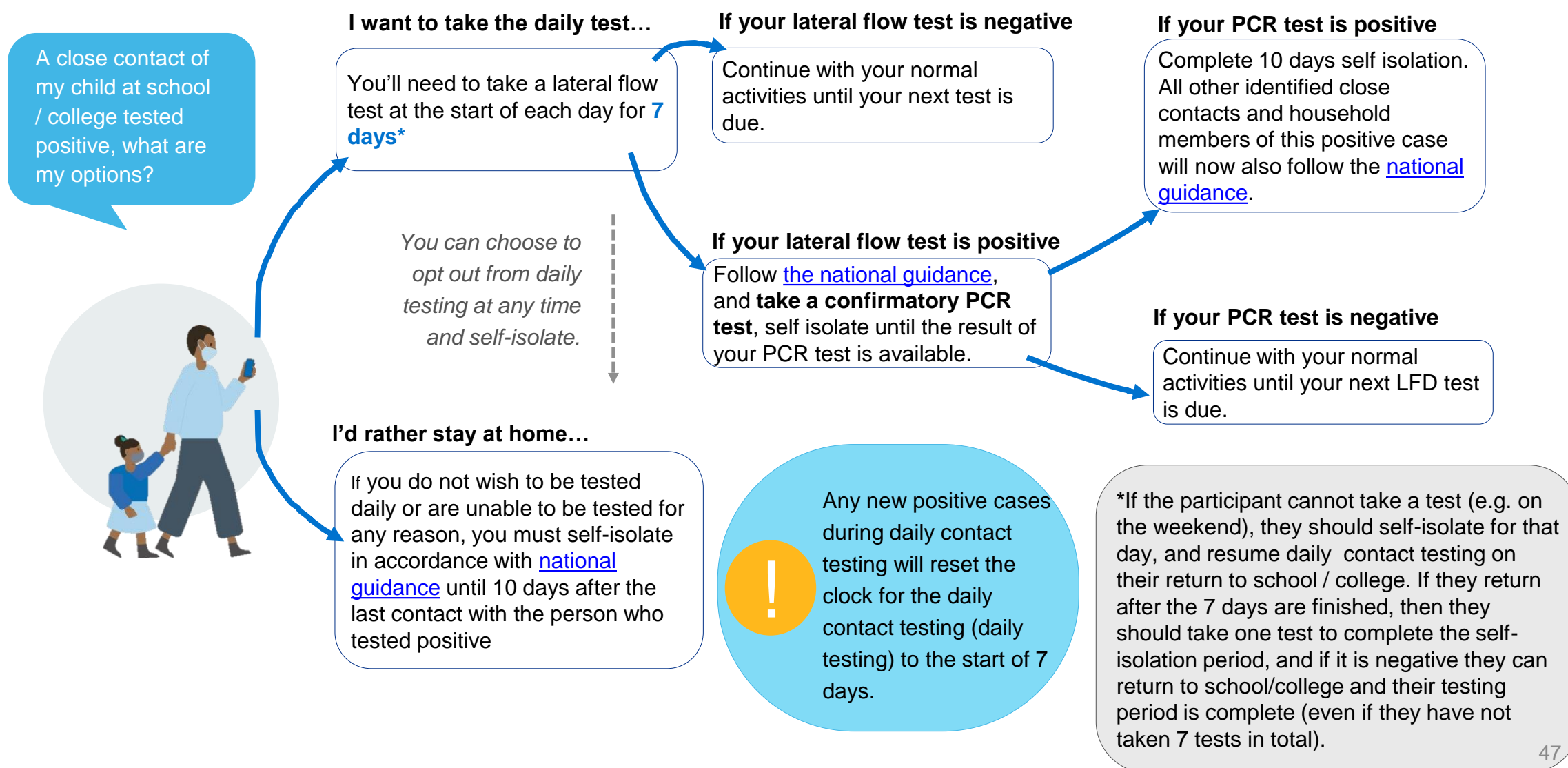


A new approach to close contacts – ‘daily contact testing’*

Printable guidance for Schools and Colleges

A new approach known as ‘**daily contact testing**’ has been developed to help find more asymptomatic cases. This will allow those (pupils/students and staff) who are in close contact with someone who has tested positive for COVID-19 to return to school/college. If they agree to be tested for 7 days* following their last contact with a positive case.

IMPORTANT: If, at any point, a student, pupil or staff member begins displaying symptoms they must [follow government guidelines](#), [order a PCR test](#) and self-isolate.



© Crown copyright 2020



This publication is available for reuse under the terms and conditions of the Open Government Licence v.3, available for download here: <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>