

NHS Test and Trace: COVID-19 Self Testing for Y7-11 Students at Urmston Grammar



Dear Parent or Carer,

Up to one third of people who have coronavirus are asymptomatic. The government is committed to encouraging mass testing to help to reduce the spread in school settings through asymptomatic transmission.

As you will be aware, we have been carrying out asymptomatic testing for COVID-19 using 'lateral flow devices' in school; from Friday 12th March students will be encouraged to continue with self-testing at home.

We will start to distribute self-test kits on Thursday 11/3 and Friday 12/3 to students when they have had their final onsite Covid-19 test. In addition to a box of test kits there will be an 'Instructions for Use' leaflet that should be used instead of the instructions in the box. Please follow all instructions carefully.



An instructional video is provided on YouTube for those taking the tests at home.

[Step by step guide to COVID-19 self-testing - YouTube](#)

We would like students to test on:

- Sunday evening **and** Wednesday evening if they were last tested on Thursday 11/3;
- Monday evening **and** Thursday evening if they were last tested on Friday 12/3.

Please report all results (positive, negative, void) to NHS Test and Trace

<https://www.gov.uk/report-covid19-result>.

If the result is positive please also email office@urmstongrammar.org.uk as soon as possible and put **URGENT - POSITIVE Covid 19 result** in the subject line. Please also phone the school office no later than 8:00 am the following morning so that we know that the student will be self-isolating and we can start the process of contact tracing in school. You will need to arrange a follow up PCR test if your son/daughter tests positive. You **must** report negative and void results using the following [form](#).

Please read through all the information provided in this document and contact me through the school office if you have any questions.

Yours faithfully,

R S Wall
Headteacher

Who is being tested and why?

Testing is important because you could be carrying the virus and may spread it to others. Testing all staff and pupils of secondary age and above (11+) without symptoms will support the education sector to continue to operate.


Simple and quick tests using antigen Lateral Flow Devices (LFD) enable the rapid testing of staff and secondary age pupils and students, from their home, without the need for a laboratory. Education settings will be provided with these test kits to distribute to their staff and students so that they can conduct testing at home.

Testing will help to break chains of transmission

You will need to:


- carry out twice weekly testing at home (3 to 4 days apart) before coming into the education setting in the morning
- maintain 'hand-face-space'


IMPORTANT: Tests are only for the use of the person assigned the kits, they should not be taken by anyone else.


 This asymptomatic testing programme does not replace current guidance for those with symptoms or those identified as a close contact of a positive case. Anyone with symptoms, whether they are involved in this programme or not, should book [a free NHS test](#) and follow government self-isolation guidance until the results of their test are known. Testing also does not replace basic preventative measures such as regular handwashing, PPE and social distancing.

Lateral Flow Testing



 Accessible and easy to use

 No lab required, with fast results

 Safe technology



Testing at home – the process

1



Opt-in

Read key information and privacy notice to understand data protection for testing.

2



Collect test kits

Collect test kits from the collection point at your education setting and take them home after signing for the updated instructions for use.

3



Test at home



Follow instructions: **v1.3.2** or **v1.3.3** issued with test kit – see slide 14. Test in the morning before going to your education setting ideally.

4



Check your results

At 30 minutes, check the result. Please note the results are invalid after 30 minutes.



Positive result: Self-isolate immediately and take a PCR test, following the current public health guidance



Void result: Take another LFD test. If you receive 2 void results in a row you should book a PCR test.



Negative result: No need to self-isolate, you can go to your workplace or education setting.

5



Report result to NHS Test and Trace - [here](#)
Even if negative or void

6



Report result to your education setting

Staff and pupils should also share their result, either void, positive or negative, with their education setting to help with contact tracing

7



Take next test

Take next test according to guidance - twice weekly, 3 to 4 days apart. No test required for 90 days after positive PCR, unless you develop new symptoms.

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.

COVID-19 Self-Testing of Students

Privacy Statement - Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Urmston Grammar, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. Urmston Grammar 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 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 rapid lateral flow test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-a-covid-19-rapid-lateral-flow-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 child's 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 the student's name details of the testing kit which has been provided to you. The school may also record Personal Data about the student in its internal COVID-19 results register (the school's COVID-19 results 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 results 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 period of twelve (12) months by the school and by the NHS for eight (8) years.

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.
- the student's 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 the student's 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 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 office@urmstongrammar.org.uk 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 at office@urmstongrammar.org.uk.

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

The ICO's address:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113