



Students, Parents & Carers Guidance for Covid-19 Self-Testing



Test yourself for COVID-19 twice a week

Up to 1 in 3 people are asymptomatic - they show no signs of having COVID-19. Testing yourself regularly helps stop the virus spreading.



Testing

Pick up your pack of test kits at school. Testing is simple and quick - you can do it at home and get the result in 30 minutes. Test yourself twice a week, or every 3 to 4 days.



Report your result

You should report your result immediately www.gov.uk/report-covid19-result. Report your result, whatever it is, to your school.

Students, Parents & Carers Guidance for Covid-19 Self-Testing

Dear Parents/Carers and students

The Department for Education has recently announced that it will start a programme of asymptomatic Covid-19 testing in schools

Along with the other protective measures we are taking, testing will allow us to take further measures to **help students to be in as safe an environment as possible**. Up to one in three people who have Covid-19 have the virus without symptoms so could be transmitting the virus unknowingly. Tackling the pandemic requires identifying asymptomatic, infectious individuals. By testing, we will help to reduce the spread in our school and community and we are therefore grateful to all students willing to take the tests.

Lateral Flow Device (LFD) tests have been widely and successfully used to detect COVID-19 in asymptomatic individuals. No test is perfect, but the speed and convenience of LFD tests supports detection of the virus in asymptomatic individuals who would not otherwise be tested. They are clinically approved and are crucial in the fight against the virus. As the tests are more sensitive with higher viral loads, there is a risk of returning a negative result when viral loads are low (e.g. in the early stages of infection). This is why Public Health England recommend two LFD tests 3 to 4 days apart, or regular testing, to enhance detection by picking up any cases which were not detected during the first test and to catch any new infections.

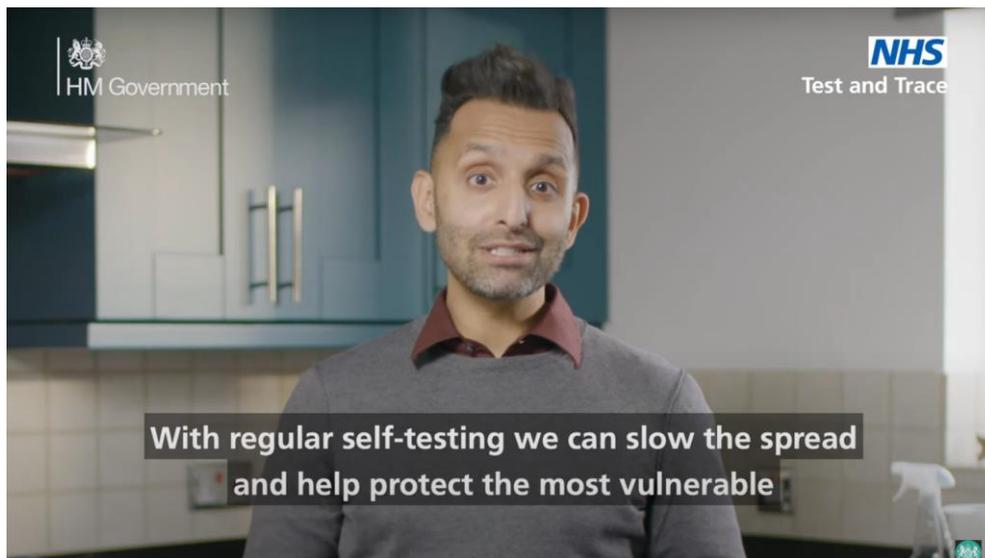
If you test positive using a LFD, it is likely that you are infectious at that moment, whereas people testing positive on a polymerase chain reaction (PCR) or lab-processed test could be in the less infectious early or late stages of disease. This means that by using the lateral flow test we can identify people with a high viral load who are the most likely to spread the virus further. **A negative LFD result must not be read as a means to relax or ignore social distancing or other virus prevention measures intended to reduce transmission – LFD is an additional tool that contributes to reducing risk.**

Secondary aged students attending school will be conducting these tests at home, twice a week, and these will be distributed by school from 15th March 2021. We understand that some students may still require additional assistance to continue to have the tests done in school.

An initial introduction into how the tests work:

Students will be provided with LFD test kits which enable self-testing from home. Tests are free of charge and will be provided by the school. Students conduct the test twice a week with 3 or 4 days in between. We suggest this is done in the evening perhaps a Sunday plus Wednesday or Thursday. This is because we will then be able to organise any necessary cover or bubble closures in good time. The LFDs supplied do not require laboratory processing and can provide a quick result in around 30 minutes. Comprehensive guidance on self-testing is contained in this document and you will also receive a copy of instructions with your first collection of test kits. **Please follow the instructions in the kit, there are two versions, one without the picture on the cover has recently been updated. The old instructions are still in the kits and we have printed and included an addendum to this.**

There is also a useful video to show you how to administer the test. Click the image below to view the video on how to do a Covid-19 self-test.



This video can also be accessed by clicking the link [Here](#) (Ctrl+Click)

An additional video demonstrated by our student volunteer can be viewed [here](#) and this is also available on the school website and social media.



Sign up and Privacy

Alongside this document, a link to an [online sign up form](#) (Ctrl+Click) has been sent to you. Please use this to indicate if you wish to take part or not. Please read the privacy notice [here](#).

Please complete it by 9.00am on Monday 8th March 2021.

Students who decline to participate can still attend school if not symptomatic.

Reporting

Each time you complete the test you need to report the result whether negative, positive or void in the following ways.

1. To your school using this [reporting form](#) (Ctrl+Click)
2. To [Gov.UK.](#) (Ctrl+Click) You will need the bar code on the back of the test strip to complete the report

If you test positive you must immediately self-isolate, book a [PCR Covid Test](#) (Ctrl+Click) and contact the Headteacher.

Use a QR code scanner to report your results to school.



Participant guide

NHS
Test and Trace

An Introduction to Rapid Self-Testing for COVID-19

The importance of testing

The ultimate aim of testing is to break the chain of transmission of COVID-19. As many as one in three people with COVID-19 show no signs of having it, that is they are 'asymptomatic'.

Testing helps us to identify and isolate more asymptomatic people who test positive and are therefore, more likely to spread the virus, at the same time as minimising disruption for those who test negative.

The benefits of self-testing

Self-testing for COVID-19 is simple, quick and can be carried out at home without the need to attend a test centre or post samples to a lab for analysis.

How the device works

The self-test kits are lateral flow devices. The device detects the presence or absence of COVID-19 by applying a test sample to the device's absorbent pad. The sample runs along the surface of the pad showing a visual positive or negative result. Results are ready in 30 minutes. Tests come in packs of 7.

What you need to do



Receive or collect the test package



Carry out the test
[Watch How To Video](#)



If you test **positive**, you should book a confirmatory PCR test. This can be done via <https://www.gov.uk/get-coronavirus-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**, no further action is required until the next test, but remain vigilant to COVID-19 symptoms. If the test is **void** (invalid) please take another test as soon as possible.

It is very important that you read the comprehensive [Step-by step guide](#) that comes with the test kit. There is also an additional infographic [How to Do a Rapid COVID-19 Self-Test](#) for your information. Tests should be conducted twice a week, 3 to 4 days apart, and

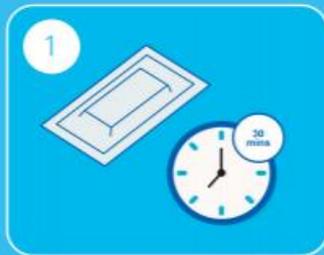
How to Do a Rapid COVID-19 Self-Test

NHS
Test and Trace

Instructions before starting

- Wait at least 30 minutes after you last ate or drank anything before starting the test
- Don't start it if you've had a nosebleed in the past 24 hours
- If you have a piercing, swab the nostril on the other side. If both sides are pierced, remove jewellery
- If you can't take a throat swab (for example if you've had a tracheostomy) swab both nostrils instead
- Before you start wash your hands for 20 secs in soap and warm water or use sanitiser
- Use a clean, flat surface and, if doing more than one test, make sure to sanitise your hands each time

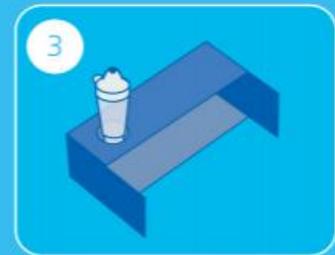
Preparing your test



Read the instructions that came with your kit carefully. Take the test strip out of its pack and place it onto the cleaned flat surface. Once opened, start the test within 30 minutes.



Twist or snap open the extraction buffer sachet, being careful not to spill any of the fluid. Open the tube and pour in all the fluid from the sachet.



Close the extraction tube cap and place the filled tube in the tube holder.

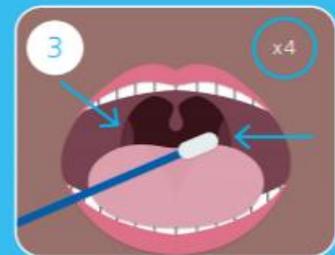
Doing your test



Blow your nose, wash and dry/sanitise your hands again. Remove the swab being careful not to touch the soft part.



Open your mouth wide and use a mirror to locate your tonsils (or where they used to be).



Do this firmly 4 times on each side. Use a mirror to help you do this correctly.



Remove the swab carefully without touching your teeth, tongue or gums.



Insert the same swab inside your nostril until you feel resistance, making sure you don't touch any other part of your face.



Roll the swab firmly around the inside of the nostril, making 10 complete circles.

Processing your test



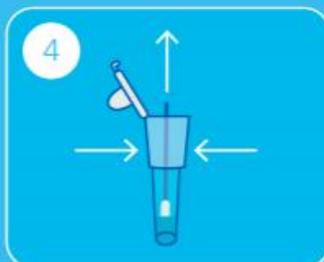
Pick up the tube, open the lid and place the fabric tip of the swab into the tube so it is in the fluid.



Press the tip against the edge of the tube with force.



Roll the swab around the tube for 15 seconds. It is important to mix thoroughly.



Pinch the tube as you remove the swab to make sure that all the fluid is removed then dispose of the swab in the waste bag provided



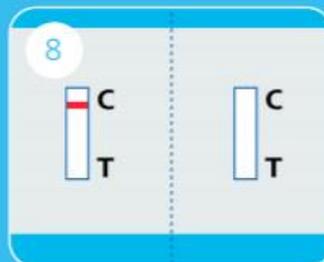
Press the nozzle cap tightly on to the tube to avoid any leaks.



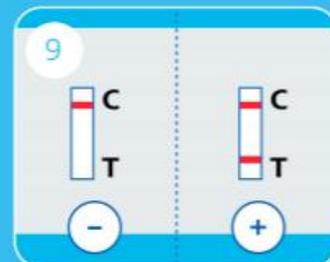
Gently squeeze the extraction tube to place 2 drops of the fluid onto the specimen well marked 's' on the test strip.



Make sure that you are dropping fluid and not an air bubble. Set a timer for 30 minutes.



Within 10 mins, you should see a line at 'C'. If C line is not visible within 30 mins, the test is invalid.



If after 30 minutes you still have only one line, your result is negative. If you have two lines, then your result is positive.

Now report your result

To report your result you need the barcode on the test strip (or the ID number under it).

You can report your result either online at www.gov.uk/report-covid19-result or call 119.

Quick Reference to all the links

[How to self test video](#) (Ctrl+Click)

[Sign up form](#) (Ctrl+Click)

[School reporting form](#) (Ctrl+Click)

[Gov.uk Covid test reporting](#) (Ctrl+Click)

[PCR Covid Test](#) (Ctrl+Click)

STEP BY STEP GUIDE FOR STUDENTS: COVID HOME TESTING PROCESS

ALL STUDENTS:

Read the students guide and watch the [How to self test video](#)



ALL STUDENTS:

Complete Birch Wood School's electronic [sign up form](#) to indicate whether or not you wish to opt-in to the home testing process. **If you do not, no further action is required.**

If yes, please follow the steps below:



Collect test kit from the school from 8th March 2021. Each kit contains 3 or 7 tests.

Important: Ensure you pick up a copy of the 'Instructions for Use' V1.3.2 booklet which is separate to the box. This is an updated booklet which replaces the one that you will find inside the box. It has no picture on it!



Complete the tests at home. Ensure you follow the step-by-step guide that is included in the kit and our suggestions for when to do this in our students guide.

Wait 30 minutes for the result



Report the test result by:

1: Completing Coast's electronic [School reporting form](#) to record the result for each and every test you take. Depending on the result, follow the next steps as set out in the form. Whatever the result of the test you **must** also complete step 2 below:

2. Report your result either online at <https://www.gov.uk/report-covid19-result> or call **119** (England, Wales and Northern Ireland). You will need the barcode on the test strip (or the ID number under it).

Important: You must complete the two reporting forms above within 24 hours of taking the test.

If you test positive you must self-isolate and let your head of school know