

Glasgow City Council

Education Services

**COVID**

**School and EYC Lateral Flow Testing Programme**

February 2021

**Version Control**

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# Background

* 1. The First Minister on 26th March that Lateral Flow Device (LFD) testing will be introduced across all schools in Scotland to enable twice weekly home testing for staff and senior phase pupils.
  2. LFD testing will be offered to all staff and S4 – S6 pupils in schools and Early Years Centres that form part of a school from 22nd February 2021 or earlier if possible. Testing at home will be carried out on a voluntary basis twice weekly, at least three days apart. At this time this does not include staff working in standalone Early Years Centres who can continue to access asymptomatic testing through the UK Government testing website.

# Targeted Groups

* 1. Testing kits will be issued to all staff and S4 – S6 pupils in accordance with the Scottish Government reopening guidelines. In essence, this will result in priority access to available kits to those staff and children who will access schools from 22nd February 2021. Access to testing kits for other members of staff and pupils should be managed in line with their required attendance at school.
  2. Refences to staff include all staff in the school community including, childcare staff based in schools, Facilities Management and Amey staff working in schools. Who should have voluntary access to testing kits alongside peripatetic staff who are currently based in schools to support childcare or vulnerable child provision.

# Accessing Information and Guidance

* 1. Each school will be provided with a login to the website [*Objective Connect*](https://secure.objectiveconnect.co.uk/login?next=%252F), an online file sharing platform used by the Scottish Government, containing all guidance documentation and communications templates required.
  2. The link to register and create a password to [*Objective Connect*](https://secure.objectiveconnect.co.uk/login?next=%252F) will be sent to the school generic mailbox.
  3. There is no need for the schools to access objective connect as the relevant documents and Glasgow equivalents have been included in this email and accompanying documents.

# Communications and Consent

* 1. Letter templates to support communication with staff are found in the [Appendix B](#_bookmark11). These should be issued to staff as soon as possible and further guidance on the use of lateral flow devices can be found in the [*Objective Connect*](https://secure.objectiveconnect.co.uk/login?next=%252F)website. Parental information and frequently asked questions are outlined in [Appendix C](#_bookmark12).
  2. Consent letters should be issued for all **staff** and **S4 – S6 pupils** prior to testing kits being issued ([Appendix D](#_bookmark13)). The use of Groupcall to issue and collect consent electronically should be considered where possible to speed up the process of obtaining consent from parents.
  3. The following information relating to consent has been provided by the Scottish Government:
     + **For pupils younger than 16 years,** the form must be completed by the parent or legal guardian. **One consent form for each young person is required.**
     + **For pupils over 16 who are able to provide informed consent**, this form can be completed by themselves, having discussed participation with their parent/guardian.
     + **For any pupil who does not have the capacity to provide informed consent** - this form must be completed by the parent or legal guardian.
  4. This testing programme is conducted with consent and on a voluntary basis. Nobody will be excluded from school if they do not wish to be tested.

# Delivery and Distribution

* 1. We expect deliveries of test kits for staff to be made to all primary and secondary schools during week commencing **8th February 2021**. It has now been confirmed by the Scottish Government that all deliveries will take place that week with no further deliveries scheduled during the holiday. These deliveries are being arranged by the UK Department of Health and Social Care (who make and supply the test kits) using existing distributors of food to schools.
  2. Access to premises for delivery of kits has been arranged by PALS. The Schedule of delivery (Appendix A) has been issued to PALS.
  3. All kits must be stored securely in the school and a record of tests being issued must be maintained using the template provided (Appendix E). Which includes guidance to staff.

# Distribution of Testing Kits to Staff and Pupils

* 1. In line with the Scottish Government guidance, testing kits should be distributed to staff and pupils at the earliest opportunity.
  2. Testing kits should only initially be issued to staff and pupils who are required to attend school.
  3. Kits will be provided in packs of 7 for staff and packs of 3 for pupils. Separate boxes containing packs of 7 or packs of 3 will be provided.
  4. The following should be in place in each school setting to manage the distribution of devices and testing stock:
     + Each school should have a record of each kit received set up before distribution. The record should be maintained with the number of kits issued and the date of issue using the template provided. (Appendix E)
     + The same template should be used for registering those who have agreed and consented to participate.
     + Records of consent and tests distributed should be maintained by the school and made available for central reporting as required.
     + Each staff member participating is to be provided with seven self-test kits to take home.
     + Senior phase pupils may also be provided with packs of three self-test kits.
     + It is advisable that staff and pupils are given allocated time slots for test-kit pick up to maintain physical distancing and to avoid queues and crowding.
     + Staff/Pupils should be recommended to do bi-weekly testing on a fixed schedule e.g. every Monday morning or first day of school week if Monday is a holiday.
     + Deliveries: NHS T&T/DHSC will deliver an initial set of stock to all schools and ELC providers to cover the first month of testing:

o A digital solution is being developed which will allow schools and ELC providers to re order test kits when required.

# Carrying Out Testing

* 1. Staff and senior phase pupils will take test kits home and, twice weekly, following clear instructions for use, perform the tests on themselves or with the support of a parent or guardian.
  2. Further guidance on carrying out the test can be found in the materials available on the Objective Connect website.

# Reporting and Recording Results

* 1. Staff and pupils will register either positive or negative results on a [web-based portal](http://www.gov.uk/report-covid19-result), with the results shared with NHS Test and Protect. The processes that should be followed by individuals depending on a positive or negative result are clearly explained in the supporting materials within your test kit. Please note that staff and pupils will need to select ‘I cannot find my school or college’ option and enter the name of the school, the local authority and the postcode for the school.
  2. If a member of staff or pupil tests positive using a Lateral Flow Device they must isolate immediately and arrange a confirmatory PCR test in line with the guidance provided alongside the test. If the confirmatory PCR test returns a negative result a risk assessment will be carried out and further advice provided by the NHS Test and Protect team.
  3. Instructions on booking a confirmatory PCR test are provided alongside testing kits.

# Training

* 1. A series of webinars will be hosted by the Scottish Government to support the rollout of testing in schools during week beginning 8th February 2021. Further details will follow.
  2. Access to videos demonstrating how to undertake the test will be provided by NHS Greater Glasgow and Clyde in due course.

# Appendix A – Delivery Schedule

# This is being coordinated by the PALs team to ensure adequate janitorial provision for deliveries.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Serial** | **URN** | **Establishment Name** | **Address Line 1** | **Address Line 2** | **City** | **County** | **Postcode** | **Telephone Num** | **Delivery Partner** | **Expected Delivery Date** | **Delivery Status** | **Innova Swab Collection Self-Test Kit**  **(packs of**  **7)** | **Innova Swab Collection Self-Test Kit**  **(packs of**  **3)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | - |
|  |  |  |  |  |  |  |  |  |  |  |  |  | - |

# Appendix B – Staff Communication Letter

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| The Mark 20mm CMYK  **Executive Director of Education Services**  **Education Glasgow City Council**  Maureen McKenna City Chambers East Building  40 John Street  Glasgow G1 1JL |

Dear Colleague,

## COVID-19 Asymptomatic Testing Programmes for School/ELC Staff and Senior Phase Pupils

I am writing to let you know about the new Schools/ELC Asymptomatic Testing Programme, which is being put in place as part of the package of coronavirus risk reduction mitigations in schools across Scotland, and to give you more information about how the programme will operate in our school/school-based early learning and childcare setting.

I am also enclosing a consent form with this letter. If, after reading this letter, you wish to participate in testing, please ensure that the attached consent form is completed and returned at the earliest opportunity. There are 2 privacy notices associated with this testing programme, the first from Health is attached and the other is link to the Glasgow City Council notice is available in the consent form.

## Why is our school/setting participating in the programme?

Along with the other protective measures we are collectively implementing, regular testing of staff and senior phase pupils will help to further reduce risks in the school environment. It will do so by helping to identify asymptomatic individuals in school environments at the earliest possible opportunity, and asking them and their close contacts to self-isolate, thus minimising the likelihood of them passing on the virus.

## Who can take part?

The regular testing is open to all school staff and senior phase pupils who are regularly attending the school premises. We will be communicating separately with our senior phase pupils and their parents/guardians about the programme. The testing programme currently includes staff from early learning and childcare settings and school-aged childcare settings which are attached to schools. References to ‘schools’ or ‘staff’ within this letter include this group of childcare staff.

If you are working from home, and not attending school, you should not participate. This is because the goal of the programme is to minimise the risks of COVID-19 in the school environment.

## Do I have to take part?

Testing is voluntary. No-one who is otherwise permitted to come to school will be prevented from doing so just because they do not wish to participate. However, we are strongly encouraging all staff and senior phase pupils to participate wherever possible, in order to contribute to the wellbeing of our school community.

If you wish to take part, please read the attached privacy notice carefully, and sign and return the consent form.

## What will the testing involve?

Our school is being provided with a supply of Lateral Flow Device (LFD) test kits for use at home. We will give each staff member a supply of these test kits to take home, together with the ‘Instructions for Use’. Each staff member will be asked to sign for these in a log at the point of handover. Completion of this test kit log is a regulatory requirement.

We will then ask you to test regularly at home, twice a week (every three to four days, ideally in the morning before school), to fit with work patterns and leave requirements; for example, Monday and Thursday. Staff may continue to test whilst on annual leave of longer than a week, but it is not a requirement.

The LFDs supplied do not require laboratory processing and can provide a quick result in around 30 minutes. Comprehensive guidance on conducting self-testing is contained in the ‘Instructions for Use’ leaflet which will be provided with the test kit.

The school will provide you with the most up to date Instructions for Use along with your test kits. You should ensure you use these, and not the ones that are pre-packaged in the test kits. There is also a useful video to show you how to administer the test, available here: [Step by step guide to](https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYlVg7lwH5uxAD9UrSzGJ) [COVID-19 self-testing - YouTube](https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYlVg7lwH5uxAD9UrSzGJ).

Once the test has been conducted you must log the test result – whether positive or negative – online at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result). Tests are free of charge and will be provided by the school.

**NB:** It is important to note that this regular testing is only for individuals without symptoms. Those with symptoms must continue to follow the usual guidance. They must self-isolate and book a PCR test at a test centre or via a home test kit at the earliest opportunity. People with symptoms must not rely on a negative LFD result to continue to attend school.

**NB:** A negative test result must not be taken as leave to relax or ignore physical distancing or other measures intended to reduce transmission – testing is an additional intervention that contributes to reducing risk.

## When will it start?

Staff can collect their test kits from the school when they are scheduled to be present.

Please ensure you observe physical distancing and wear face coverings when attending for these purposes.

Staff should then begin regular testing as soon as possible. If staff have not received their test kits, but still wish to test, they can continue to request a PCR test through the local arrangements outlined in the weekly updates sent to schools.

We will continue to support and communicate with our staff, pupils and school communities as we implement this programme. Please let us know if you have any questions. In the meantime, some Frequently Asked Questions can be found in the annex to this letter.

Yours sincerely

## [Insert Headteacher Name]

## Annex – Frequently Asked Questions How will I know how to use the tests?

The school will provide those participating with the most up to date Instructions for Use along with their test kits. Participants will be asked to ensure they use these, and not the ones that are pre- packaged in the test kits.

The Instructions for Use set out clearly how to use the test kits, or how to support someone to do so. They also provide a number to call if there are any problems with the test kits.

## Are the tests safe and accurate?

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. The Medicines and Healthcare products Regulatory Agency (MHRA) has authorised the use of these at-home tests for these purposes.

LFD tests are very accurate, which means that only a very small proportion of people who do not have coronavirus will receive a positive result (false positive). The tests are better at picking up true positive cases when a person has a higher viral load and is more contagious. There is a risk of returning a false negative result when viral loads are low (e.g. in the early stages of infection). This is why Public Health Scotland 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 an LFD, it is likely that you are infectious at that moment, whereas people testing positive on a ‘Polymerase Chain Reaction (PCR)’ test could be in the less infectious early or late stages of disease. This means that by using the LFD, we can identify people with a high viral load who are the most likely to spread the virus further.

## If you have issues with the test

Any incidents that could potentially impact the quality or safety of testing should be reported to the MHRA.

For incidents occurring in a home setting, please report any issues (for example: something damaged, or missing or difficult to use in the kit, you are unable to log result) to **0300 303 2713.**

If there is a clinical incident which led to, or has the potential for, harm (e.g. swab breaks in the mouth, bleeding, allergic reaction on using the kit etc.) please report it on [https://coronavirusyellowcard.mhra.gov.uk](https://coronavirusyellowcard.mhra.gov.uk/).

This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.

## What happens if I test positive?

If you receive a positive result on your Lateral Flow Device at home, you should report the result online at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result), self-isolate and 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 begin self-isolation immediately after you receive the positive result from the LFD test, and do not wait until the result of your PCR test.

## What happens if I test negative?

You should report the result online at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result). Staff who test negative will be able to stay in school/ELC and resume their activities as normal.

## What happens if the test result is “void”?

This means the test has not run correctly. You should report the result online at [www.gov.uk/report-](http://www.gov.uk/report-covid19-result) [covid19-result](http://www.gov.uk/report-covid19-result). You need to take another test. Use a new test kit, and do not reuse anything from the first kit.

## What if I have been in close contact with someone who tests positive?

If a pupil or member of staff has tested positive, they will have to self-isolate as per government guidelines. The pupil or member of staff should also inform the school of their absence and are strongly encouraged to report a positive case to their school to support contact tracing activities.

Test and Protect and/or the school will get in contact with staff members and pupils who were in close contact with a positive case to inform them that they need to self-isolate.

## What if I develop symptoms?

This testing programme at school is for people with no symptoms. If you develop symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) you must immediately self-isolate, and book a PCR test by calling 0800 028 2816 or visiting <https://www.nhsinform.scot/>. People with symptoms must not rely on a negative LFD result to continue to attend school.

**Appendix C – Parental Communication Letter**

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| The Mark 20mm CMYK  **Executive Director of Education Services**  **Education Glasgow City Council**  Maureen McKenna City Chambers East Building  40 John Street  Glasgow G1 1JL |

Dear Parent/Carer,

## COVID-19 Asymptomatic Testing Programmes for School/ELC Staff and Senior Phase Pupils

I am writing to let you know about the new Schools/ELC Asymptomatic Testing Programme, which is being put in place as part of the package of COVID-19 risk reduction mitigations in schools across Scotland, and to give you more information about how the programme will operate in our school.

I am also requesting that, as a parent/guardian of a senior phase pupil in our school who is eligible for testing, you discuss the contents of this letter with them. If you and they are content, please ensure that the attached consent form is completed and returned at the earliest opportunity. This will ensure that your child can participate in testing if he/she wishes to do so. There are 2 privacy notices associated with this testing programme, the first from Health is attached and the other is link to the Glasgow City Council notice is available in the consent form. If you require a hard copy of this notice, please contact the school.

## Why is our school/setting participating in the programme?

Along with the other protective measures we are implementing to keep our school community safe, regular testing of staff and senior phase pupils will help to further reduce risks for staff and children and young people in our school.

It will do so by helping to identify asymptomatic individuals in school environments at the earliest possible opportunity, and asking them and their close contacts to self-isolate, thus minimising the likelihood of them passing on the virus.

## Who can take part?

The regular testing is open to all school staff and senior phase pupils who are regularly attending the school premises. The testing programme also includes school-aged childcare staff and early learning and childcare staff in settings that are attached to schools. References to ‘school staff’ within this letter include this wider group of childcare staff.

## Does everyone have to take part?

Testing is voluntary. No-one who is otherwise permitted to come to school will be prevented from doing so just because they do not wish to participate. However, we are strongly encouraging all

school staff and senior phase pupils who are attending school to participate wherever possible, in order to contribute to the wellbeing of our school community.

However, if staff or pupils are working or learning from home, they should not participate. This is because the programme is intended specifically to reduce risks in the school environment.

## What will the testing involve?

Our school is being provided with a supply of Lateral Flow Device (LFD) test kits by the Scottish Government and the UK Department of Health and Social Care for use at home. We will give each participating staff member and senior phase pupil a supply of these test kits to take home, together with the ‘Instructions for Use’. Each staff member and senior phase pupil will be asked to sign for these in a log at the point of handover. Completion of this test kit log is a regulatory requirement.

We will then ask individuals to test regularly at home, twice a week (every three to four days, ideally in the morning before school).

The tests supplied do not require laboratory processing and can provide a quick result in around 30 minutes. Comprehensive guidance on conducting self-testing is contained in the ‘Instructions for Use’ leaflet which will be provided with the test kit. There is a useful video showing participants how to administer the test here:

<https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYlVg7lwH5uxAD9UrSzGJ>.

Once the test has been conducted individuals must log the test result – whether positive, negative or void – online at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result). Tests are free of charge and will be provided by the school.

**NB:** It is important to note that this regular testing is only for individuals without symptoms. Those with symptoms must continue to follow the usual guidance. They must self-isolate and book a PCR test at a test centre or via a home test kit at the earliest opportunity. People with symptoms must not rely on a negative LFD result to continue to attend school.

**NB:** A negative test result must not be taken as leave to relax or ignore physical distancing or other measures intended to reduce transmission – testing is an additional intervention that contributes to reducing risk.

## What happens next?

Please discuss the contents of this letter with your child. If your child wishes to participate in testing, and you are content for them to do so, please ensure that the attached consent form is completed and returned at the earliest opportunity.

We will distribute test kits to those senior phase pupils who wish to participate as early as possible after they return. They will then be asked to begin testing as soon as possible.

We will continue to support and communicate with our staff, pupils and school communities as we implement this programme. Please let us know if you have any questions. In the meantime, some Frequently Asked Questions can be found in the annex to this letter.

Yours sincerely

## [Insert Headteacher Name]

## Annex – Frequently Asked Questions

## How will my child know how to use the tests?

The school will provide those participating with the most up to date Instructions for Use along with their test kits. Participants will be asked to ensure they use these, and not the ones that are pre- packaged in the test kits.

The Instructions for Use set out clearly how to use the test kits, or how to support someone to do so. They also provide a number to call if there are any problems with the test kits.

## Are the tests safe and accurate?

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. The Medicines and Healthcare products Regulatory Agency (MHRA) has approved the use of these at-home tests for these purposes.

LFD tests are very accurate, which means that only a very small proportion of people who do not have coronavirus will receive a positive result (false positive). The tests are better at picking up true positive cases when a person has a higher viral load and is more contagious. There is a risk of returning a false negative result when viral loads are low (e.g. in the early stages of infection). This is why Public Health Scotland 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 someone tests positive using an LFD, it is likely that they are infectious at that moment, whereas people testing positive on a ‘Polymerase Chain Reaction (PCR)’ test could be in the less infectious early or late stages of disease. This means that by using the LFD, we can identify people with a high viral load who are the most likely to spread the virus further.

## What happens if there is a problem with the tests?

Any incidents that could potentially impact the quality or safety of testing should be reported to the Medicines and Healthcare products Regulatory Agency (MHRA).

For incidents occurring in a home setting, please report any issues (for example: something damaged, or missing or difficult to use in the kit, you are unable to log a result) to **0300 303 2713.**

If there is a clinical incident which led to, or has the potential for, harm (e.g. swab breaks in the mouth, bleeding, allergic reaction on using the kit etc.) please report it on [https://coronavirusyellowcard.mhra.gov.uk](https://coronavirusyellowcard.mhra.gov.uk/).

This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.

## What happens if my child tests positive?

If your child receives a positive result on your Lateral Flow Device at home, they must report the result online at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result), self-isolate and book a confirmatory PCR test. This can be done via <https://www.gov.uk/get-coronavirus-test>**.** We 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 your child begins self-isolation immediately after they receive the positive result from the LFD test, and does not wait until the result of their PCR test.

## What happens if my child tests negative?

They must report the result online at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result). Individuals who test negative will be able to stay in schools and resume their activities as normal.

## What happens if the test result is “void”?

This means the test has not run correctly. Your child must report the result online at [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result). They will need to take another test. Use a new test kit, and do not reuse anything from the first kit.

## What if my child has been in close contact with someone who tests positive?

If a pupil or member of staff has tested positive, they will have to self-isolate as per government guidelines. The pupil or member of staff should also inform the school of their absence, and are strongly encouraged to report a positive case to their school to support contact tracing activities.

Both Test and Protect and, once informed, the school will get in contact with staff members and pupils who were in close contact with a positive case to inform them that they need to self-isolate.

## What if my child develops symptoms?

This testing programme at school is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 0800 028 2816 or visiting <https://www.nhsinform.scot/>. People with symptoms must not rely on a negative LFD result to continue to attend school.

## Can staff/pupils’ families get tested too?

No, this asymptomatic LFD testing is aimed at staff and senior phase pupils only. The tests will be handed to staff and senior phase pupils for personal use and should not be used for anyone else. Family members of staff or senior phase pupils taking part are not eligible.

If family members experience COVID-19 symptoms, they must follow standard Government guidance, including self-isolating immediately and booking a test through the NHS Coronavirus (COVID-19) service or by calling 0300 303 2713 in Scotland.

# Appendix D – Consent Form

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| --- |
| The Mark 20mm CMYK  **Executive Director of Education Services**  **Education Glasgow City Council**  Maureen McKenna City Chambers East Building  40 John Street  Glasgow G1 1JL |

**NHS TEST AND PROTECT CONSENT FORM for COVID 19 Testing**

**(This common consent form has been designed for use by: staff; parents and guardians of senior phase pupils under 16; and senior phase pupils over 16. Underlined sections should be deleted as applicable and the form should be completed as follows:**

* + - **For pupils younger than 16 years,** this form must be completed by the parent or legal guardian. Remember to complete **one consent form for each child** you wish to enrol.
    - **For pupils over 16 who are able to provide informed consent**, this form can be completed by themselves, having discussed participation with their parent/guardian.
    - **For any pupil who does not have the capacity to provide informed consent** - this form must be completed by the parent or legal guardian.
    - **Staff** will complete this form themselves.)

This COVID 19 testing programme is being led by the Department for Health and Social Care and the Scottish Government to provide asymptomatic testing in schools for staff and senior pupils.

**Taking part in testing is voluntary.** There is no expectation or obligation to participate. Nobody should be required to undergo testing without consent, and nobody should be excluded from school if they do not wish to test.

Please read the following sections, complete the questions below and return this form to the school as soon as possible:

I have had the opportunity to consider the information provided to me by the school about this testing programme in the letter dated / / . I have had the opportunity to ask any questions about the programme and, if I have, I have had these answered satisfactorily.

For parents/carers/guardians of under 16s: I have discussed the testing with my child and my child is happy to participate. If on the day of testing they do not wish to take part, then they will not be made to do so and consent can be withdrawn at any time ahead of the test.

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1. I consent to participate/my child participating in this testing programme. |  |  |
| 2. I consent to my/my child’s data being held in accordance with the terms in the data  privacy notice. |  |  |
| 3. I agree that if my/my child’s test results are confirmed to be positive, I/my child will  inform the school to support contact tracing. |  |  |
| 4. I consent and agree to accurately recording all of my/my child’s test results at  [www.gov.uk/report-covid19-result](http://www.gov.uk/report-covid19-result) or by calling 0300 303 2713. |  |  |

|  |  |
| --- | --- |
| **Staff Name:** (PRINT) |  |
| **Signature:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Name of Pupil:** (PRINT) |  |
| **Year Group:** |  |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Name of Parent/Guardian:** (PRINT) |  |
| **Signature:** |  |
| **Date:** |  |
| **Relationship to Child:** |  |

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Appendix E – Recording Template

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| **Template COVID-19 Test Kit Log for your school or ELC provider** |
| **Why is this log important for your school or ELC provider** |
| This template is for your school or ELC provider to record those who have provided consent to participate and the details of who receives which packs of test kits, in a way that enables us to trace the test kits if needed.  Note: the same lot number applies to more than one pack of tests. This is not an error and details should still be recorded. |
| **How to use this log at your test site** |
| You can customise this template to suit the needs of your school or ELC provider. However, all fields below are required. Note: "Test subject" means the person undertaking the test. "IFU" means Instructions For Use. |
| Note: The information in column K is not a regulatory requirement. However, the Scottish Government recommends inclusion of this data field to help reinforce the importance of regular testing and reporting, and to identify any difficulties in using test kits. |
| **Important: How to ensure data safety and compliance when using this log** |
| Keep your log for a minimum of eight years after the date of the last entry made. |

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| **Name of School/ELC provider** | **Date of test kit received by school/ELC provider** | **Name of test kit issuer** | **Date of test kit issued to test subject** | **Name of test subject** | **Consent received (return of form) and consent to participate at issue (Yes)** | **Lot number of test kit** | **Test kit expiry date**  (next to the lot number) | **Has new IFU been issued alongside the test kit?**  (v 1.3.2 dated  15 January  2021) **Please tick** | **Has test subject confirmed (i) the number of previous tests issued that have been completed successfully, (ii) the number that were void, and (iii) that all results - positive and negative - have been reported to the NHS via the self-test**  **digital journey?** | **Notes:** Issues identified by the test subject |
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