



Lateral Flow Test Zoom Meeting Minutes

• What is it and why are we doing it?

- Part of the National Coronavirus Testing Program for all staff.
- For testing people who are asymptomatic but have regular contact with others because of the nature of their work.
- Regular self-testing can slow the spread of the virus and protect the most vulnerable.
- It is non-mandatory but all staff are strongly encouraged to take part for the safety of children, staff members and their families at home.
- We will use *Department for Health and Social Care (DHSC) COVID-19 Self-Test (Rapid Antigen Test)*.

• How will this look for staff?

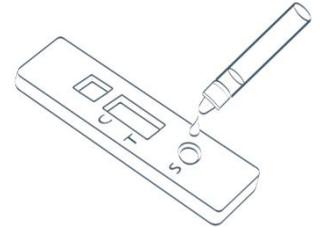
- Staff will be issued kits to take home in order to self-test.
- These kits are for staff members only and if you think a member of your family has the virus, you should arrange a PCR test through the usual means.
- You will self-administer the test at home, results will appear after 30 minutes (you do not need to send the kits away to find out your results).
- We will all aim to do the test twice a week on the same days: Sunday morning and Wednesday evening.
- Staff will notify the COVID Coordinator (Charlene Hudson) of their result whether positive, void or negative.
- Staff should always aim to have one full box of kits at home so will need to ask the school office for more kits when needed.
- Further kits from the school office and signed for.

• What do I have to do?

- Before the end of the week, staff will need to collect 2 boxes of test kits from the school office.
- If staff members are not working in school, can they please ensure they wear a face-covering when coming into school to collect kits?
- Store the kits at home at normal room temperature- do not store in a fridge, freezer or outside.
- You do not need any special equipment or medical training to conduct the tests.
- Remember not to eat or drink 30 minutes before taking the test.
- Your first test will need to be done on Sunday morning and you will need to notify the COVID Coordinator (Charlene Hudson) of your result before 12:00.
- Do not throw any of the packaging away!
- All results will also need to be logged through www.gov.uk/report-covid19-result or via the telephone on 119. You will need the lot ID from the box to upload tests results or the QR code above it.
- Follow the instructions carefully to complete the test.
- Use the instructions given to you by the school office (*Your step-by-step guide for COVID-19 self-testing*) and not the instruction in the packs as these have been updated.
- The more carefully you follow the instruction, the less likely it will be for you to get a 'void' or a 'false positive' result which could potentially cause unnecessary disruption to you and your family.
- Please follow the simple flowchart of actions to carry out after taking your test.

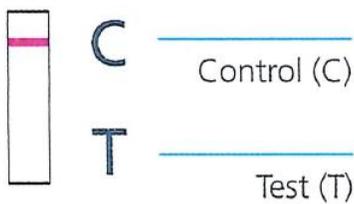
Administering the test?

- The test requires you to swap your nose and throat in the manner stated in the booklet.
- You will then use this sample to test for the presence of the virus.
- Results are read in a similar manner to a pregnancy test.
- High quality hand washing and surface cleansing of anywhere the test strip will touch is essential to getting accurate results. The test strip must also be kept level and untouched for the 30 minutes it takes to show results.
- Lines on a screen indicate whether you have a positive, negative or a void result. See below.
- Again, follow the flowchart depending on your test outcome.



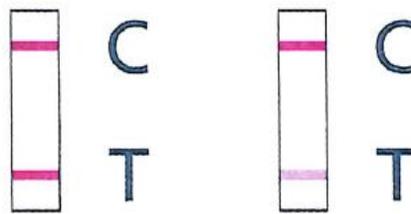
TEST OUTCOMES

NEGATIVE RESULT



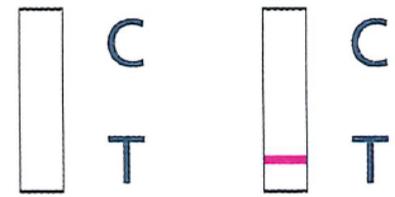
One line next to the 'C' (the control) of the test indicates a negative result.

POSITIVE RESULT



Two lines, one line next to the 'C' **and** one next to the 'T' part (no matter how faint the line) indicates a positive result.

VOID TEST



No lines or only one line next to the T indicates a void test.

Negative results

Negative results- smudges

Negative

Positive results

Positive results- weaker bands

Positive



COVID-19 Self-Testing

Department for Health and Social Care (DHSC) COVID-19 Self-Test (Rapid Antigen Test)



Collect your COVID-19 Self-Tests from the school office by Friday of the previous week. You will need to sign for these and wear a face-covering when doing so.

Take your test: (Sunday Morning and Wednesday Evening)

Negative

Text Charlene to notify her of the result:
07843 095472

Upload test data*

Come to work as per the weekly staff rota

Notify Charlene:
07843 095472

Notify Rob:
07467 946633

Void

I have another Lateral Flow test at home

YES

Retake the test with another test kit

Negative

Upload test data*

Notify Charlene:
07843 095472

Void

Positive

Positive

NO

Follow government guidelines for self-isolating

Notify Charlene:
07843 095472

Notify Rob:
07467 946633

Upload test data*

Book a PCR swab test through the App, online or via the telephone and await results

Inconclusive

Continue to Follow guidelines for isolating and rebook a PCR Test

Positive

Follow guidelines for isolating and inform school

* www.gov.uk/report-covid19-result or call 119