



March 2021

NHS Test and Trace: COVID-19 testing for students/pupils

Dear Parent or guardian,

We are working to keep our school as safe as possible. You may have heard that testing for those without coronavirus symptoms is beginning across the country using new, quicker COVID-19 tests known as 'lateral flow tests'.

Along with the other protective measures we are taking, these tests will help staff and students/pupils to remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread and help to keep our school open as safely as possible. The test is voluntary, but I would encourage everyone to take it.

We will be testing all staff and selected students/pupils who want to participate from week commencing 8th March 2021.

I enclose an instructional leaflet with some more information.

If you are happy for your child to be tested, please fill in the consent statement and return it to the school office, office@meadowfield.kent.sch.uk or in person.

Those taking the test will be supervised by staff. The 'lateral flow' tests are quick and easy using a swab of your nose and throat. For under 18s, staff can oversee the swab process but will not carry out the test on any student/pupil.

Results (which take around half an hour from testing) will be shared directly with staff and students/pupils participating. Where participants are under 16, parents or legal guardians will only be informed if the lateral flow test is positive. The results will also be uploaded to the Track and Trace system.

We know these tests work - in validation studies conducted by Oxford University and Public Health England, they were shown to be as accurate in identifying a case as a PCR test (99.68% specificity). The tests have lower sensitivity but they are better at picking up cases when a person has higher viral load, hence the need to test frequently.

Testing will be offered free of charge.

What if a pupil tests positive?

Participating staff and pupils who test positive will be informed about their results individually. Where participants are under 16, parents or legal guardians will also be notified. Guidance on safe travel and additional precautions will be provided along with test results.

Pupils will need to take a further 'PCR test' (similar to those done in local and regional testing sites) on the same day (or as soon as possible). School may be able to provide these PCR test kits to perform at home or you can go to www.gov.uk/get-coronavirus-test or call 119 to book a follow-up test. If ordering a PCR test yourselves, they should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.

During this time while they wait for the PCR result (via text / email) they will need to self-isolate.

If the PCR test returns a positive result you will have to self-isolate and follow the guidance from NHS Test and Trace.

What happens if the test is negative?

They will be able to stay in school and resume their activities as normal. A pupil will only be told if they test positive on a 'lateral flow' test, so if you do not hear you can assume it was negative. A small number of pupils may need to repeat the test if the first test was invalid or void for some reason.

What if a close contact at school/college tests positive?

A close contact of someone in school who has tested positive for COVID-19 will result in the need to self-isolate as per the national guidelines. This does not apply to household members or close contacts outside of school who will still need to self-isolate. Further details will be provided at the time.

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 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

We will support our staff and pupils throughout, but please contact us if you need this information in any other language or format or if you have any questions. You can call the office on 01795 477788 or email office@meadowfield.kent.sch.uk.

Yours faithfully,

Jill Palmer
Principal



NHS Test and Trace Consent Form for COVID-19 Testing

This common consent form has been designed for use by parents and carers of students under 16 years old, students over 16. Underlined sections should be read as applicable and 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.
- **pupils over 16** can complete this form themselves, having discussed participation with their parent or carers.
- **For any pupil or student who does not have the capacity to provide informed consent - this form must be completed by the parent or legal guardian. Please complete one consent form for each child you wish to participate in testing**

This COVID-19 testing is being led by the Department for Health and Social Care to complete testing in schools and colleges for staff and students in Key Stages 3 and above. Taking part in testing is voluntary.

If your child's results are negative on the lateral flow test you will not be contacted by the school except where a close contact of a confirmed positive is found to be the case.

Consent:

Based on the information presented in the letter from school, I have had the opportunity to consider the information provided by the school about the testing, ask questions and have had these answered satisfactorily.

In the case of under 16 year olds, 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.



1.	I consent to <u>my child</u> having a nose and throat swab for a lateral flow test.	YES	NO
2.	I understand that my child will self-swab. In the case of under 16s or pupils who are not able to provide informed consent, I have discussed the testing with my child and they are happy to participate and self-swab with assistance. I recognise that assistance will be verbal instructions and encouragement only.	YES	NO
2.	I consent that <u>my child's</u> sample(s) will be tested for the presence of Covid-19.	YES	NO
3.	If the lateral flow test indicates the presence of Covid-19, I consent to <u>my child</u> having a nose and throat swab for confirmatory PCR testing, which shall be sent the same day to an accredited clinical diagnostics laboratory run by Public Health England (PHE) with results available within 24-48 hours. I understand that if my child's lateral flow result is positive I <u>must</u> collect my child from school as soon as possible and take them for a PCR test to confirm the lateral flow result.	YES	NO
4.	I confirm that I will ensure my child will self-isolate following a positive lateral flow test result, until the results of the confirmatory PCR have been received.	YES	NO
5.	I consent that <u>my child</u> will need to self-isolate following the PCR test until the results have been received.	YES	NO
6.	I consent that if <u>my child's</u> test results are confirmed to be positive from this PCR test, this should be reported to the school and <u>my child /I & the whole family/bubble</u> will be required to self-isolate following public health advice.	YES	NO
7.	I consent that if a close contact of my child tests positive but <u>my child</u> has tested negative, <u>my child</u> will isolate for the period in force at the time (currently 10 days).	YES	NO
8.	I understand that if my child's result is negative on the lateral flow test I will not be contacted by the school.	YES	NO
9.	I understand that there may be multiple tests required and this consent covers all tests for the named child. If, on the day of testing they do not wish to take part, then I understand they will not be made to do so and that consent can be withdrawn at any time ahead of the test.	YES	NO

Consent Form COVID-19

Name of Student/Pupil (PRINT):

Class:

Signature (**Student over 16**):

Parent or Carer (**if child is under 16 or Looked After Pupil**):

Parent Name (PRINT):

Parent/Carer Signature:

Date:

Relationship to child (**if child is under 16 years old or Looked After Pupil**):

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Please return this completed form to school. Thank you.



HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

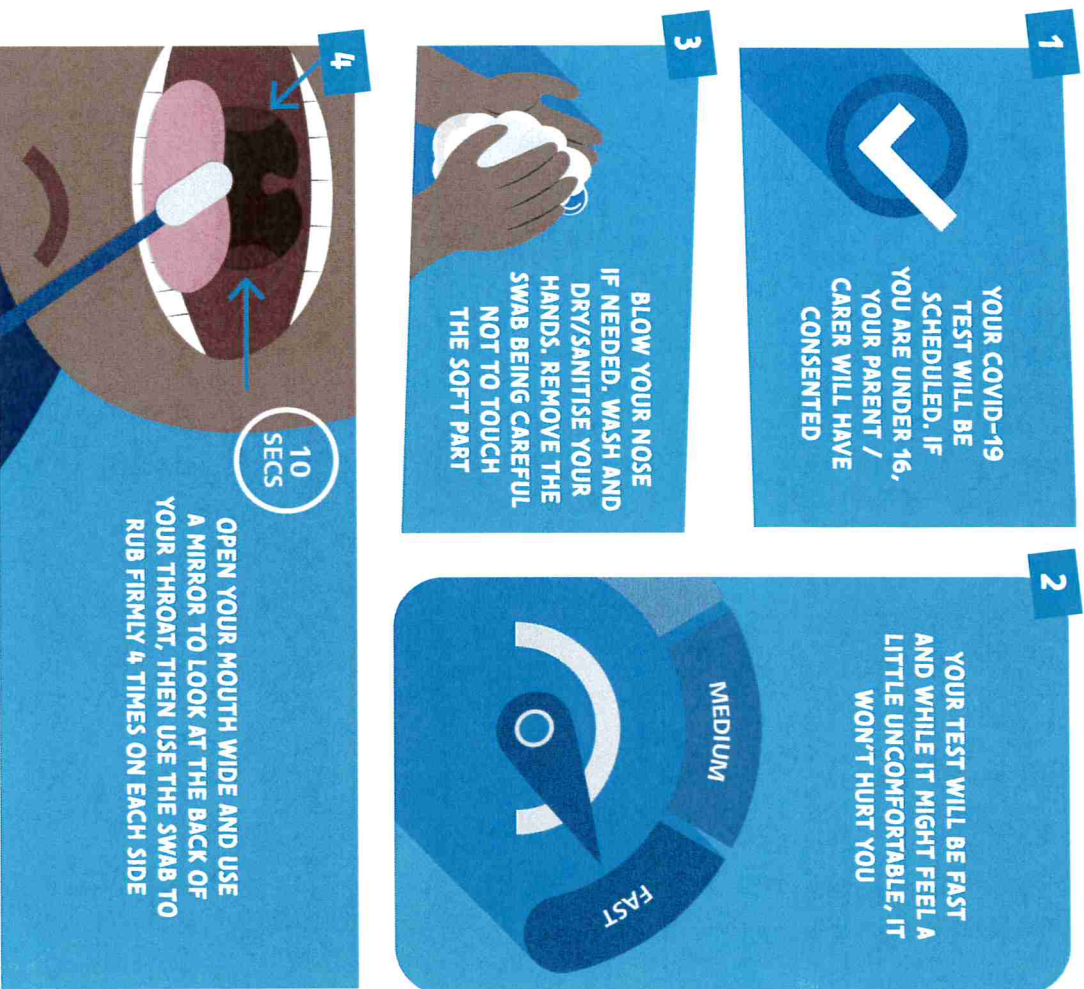
1 YOUR COVID-19 TEST WILL BE SCHEDULED. IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED

2 YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE, IT WON'T HURT YOU

3 BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART

4 OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT, THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE

10 SECS



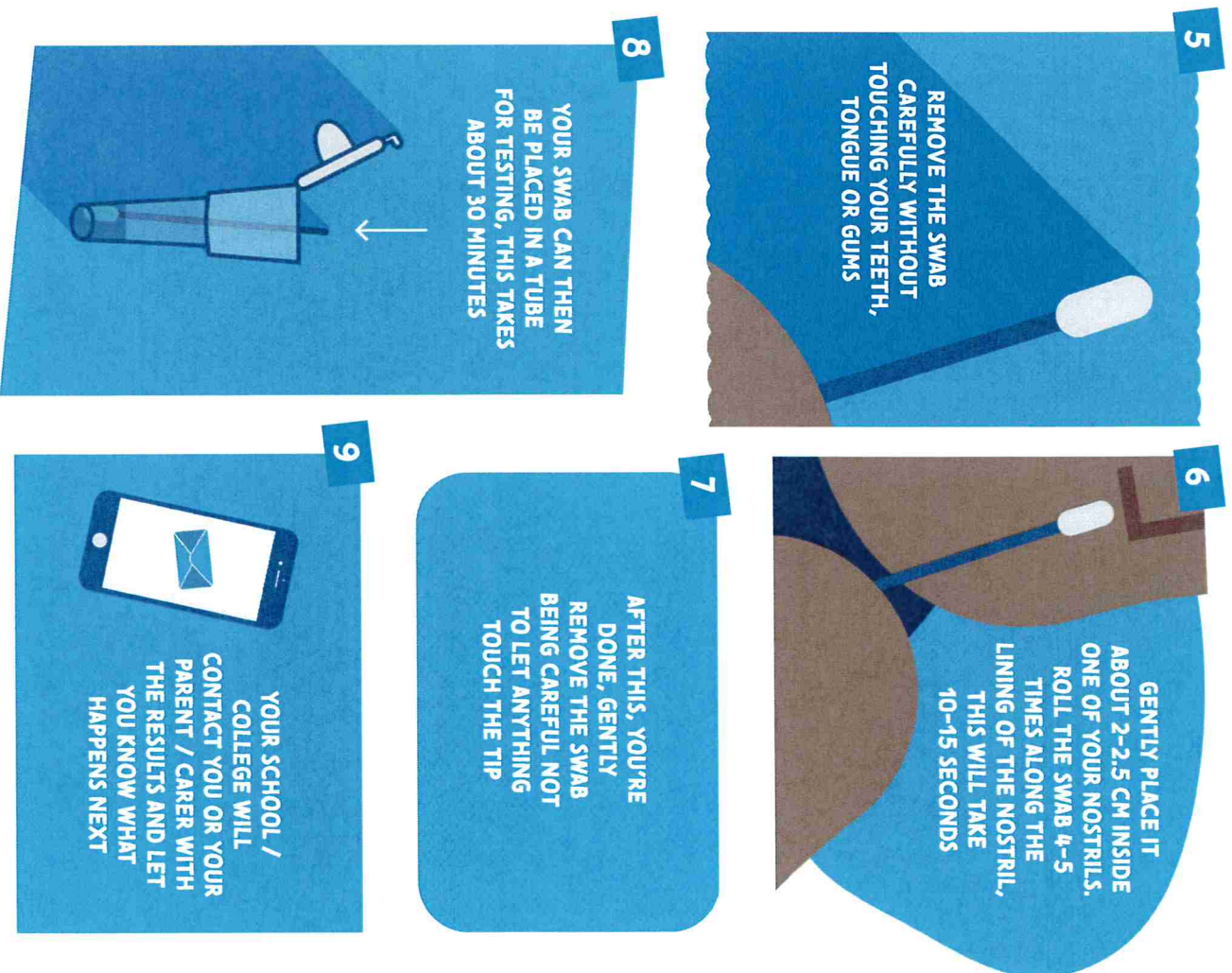
5 REMOVE THE SWAB CAREFULLY WITHOUT TOUCHING YOUR TEETH, TONGUE OR GUMS

6 GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL. THIS WILL TAKE 10-15 SECONDS

7 AFTER THIS, YOU'RE DONE, GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP

8 YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING, THIS TAKES ABOUT 30 MINUTES

9 YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT



COVID19 Testing – Privacy Notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who receive a rapid COVID19 test whilst at school.

This statement should be read in conjunction with the Privacy Notices uploaded on the School website.

Ownership of Personal Data

In order to complete the Covid-19 testing processes at Meadowfield it is necessary to process the personal data of staff and students who take part, including the need to share personal data where there is a legal obligation.

Meadowfield School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations under Section 175 of the Education Act 2002/under paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014.

Basis for collecting Personal Data

In addition to our general obligations regarding the safeguarding and welfare of students, personal data relating to tests for students is collected in accordance with the GDPR under the following articles:

- Necessary to perform a task carried out in the public interest or in the exercise of official authority (GDPR Article 6, 1e)
- Necessary for reasons of public interest in the area of public health (GDPR Article 9, 2i)
- Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross border threats to health. (DPA 2018, Schedule 1, Part 1(3))

Personal Data relating to staff is processed under the legitimate interest of the data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.

If you decline a test, we record your decision under the legitimate interest of the school in order to have a record of your decision and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. 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].

Data Controllorship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please read the Test and Trace Privacy Notice.

Meadowfield School remains the Data Controller for the data we retain about you.

Personal Data involved in the process

We use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group), Gender and Ethnicity
- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and which will become the primary reference number for the tests
- Test result
- Parent/guardians/carers contact details (if required)

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

How we store your personal information

The information will only be stored securely on local spreadsheets in school/college whilst it is needed. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. Schools will not have access to the information on the digital service once it has been entered.

Processing of personal data relating to positive test results

Staff, students or parents/carers (depending on contact details provided) will be informed of the result by the school and will be advised how to book a confirmatory test.

We will use this information to enact our own COVID isolation processes without telling anyone who it is that has received the positive test.

The information will be transferred to DHSC, who will share this with the NHS, GPs, PHE and the Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under 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.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of personal data relating to negative test results

We will record a negative result and the information will be transferred to DHSC, NHS, PHE and Local Government who will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under 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.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

Processing of personal data relating to declining a test

We will record that you have declined to participate in a test and this information will not be shared with anyone.

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 statistic about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

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 will not pay any charge for exercising your rights and if you make a request, we have one month to respond.

If you would like to make a request, please apply in writing, citing your reasons to the Principal.

Complaints

We take any complaints about our collection and use of personal information very seriously.

To make a complaint, please contact our Data Protection Officer via SPS DPO Services:

- Email: sps-dpo-services@isystemsintegration.com
- Address: SPS DPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent, BR11 LT

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this statement, please contact the Principal in the first instance.

Alternatively, you can contact our DPO via SPS DPO Services:

- Email sps-dpo-services@isystemsintegration.com ;
- Correspondence address: SPS SPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent, BR11 LT

	
Document Last Updated	Date: January 2021
Next Review	Date: January 2022