



CAISTOR YARBOROUGH ACADEMY

Our Ref: MMid/JBig/KWoo

17 March 2021

Dear Parents/Carers

NHS Test and Trace: Covid-19 Lateral Flow Device (LFD) Home Testing information for Students and Parents

The Department for Education has announced that it will start a programme of asymptomatic Covid-19 testing in secondary schools using Lateral Flow Device (LFD) home testing kits. Our mass testing at the Academy concludes on Monday and so it is our intention for home testing to commence from that date, i.e. week commencing Monday 22nd March.

Along with the other protective measures we are taking, home testing will allow us to take further measures to help your child to work 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 schools. I am, therefore, strongly encouraging all students to take the tests at home.

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 5 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) 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 should not be read as a means to relax or ignore social distancing or other virus-prevention measures intended to reduce transmission - an LFD is an additional tool that contributes to reducing risk.

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EXCELLENCE FOR ALL

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Home Testing

LFD home test kits should only commence when your child has had 3 school LFD tests if you have consented to this, and no earlier than **Monday 22 March 2021**. If your child has not had an LFD test in school, they can still take an LFD home test, but this again should not be any earlier than Monday 22 March 2021. Home testing kits will be distributed via your child's Progress Lead on designated days of the week. Your child's Progress Lead will need to register details of the home testing kit before they are taken home. Additional test kits will be issued after the first batch has been used.

Your child will need to conduct the test twice a week 3-5 days apart. We suggest that they conduct the test on a Monday and a Thursday morning before they come to school, or a Sunday and Wednesday evening if that is more convenient. Two home testing kits will normally be given at a time. Each kit contains three tests each. However, this time when the tests are first given out, you will receive three kits as you will be expected to continue testing twice a week over the Easter holidays. Your child will also be issued with a separate, simple flow diagram on how you should register the test results, as well as an NHS leaflet 'Your step-by-step guide to Covid-19 testing' (version 1.3.3). Please use this separate leaflet (version 1.3.3) and discard the leaflet contained in the test kit pack (version 1.2.8) which contains a picture on the front as it is now outdated. The LFD home test kits provided from school should only be used by the students to whom they are issued and by whom they are intended to be used. If wider households wish to take part in LFD testing, further details can be found at: <https://www.gov.uk/government/news/all-households-with-children-of-school-aged-to-get-rapid-covid-19-tests-per-person-per-week>. Parents and other adults can access tests by ordering online at www.gov.uk/order-school-household-tests.

How the Tests Work

The LFD home tests do not require laboratory processing and can provide a quick result in around 30 minutes. Comprehensive guidance on self-testing is contained in the 'Instructions for Use' leaflet, which comes with the test kit. There is also a useful video to show you how to administer the test: <https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYlVg7lwH5uxAD9UrSzGJ>

If your child is aged 12-17, they can be supervised by an adult, but can carry out the swab themselves. The adult may help the child to take the test if they need support. Students aged 11 must be tested by an adult and the adult must report the result.

If your child has tested positive (through a PCR test) in the past 90 days, they do not have to take part in the home-testing process, but they may do so if they so wish. However, if they do take part and they receive a positive test result from an LFD home test, they will have to isolate in line with NHS guidance and arrange a PCR test.

If your child is identified as a close contact, they will be asked to isolate, irrespective of whether they have previously tested positive or not.

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Who Do I Report the Test Results To?

Once the test has been conducted, the result will need to be logged online with NHS Test and Trace at: <https://www.gov.uk/report-covid19-result>. You will need to log the test result whether positive, negative or void.

You will also need to separately report the test result to the school:

To report your test result to school, please use the following Microsoft Forms Link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=LeZsaEzIUEKJI4QbOwhBmtdYZpF4YXIBk5LKL-y9jidUMjRQMos2REE3SDhDS0Y3UzBaVVdKRTdQQS4u>

- **If it is positive**, stay at home in isolation and book a PCR test here: <https://www.gov.uk/get-coronavirus-test>

Report this to the school using the Microsoft Forms link above, and *please also telephone the school to let Mrs Biglands know or e-mail covidsupport@cyac.org.uk. If the PCR test comes back negative, your child can return to the Academy as normal.*

- **If it is negative**, report this to school using the Microsoft Forms link above.
- **If it is void**, report this to school using the Microsoft Forms link and then take another test.

If Problems Occur Whilst Administering the Test

If there is a clinical incident, such as accidental ingestion of the solutions, which led or has potential for harm, please report it on <https://coronavirus-yellowcard.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.

For other incidents occurring at home, for example if something in the kit is damaged or missing or if you are unable to log a result, please contact 119. Please also let us know via covidsupport@cyac.org.uk, together with the time and dates of the incident so that we can track if this is a problem with the tests we have been issued. This could include repeated void or unclear tests, or leaking or damaged tubes.

Consent/Privacy

Once your child understands the testing process and has read a privacy notice (with this letter), if they choose to participate, they are committing to self-administer the test and provide their results.

Students who decline to participate in the tests can still attend school if not symptomatic and should follow the normal protection measures in school.

Anyone with one or more symptoms of coronavirus, such as a high temperature, a new continuous cough, or a loss or change in sense of smell or taste, should self-isolate and take a test straight away, either your home test if you are participating, or book a PCR test at <https://www.gov.uk/get-coronavirus-test>, or call 119.

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If you do have any questions or concerns, please follow the guidance included with the LFD home testing kits or contact the Academy. If it is a medical emergency that requires an immediate response, you should seek support by calling the appropriate medical service/response i.e. 111 or 999.

We hope you will support our school community by testing your child at home using the LFD home test kits.

Yours faithfully

A handwritten signature in black ink that reads "Mr M J Midgley". The signature is written in a cursive style with a large, stylized 'M' and 'J'.

Mr M J Midgley
Headteacher

Enc. Privacy Statement

Caistor Yarborough Academy - COVID-19 Testing at home of pupils and students in Secondary Schools and Colleges Privacy Statement

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Caistor Yarborough Academy, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. Caistor Yarborough Academy is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test and undertaking any actions needed by school as part of the school's health (including public health), welfare and safeguarding role and obligations.

Personal data relating to tests for pupils is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the school's proprietor's official authority for the conduct of the school. [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent schools including Academy Schools and Alternative Provision Academies **OR** requirements pertaining to policies on health and welfare for 16-19 Academies; **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools **OR** section 19(2) – (4) and 33F(2)-(6) of the Further and Higher Education Act 1992 for Further Education Corporations and Sixth Form College Corporations] is/are also relevant.

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 test result - GOV.UK \(www.gov.uk\)](#). 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 Academy 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 Academy in relation to your 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](#).

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How we store your personal information

The Academy will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. The Academy may also record Personal Data about you in its internal COVID-19 test register (the Academy's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in school 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 Academy will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by the Academy 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 Academy for a period of twelve (12) months and by the NHS for eight (8) years.

Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

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.
- Your 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 Academy will not be shared with your GP.
- Local Government to undertake local public health duties and to record and analyse local spreads.

Personal Data in the Academy'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 Academy will not share its internal COVID-19 test 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.

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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 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 the Academy (enquiries@cyac.org.uk / tel. 01472 851383) 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 enquiries@cyac.org.uk / tel. 01472 851383).

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

The ICO's address:

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

Helpline number: 0303 123 1113

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