

COVID-19 Testing Kit Policy

Sept 2021

Version 2

1. Scope

This policy applies to all staff at Expanse Learning.

2. Objective

The objective of this policy is to ensure the effective control and administration of all COVID-19 testing kits held within Expanse Learning. This will ensure Expanse Learning complies with all Government expectations in the handling and distribution of these test kits.

3. Responsibilities

Expanse Learning will assign a Single Point of contact (SPOC) at every location that holds a testing kit:

Expanse Learning Wigan School, Tyrer Avenue, Wigan, WN3 5XE

SPOC: Katie McDermott (School Business Officer) Tel: 01942 877715

Expanse Learning College (Leigh), Leigh Sports Stadium, Sale Way, Leigh, WN7 4JY

SPOC: Yvonne Adams (Centre Administrator) Tel: 01942 877715

Expanse Learning College (Wigan), Orrell Lodge, Orrell Road, Orrell, Wigan, WN5 8HJ

SPOC: Steph Howard (Centre Manager) Tel: 01942 877715

The SPOC has responsibility for:

- The authorisation and distribution of all testing kits
- The replenishment of kits when stock level become low
- To ensure relevant documentation is completed and securely located in correspondence with organisational Data Protection guidelines.

Corporate Services has overall responsibility for:

- Amendment and review of the policy
- The release of this policy through DatabridgeMIS ensuring there are available for the relevant departments

Employees are responsible for:

- Conformance to the requirements of this policy and all Operational Procedures within are mandatory.

Expanse Learning is responsible for:



Expanse Learning WILL:

- Store test kits in a safe place at room temperature
- Ensure this policy is communicated with staff and parents
- Distribute the tests as needed and ensure parents/carers know the guidance for using these tests
- Advise parents/carers to contact <https://111.nhs.uk/COVID-19> or call 111 if at any point symptoms get worse



Expanse Learning WILL NOT:

- Administer tests to students or staff
- Allow tests to be administered on site
- Provide a test to an individual unless we believe they will have barriers accessing a test elsewhere
- Ask for evidence of negative test results before allowing individuals back on site

4. Test Sites

There are numerous types of sites located around the region. These test site types are:

- Remote test sites - these are drive-in only
- Local test sites - these are walk-in
- Mobile test units - these are mobile and move around every few days so you may notice addresses change.

The test sites are generally open seven days a week from 8am to 8pm. Local test sites are highlighted in **Appendix 1**.

5. Home Test Kits

People can order a home test kit for themselves and up to three members of their household.

These kits will be posted to the address given and are returned via a Royal Mail priority mailbox. They are the same test kit that we hold at Expanse Learning.

You can find your nearest priority box via the following link (please tick the priority box):

<https://www.royalmail.com/services-near-you#/>

The Web link to order a home test kit or book an appointment at a test site:

<https://self-referral.testfor-coronavirus.service.gov.uk/antigen/name>

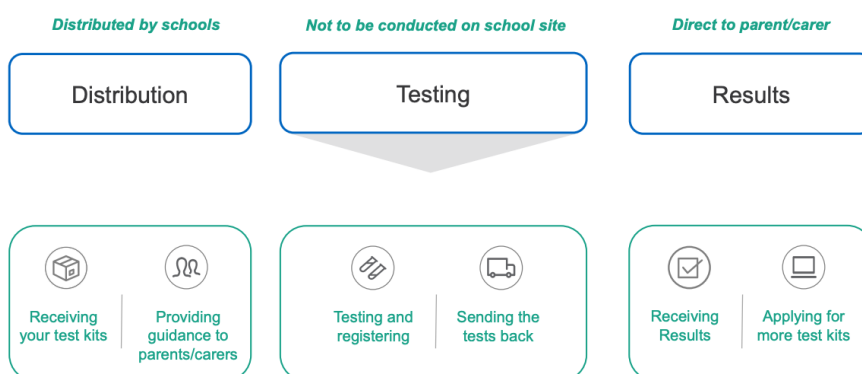
6. Who should use our test kits?

Test kits will **ONLY** be offered in exceptional circumstances to individuals (Students and staff) who:

- Have **DEVELOPED** symptoms while at school or college, and
- We **BELIEVE** they may have barriers to accessing a test elsewhere
- We **BELIEVE** that if we sent the individual home without a kit, they would not receive a test at all.
- *If the individual is under 18 this kit MUST be given to their parent or carer.*

Testing kits will not be allocated to Individuals who have developed symptoms outside of Expanse Learning premises

Expanse Learning will not be conducting coronavirus tests on site



7. Registering for a Coronavirus Test

The following instructions provides the step-by-step guidance for schools/colleges to give parents/carers:

- Read the instructions within the pack which can be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907961/Coronavirus_home_test_step-by-step_guide.pdf
- Conduct testing at home instructional video can be found here: <https://www.youtube.com/watch?v=Xaw8DsF2lgc>
- Register test kits online to make sure you receive a result: <https://test-for-coronavirus.service.gov.uk/register-kit>
- Return test kits via Royal Mail priority box. You can find your nearest priority box via this link (please tick the priority box): <https://www.royalmail.com/services-near-you#/>

1

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

Register a coronavirus test

Use this service to register a coronavirus (COVID-19) test for you or someone else.

To complete this form, you'll need:

- the barcode for the test you're registering
- a mobile number (for you or the person you're registering it for)

How we use your data

To find out how we use your personal data when you register for a coronavirus test, [read the coronavirus privacy note](#).

[Start now >](#)

2

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Where are you taking your test?

☐ At a test site

☒ At home

[Continue](#)

3

GOV.UK Get a coronavirus test

ALPHA This is a new service – your [feedback](#) will help us to improve it.

[Back](#)

Enter your unique test kit barcode or Randox URN

There are 2 types of home test kit, one of which is branded Randox. If you have a non-Randox home test, use the camera on your phone or computer to scan one of the identical barcodes inside your home test kit. You'll either find them attached to the plastic vial, biohazard bag and return box or loose for you to stick on yourself (please read instructions).

These are different from your pre-paid Royal Mail return package barcode on your box.

You can also manually enter the 11 character reference below the barcode.

If you have a Randox test kit, manually enter the 9 or 10 character unique reference number (URN) on the label.

[What does the barcode look like?](#)

[What does the Randox URN look like?](#)

[Scan my barcode](#)

Test kit barcode reference or URN

Confirm test kit barcode reference or URN

[Continue](#)

Take the test, register the test and return the test via a Royal Mail priority postbox all on the same day

8. What do the results mean?

What do the different results mean?

For individuals who are symptomatic and/or test positive for coronavirus please follow the latest NHS guidance, which can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-andwhat-to-do/>

Covid-19: Self-isolation

When should you self-isolate?

There are new rules **from 16 August**. Here's what to do if:

You've had a positive PCR test:

You need to **self-isolate**, even if you've been vaccinated

You've been in contact with someone who's tested positive for Covid-19:

If you're 18 or over and **not double-jabbed** you'll need to **self-isolate**

If you're **double-jabbed**, or **under 18**, take a **PCR test**, but only self-isolate if it's positive

You have symptoms of Covid-19:

You should **self-isolate** and take a **PCR test** even if you've been **double-jabbed**

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

Individuals should not be on Expanse Learning premises as long as they are symptomatic

Advise parents/carers to contact <https://111.nhs.uk/COVID-19> or call 111 if at any point symptoms get worse

9. Monitoring arrangements

This policy will be reviewed dynamically and can be revised as needed.

Impact of non-compliance

Staff:	Disciplinary action, Support, Action Plan
Student:	Not applicable
Legislation/organisational:	Reputational damage, litigation, statutory and non-regulated compliance.
Compliance lead:	Corporate Services (Health and Safety)
Policy Reference:	ELGR-HSW-012
Version:	2
Agreed policy location:	DatabridgeMIS
Does the policy require Governor approval?	No


Approval

Prepared by Scott Roberts 05/09/2021  Head of Corporate Services	Approved by Tony Brown 07/09/2021  CEO	Counter Signatory Richard King 07/09/2021  Director of Schools, Pre 16 Education
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Version Control

Version	Date	Revision	Review Date
1	05/09/2020	First Issue	Mon 12 months
2	01/09/2021	Policy Reviewed – Updated details for Wigan College, Added App2	31/08/2022
3			
4			
5			

Appendix 1 – Test site locations



Verify info before going. [Learn more](#)

Covid-19 Drive-through Testing Site - Newton-Le-Willows (Haydock Park Race Course)
 Medical laboratory · Warrington · 0300 303 2713
 🚧 COVID-19 testing site
 ! Appointment required · ✓ Referral not required · ✓ Testing for all patients · ✓ Drive-through

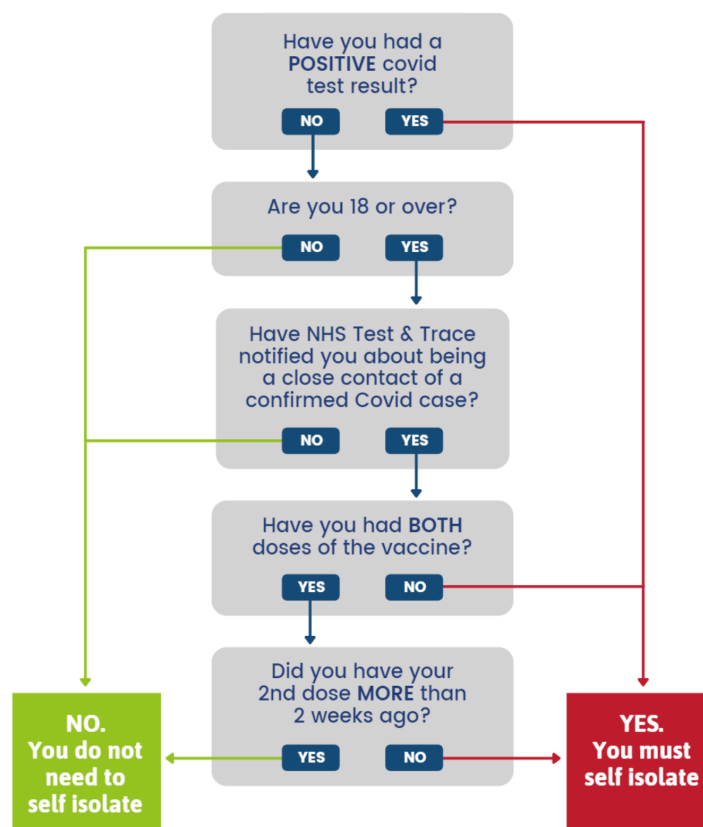
Covid-19 Walk-through Testing Site - Trafford (Trafford Brighthouse Car Park)
 Medical laboratory · Manchester · 0300 303 2713
 🚧 COVID-19 testing site

Covid-19 Walk-through Testing Site - Rochdale (Heywood Civic Centre)
 Medical laboratory · Heywood · 0300 303 2713
 🚧 COVID-19 testing site

☰ [More places](#)

Location	Type	Address
Blackburn	Remote Test Site	Old Bank Lane BB1 2PW
Blackburn	Local Test Site	Blackburn College Car Park BB2 1LH
Carlisle	Remote Test Site	Carlisle Airport CA6 4NW
Carlisle	Local Test Site	Castle Car Park CA3 8AN
Greater Manchester	Remote Test Site	Etihad Stadium Overflow Car Park M11 3FF
Liverpool	Remote Test Site	John Lennon Airport Long Stay Car Park L24 1YD
Manchester	Remote Test Site	Manchester Airport M90 1AF
Manchester	Local Test Site	Central Retail Park, Ancoats M5 6DJ
**Newton-Le-Willows	Remote Test Site	Haydock Park Race Course WA12 0HQ
Oldham	Local Test Site	Southgate Street Car Park OL1 1EW
Oldham	Local Test Site	Peel Street Car Park (Oasis Academy replacement) OL9 9LQ
Preston	Remote Test Site	Walton le Dale Park and Ride PR5 4AR
Rochdale	Local Test Site	Heywood Civic Centre OL10 1LW
Rochdale, Middleton	Local Test Site	Market Place Car Park M24 1AG
Sefton	Local Test Site	Bootle Town Hall L20 7AE
Sefton	Local Test Site	Southport Town Hall PR8 1DA
Trafford	Local Test Site	Trafford Brighthouse Car Park M17 1JF
Widnes	Local Test Site	Widnes Police Station/ Magistrates area WA8 7QJ

**** Nearest Test Site**



Remember, if you are asked to self-isolate, you must do so by law

- ❌ You must not leave your home if you are self-isolating.
- ⚠️ You could be fined if you do not self-isolate.

What self-isolation means:

- ❌ **Do not** go to work, school, college, or public places
- ❌ **Do not** go on the bus, train or use taxis
- ❌ **Do not** pop out to the supermarket to get food and medicine
- ❌ **Do not** just nip to the shops to get a birthday card, present or other items or calling at the hospital to drop things off
- ❌ **Do not** have visitors in your home – this includes friends and family (you could be exposing them to the virus). The only people allowed in your home are those providing essential care
- ❌ **Do not** go out to exercise unless within your own private garden – this means no trips to the gym, pool or for a jog or cycle, no walking the dog!