

Kingsbrook School

'A unique service for unique young people'

Covid-19 Testing Procedure

Kingsbrook School

Southburgh
Thetford
Norfolk IP25 7TJ

31st August 2025
Review: 30th August 2026

Kingsbrook School's Covid-19 Testing Procedure

In light of the Covid-19 pandemic and the requirement for mass testing of all students attending school this procedure explains how Kingsbrook School will oversee the testing programme with the aim of keeping students, staff and visitors safe.

Home Testing for Staff and Students

In line with guidance from the Department for Education, home testing LFD kits will be made available to all staff and students. The expectation is that home tests will be carried out on a Sunday and Wednesday evening and recorded immediately, either online at www.gov.uk/report-covid19-result or via the telephone by calling 119.

Protocol for Positive LFD Results

In the event of a positive LFD test then the staff member/student should immediately self-isolate and request PCR test either online at www.gov.uk/get-coronavirus-test or by calling 119.

It is expected that for all positive PCR test results the school will be informed of the result at the earliest opportunity. All PCR results whether positive or negative must be provided to the school.

If an individual receives a positive LFD result but does not take a PCR test then they must self-isolate for ten days.

If an individual receives a positive PCR result then they must self-isolate and follow government guidelines.

Testing in School

Kingsbrook School recognises that there may be barriers to students completing the LFD tests at home, in this instance and with parental permission, testing will take place in school and the following procedures and protocols will be followed.

Roles and Responsibilities

Within the testing programme there are seven roles where specific tasks and responsibilities are assigned to an identified member of staff. The identified members of staff will have completed the required training by the NHS Test and Trace training package. Additional members of staff will have been identified and completed the required NHS Test and Trace training to deputise in the event of staff absence. Please see the table below for the identified members of staff, their role and their responsibility.

Role Title	Task/Responsibility	Member of Staff
-------------------	----------------------------	------------------------

Team Leader/Quality Lead	Responsible for the overall on-site operations at the test site, including day to day workforce management.	Ursula Castillo
Test Assistant	Provides guidance to subjects on swabbing as requested and ensures cleaning of booths or sample collection station.	Dina Paula Mullane
Processor	Prepares test samples for analysis and interprets result.	Dina Paula Mullane
Covid-19 Coordinator	School signoff for all activity (including third party), deputising/liasing with the Head of School.	Lynne Westley
Registration Assistant	Responsible for ensuring subjects have registered and distribution test kits on arrival	Lisa Raven De Burca
Results Recorder	Collates results from processing operatives and uploads digital solution.	Lisa Raven De Burca

Designated Testing Areas to Include Isolation Room

Existing Room	Testing Programme Use	Rationale
Reception	Administration of Test	The rapid results and associated bar code to the test administered needs to be uploaded onto the NHS Test and Trace Covid-19 testing portal. The identified member of staff to complete this task is based in the reception room. This reduces traffic flow to and from rooms if a positive test is identified.
Rhinos Life Skills Room	Isolation Area	This room has a lockable internal door ensuring no other students or staff enters. The room also has an external door which will be used to enter and exit. This reduces traffic flow of staff and students

Tests and Frequency

The test administered within school will be a Lateral Flow Device (LFD). The LFD test provides rapid results (within 30 minutes). For positive LFD results; a second test will be given to the identified person to take and be administered at home. This test is called a PCR. The PCR is the Positive Confirmatory test. The actual initials PCR stands for are Polymerase Chain Reaction. This is a scientific test which extracts and amplifies genetic material and then tests it. PCR is used for lots of different tests not just for identifying Covid-19.

Students, staff and therapists will receive an LFD test on a weekly basis. During the pandemic, visitors to the school will be kept to an absolute minimum, however, if visitors do arrive to Kingsbrook School they will receive a LFD upon arrival and will be asked to remain within the designated testing area until the results are known.

Protocol for Positive LFD Results

Staff

If a member of staff were to receive a positive LFD result then they will be sent home with a PCR test. The expectancy will be that the PCR test will be taken at home, administered and posted. The member of staff will have to self-isolate until the PCR results are known. If positive, they will be required to self-isolate in accordance to the self-isolation guidelines.

Visitors

If a visitor were to receive a positive LFD result, they will be asked to leave the site with a PCR test. The expectancy is that the PCR test will be taken home, administered and posted. It is also expected that the visitor would adhere to the Test and Trace procedures following on from the results of their PCR test, therefore, if positive, the school will be notified by Test and Trace that they have been in contact with someone who has tested positive for Covid-19.

Students

If a student were to receive a positive LFD test result. The student will be supported by a member of staff in the designated isolation area. Staff will contact parents/carers and inform them of the positive test result and the parent/carer will be responsible for collecting their child from school. Students cannot return home via public transport or via taxi, to include, their usual taxi service provided if this is their means to commute to and from school. The member of staff supporting the student in the isolation area will be required to wear a waterproof face covering and gloves.

A PCR test will be given to the parent/carer upon collection and the expectancy will be that the PCR test will be administered at home and posted. The student will have to self-isolate until the PCR results are known. If positive they will be required to self-isolate in accordance to the self-isolation guidelines.

It is expected that for all positive PCR test results the school will be informed of the result at the soonest opportunity. All PCR results whether positive or negative must be provided to the school.

If an individual receives a positive LFD result but does not take a PCR test then they must self-isolate for ten days.

Protocol for a Positive LFD Result in School

If either a student, member of staff or visitor receives a positive LFD result then the testing programme will increase in frequency for all staff and students. LFD tests will increase from being administered on a weekly basis to daily for a period of seven days. This process will be repeated if another positive LFD result is identified within the seven day period of daily testing.

PPE and Cleaning

The identified member of staff administering the tests will be required to wear a waterproof face covering and disposable gloves. Between tests; the testing area will be sanitised and a new pair of disposable gloves are to be worn for each test administered to minimise potential risk of cross contamination.

The testing area will be deep cleaned in addition to the sanitisation between tests at least once a day.

If the isolation room has been used as a result of a positive test result; this room will be deep cleaned as soon as the student has left. All members of staff administering cleaning and sanitising duties will be required to wear disposable gloves and waterproof face masks.

All used gloves, face coverings, test kits and cleaning cloths/sanitising wipes will be disposed of in a clinical waste bag/bin.

Administering Tests

Permission will be sought from parents and carers to administer the test to their child. For students who are under the care of a Local Authority, permission will also be sought from their social worker. Tests cannot and will not be administered without permission for students under the age of sixteen years. For students over the age of sixteen years where it is deemed they have the mental capacity to make an informed decision for themselves, they can give their own permission. For students over the age of sixteen years where it is deemed they do not have the mental capacity to make an informed decision then permission will be sought from their parent/carer.

The usual method of administering the test is via a swab to the throat and nostril. As a SEND provision; for students, both nostrils can be swabbed instead of the throat swab. Kingsbrook School will be administering tests for students via the swabbing of both nostrils.

Right to Refuse

A parent/carer, staff member, visitor and student have the right to refuse a test.

Well-Being

It is fully acknowledged that students may find the testing and swabbing process frightening and uncomfortable. Every effort will be made to support and reassure students through this process. Please be reassured that no student will be forcibly tested and that their whole well-being will be considered throughout the process. Therefore; if it is apparent a student is becoming distressed either prior or during the process, the test will cease.

Data Protection and Safeguarding

The whole testing process, the logging of results onto the NHS Test and Trace portal and the keeping of related records will adhere to GDPR regulations.

All members of staff involved within the testing programme will have up to date enhanced DBS's and will have received a minimum of Level 3 Safeguarding Children and Vulnerable Adults training in line with Priory's safeguarding policy.