Please read this email and its contents carefully We are sending schools and further education institutions an initial supply of ten test kits Deliveries will arrive via Royal Mail special delivery, between 26 August and 7 September. You will receive an em…

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| Please read this email and its contents carefullyWe are sending schools and further education institutions an initial supply of ten test kitsDeliveries will arrive via Royal Mail special delivery, between 26 August and 7 September. You will receive an email notifying you of your delivery date two days before delivery. If there is no one in your school to receive the delivery, it will be attempted again the following day and they will leave a calling card.After 7 September, if you have not received these test kits, you should phone the Test and Trace helpdesk on 119.Guidance for schools and further education providers on the initial supply of coronavirus test kits for pupils, teachers and staff can be found here:<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers> Important instructions for who should use these kitsYou should only offer a test kit to individuals who:

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| * have developed symptoms while at school or at your further education institution, and
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| * in the exceptional circumstance that you believe they may have barriers to accessing a test elsewhere, and that by giving them a test kit directly, you will significantly increase the likelihood of them getting tested, and
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| * you believe that if you sent the individual home without a kit, they would not receive a test at all.
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If the individual is under 18 this kit should be given to their parent or carer.We do not have an unlimited supply of test kits. Please note the best and fastest way for students or staff with symptoms of coronavirus to access a test is to visit a test site. Appointments at test sites can be booked via:[https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name](https://protect-eu.mimecast.com/s/-2zQC3lBES9VnBnig2R4J?domain=self-referral.test-for-coronavirus.service.gov.uk)By providing you with test kits, we are helping you to take swift action to protect students and staff in the event of a suspected case of coronavirus. The symptoms of coronavirus are a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste.Join our webinar for schools and further education institutionsWe will be hosting a series of webinars to support you in understanding how to use these test kits in education settings.There will be an opportunity to ask any questions you may have.These webinars are being run on the following dates and we will send an email later this week with a sign-up link. We strongly encourage each school to sign up to one of the webinars:

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| * Friday 4th September at 11:00-12:00
* Monday 7th September at 08:00-09:00
* Tuesday 8th September at 17:00-18:00
* Wednesday 9th September at 15:30-16:30
* Thursday 10th September at 16:00-17:00
* Friday 11th September at 12:30-13:30
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Help us to support you in the most effective way: complete our surveyOver the next few weeks we will be sending you two short surveys on your experience of the testing service. The first will be sent before you have used to the test kits and the second will be sent after we expect you have used them. Please take 3 minutes to fill out these surveys; by responding you will help us to improve our service as we work to ensure that schools are able to access the testing you need.FAQsWho are these kits suitable for?Kits are suitable for people of all ages over the age of one.Parents/carers will be required to administer the test to children under the age of 11. Full instructions are provided within each kit. Test kits should not be given directly to children; only to adults over the age of 18 or a child’s parent/carer. Schools are not expected to administer testing.When should I hand out one of these test kits?These test kits should only be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere and that if you sent the individual home without a kit, they would not receive a test at all. It is for each school to determine which individuals meet this criteria for receiving these kits.Anyone who displays symptoms of coronavirus can and should get a test. These symptoms are a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste. The government is making it as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. These testing routes are set out in the question below, and should be used as the primary route for accessing testing. If a child or staff member in your education setting becomes symptomatic, you should advise them to access testing through these routes. However, in exceptional circumstances when you do not think a child or staff member would be able to access testing through these routes, which may be a for a variety of reasons, you should consider using one of the ten test kits that we are sending you to improve the chances that the individual will get tested.How can individuals access testing and support if they don’t meet the criteria for receiving these test kits?If an individual who experiences any coronavirus symptoms doesn’t meet the criteria for test kits through their school or further education institution (see question above), they can access a test at a test site or at home using the online booking portal[https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name](https://protect-eu.mimecast.com/s/-2zQC3lBES9VnBnig2R4J?domain=self-referral.test-for-coronavirus.service.gov.uk)This portal will give you a range of testing options available in your local area. These will usually be:

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| * Test centre – Booking a test at a test centre is likely to be the fastest way to get a test. You should be aware of local test centres near to your site in order to advise staff, students and parents/carers. Some test centres are drive-in only, and some are walk-in. Some test centres are mobile and move around every few days so you may notice addresses change. Some tests centres have an option to have the test administered for you, but not all. The test centres are generally open seven days a week from 8am to 8pm (except on the Isle of Wight which is 9am to 2:30pm).
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| * Home test kit – Staff, parents/carers and further education students 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 are sending to schools.
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New ways to make accessing a test as quick and easy as possible are being added continually by NHS Test and Trace. New walk-in test centres open frequently to make it easier for people without cars to get a test. If an adult does not have access to a computer or mobile phone/tablet, test kits can be ordered by calling 119. 119 can also be contacted for support at any point throughout the testing journey. 119 are able to provide support in up to 650 languages.How do individuals use the test kits?The test kits will tell an individual if they have coronavirus at the point of testing, not in the past.Schools will not be conducting coronavirus tests on site; these should be completed off-site at the affected individual’s home.Individuals will can self-swab if they are aged 11 or over. Children under 11 will need to be swabbed by a parent or guardian. Video guidance on testing children can be found here:[https://www.youtube.com/watch?v=Xaw8DsF2Igc](https://protect-eu.mimecast.com/s/xXC-C48EVH9GXoXix_qq5?domain=youtube.com)All test kits will need to be registered individually using the barcode supplied with the kit at:[https://test-for-coronavirus.service.gov.uk/register-home-test](https://protect-eu.mimecast.com/s/AyHVC58JVHpOBvBFyEPh5?domain=test-for-coronavirus.service.gov.uk)Home test kits need to be returned via the individual’s nearest priority postbox. Not all Royal Mail letter boxes are priority boxes. You can find your nearest priority box via this link (please tick the priority box): [https://www.royalmail.com/services-near-you#/](https://protect-eu.mimecast.com/s/FhjGC66LGS0x5D5s5EW7t?domain=royalmail.com/)Full instructions on how to use the test kit, including how to take a sample, register the test kit and return the completed test kit are supplied with each test kit.How do I store these test kits?Test kits should be stored securely at ambient room temperature (between 5-22°C).How can I access more test kits?Guidance on replenishment of test kits for schools will be published shortly. We will share this information on the webinars and by email you to give you more information. There will be a cap on how many kits we can send and on how frequently orders can be placed, based on pupil numbers and other key information about your education setting.Once this guidance has been published, you will be provided with a link to place orders and a unique organisation number (UON) for placing the order.Will you provide schools with the results of these tests?Results will be shared only with the email address and phone number given when the test kit is registered. We will not be able to share results with schools, nor will we be able to confirm if the test kit has been used. The test kits are registered in the same way as any test kit that is provided via the home route so we will not know if the person received this kit directly from the home route or from you. We recommend to all schools that you contact all individuals who are suspected of having coronavirus to find out from them what their test results are. What should we do if an individual is positive?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-and-what-to-do/](https://protect-eu.mimecast.com/s/ED9pC76NYSV9DqDiqTa7R?domain=nhs.uk/)If an individual has symptoms or has tested positive for coronavirus, they will usually need to self-isolate for at least 10 days and the rest of the household will need to isolate for 14 days.For guidance on responding to coronavirus in children, please follow the link at:[https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/](https://protect-eu.mimecast.com/s/bD6CC8qPWcPxoroIwd5hp?domain=nhs.uk/)Where can I go to access support?If your school or further education institution has any queries, you should contact the Test and Trace helpdesk on 119. This helpdesk will be available to you from 1 September.Who should I contact in an emergency?If at any stage over the next few days, an individual cannot cope with the symptoms, or their condition gets worse, or their symptoms do not get better after 7 days, use the [https://111.nhs.uk/COVID-19](https://protect-eu.mimecast.com/s/_7v6C98RGHNPG1Gu0wn5R?domain=111.nhs.uk) service. If you do not have internet access, call NHS 111. In a medical emergency, dial 999.Thank you,Organisation Coronavirus Testing at DHSCThis email and any attachments is intended only for the attention of the addressee(s). Its unauthorised use, disclosure, storage or copying is not permitted. If you are not the intended recipient, please destroy all copies and inform the sender by return email. |

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