St Andrew’s CE Primary School – **COVID Testing**

Staff member conducts test in line with guidance/risk assessment

Test Kit Log approved by DH/ND allowing double check and ordering of stock if necessary

ND gives out tests and completes test kit log incl. confirmation of new instructions given and date of next distribution – checks stock levels

**Test Distribution Days**

Staff member conducts another test and follows negative/positive arrow

If two consecutive void results, follow positive arrow and book a PCR test to confirm result

Positive result

Void result

Negative result

ML: Follow up email sent to remind staff to log their result on <https://www.gov.uk/report-covid19-result> and email

testresults@st-andrews.lincs.sch.uk

**Testing Days**

Staff member logs their result on <https://www.gov.uk/report-covid19-result> and emails

testresults@st-andrews.lincs.sch.uk

Staff member rings DH immediately **and** logs their result on <https://www.gov.uk/report-covid19-result> and emails

testresults@st-andrews.lincs.sch.uk