



# HAMPSTEAD SCHOOL

Learning together Achieving together

## NHS Test and Trace: COVID-19 testing for students

Testing for those **without coronavirus symptoms** using COVID-19 tests known as lateral flow device (LFD) tests is now established as one method for reducing the spread of COVID-19. It is due to play an important role in the safe reopening of secondary schools from March 8<sup>th</sup>.

**Do not send your child into school if they have symptoms or if someone in their household has symptoms. In these circumstances follow normal public health advice around isolation and testing.**

Along with the other protective measures we are taking, these tests will help staff and students to remain in school safely. Up to one third of people who have coronavirus experience no symptoms. By testing we will help to stop the virus spread. The test is voluntary, but we would encourage everyone to take it.

We will be testing all students three times on their return to school from March 8<sup>th</sup>. We will be inviting students into a scheduled testing slot so that they can be tested at least once before face-to-face lessons begin for their year group.

I enclose an instructional leaflet with more information on how the test is taken.

We are asking all parents/carers to complete this online consent form, even if you do not wish to give consent.

[>>> Student testing online consent form <<<<](#)

Those taking the test will be supervised by trained staff. The 'lateral flow' tests are quick and easy using a self-administered swab of your nose and throat.

Results (which take around half an hour from testing) will be shared directly with staff and students participating. A text message including the test result will be sent to the mobile phone number entered in the attached form.

These tests are not always accurate but they do work to reduce risk - in validation studies conducted by Oxford University and Public Health England, they were shown to be as accurate in identifying a case as a lab-based PCR test (99.68% specificity). The tests have lower sensitivity but they are better at picking up cases when a person has higher viral load, hence the need to test frequently.



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### **What if a student tests positive?**

Students who test positive will be informed about their results individually. Parents or legal guardians will also be notified and arrangements will be made for the student to return home. Guidance on safe travel and additional precautions will be provided along with test results.

Students will need to take a further Polymerase Chain Reaction (PCR) test (similar to those done in local and regional testing sites) on the same day (or as soon as possible). You can go to [www.gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test) or call 119 to book a follow-up test. If ordering a PCR test yourself, you should choose to visit a drive-through test site if possible, as it is faster than requesting a home test.

If a student receives a positive LFD test result they will need to self-isolate until they receive the result from their follow-up PCR test. If the PCR test returns a positive result they will have to self-isolate, following the guidance from NHS Test and Trace.

### **What happens if the test is negative?**

They will be able to resume their activities as normal. A small number of students may need to repeat the test if the first test was invalid or void for some reason.

### **What if my child develops symptoms?**

This testing programme at Hampstead School is for people with no symptoms. If your child develops symptoms at any time (such as a high temperature; a new, continuous cough; or a loss or change to their sense of smell or taste) they must immediately self-isolate, and book a test by calling 119 or visiting <https://www.gov.uk/get-coronavirus-test>.

**Do not send your child into school if they have symptoms or if someone in their household has symptoms.**

Please contact us on [COVID-19@hampsteadschool.org.uk](mailto:COVID-19@hampsteadschool.org.uk) if you need this information in any other language or format or if you have any questions.

All best wishes,



Matthew Sadler  
Head

## HOW TO DO YOUR TEST

WHILE THIS IS A SELF-SWAB TEST, THERE WILL BE A TESTING HELPER WHO WILL OVERSEE THINGS AND PROVIDE HELP IF YOU NEED

1



YOUR COVID-19 TEST WILL BE SCHEDULED. IF YOU ARE UNDER 16, YOUR PARENT / CARER WILL HAVE CONSENTED

2

YOUR TEST WILL BE FAST AND WHILE IT MIGHT FEEL A LITTLE UNCOMFORTABLE, IT WON'T HURT YOU

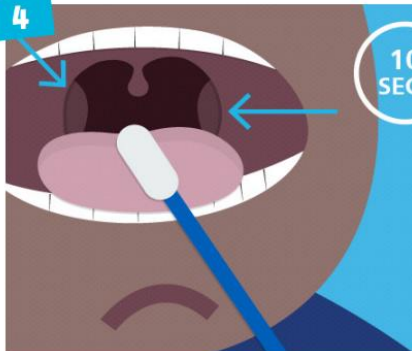


3



BLOW YOUR NOSE IF NEEDED. WASH AND DRY/SANITISE YOUR HANDS. REMOVE THE SWAB BEING CAREFUL NOT TO TOUCH THE SOFT PART

4



10 SECS

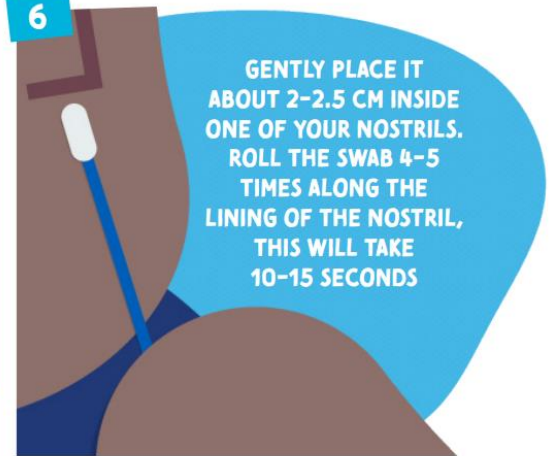
OPEN YOUR MOUTH WIDE AND USE A MIRROR TO LOOK AT THE BACK OF YOUR THROAT, THEN USE THE SWAB TO RUB FIRMLY 4 TIMES ON EACH SIDE

5



REMOVE THE SWAB CAREFULLY WITHOUT TOUCHING YOUR TEETH, TONGUE OR GUMS

6



GENTLY PLACE IT ABOUT 2-2.5 CM INSIDE ONE OF YOUR NOSTRILS. ROLL THE SWAB 4-5 TIMES ALONG THE LINING OF THE NOSTRIL, THIS WILL TAKE 10-15 SECONDS

7

AFTER THIS, YOU'RE DONE, GENTLY REMOVE THE SWAB BEING CAREFUL NOT TO LET ANYTHING TOUCH THE TIP

8

YOUR SWAB CAN THEN BE PLACED IN A TUBE FOR TESTING, THIS TAKES ABOUT 30 MINUTES



9



YOUR SCHOOL / COLLEGE WILL CONTACT YOU OR YOUR PARENT / CARER WITH THE RESULTS AND LET YOU KNOW WHAT HAPPENS NEXT

## COVID-19 Testing Privacy Statement

### **Ownership of the Personal Data**

To enable the Covid-19 testing to be completed at Hampstead School, we need to process personal data for staff and pupils taking part, including sharing of personal data where we have a legal obligation. Hampstead School is the Data Controller for the data required for processing the tests and undertaking any actions which are needed by the school to ensure we meet our public health and safeguarding legal obligations.

Personal data relating to tests for pupils is processed under Section 175 of the Education Act 2002 for maintained schools. Personal Data relating to staff is processed under the legitimate interest of the data controller to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services safely and securely.

If you decline a test, we record your decision under the legitimate interest of school in order to have a record of your decisions and to reduce unnecessary contact with you regarding testing.

The processing of special category personal data is processed under the provisions Section 9.2(i) of GDPR, where it is in the public interest on Public Health Grounds. 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.

Data Controllershship is then passed to the Department for Health and Social Care (DHSC) for all data that we transfer about you and your test results to them. For more information about what they do with your data please see the Test and Trace [Privacy Notice](#). The establishment remains the Data Controller for the data we retain about you

### **Personal Data involved in the process**

We use the following information to help us manage and process the tests:

- Name
- Date of birth (and year group)
- Gender
- Ethnicity
- Home postcode
- Email address
- Mobile number
- Unique barcode assigned to each individual test and is the primary reference number for the tests
- Test result
- Parent/guardians contact details (if required)

We will only use information that is collected directly from you specifically for the purpose of the tests, even if you have previously provided us with this information.

### **How we store your personal information**

The information will be securely stored on local spreadsheets held by Hampstead School and will only be used for the purpose for which it was collected. It will also be entered directly onto DHSC digital services for the NHS Test and Trace purposes. The school will not have access to the information on the digital service once it has been entered.

### **Processing of Personal Data Relating to Positive test results**

The member of staff, pupil, student or parent (depending on contact details provided) will be informed of the result by the school and advised how to book a confirmatory test.

The information will be transferred to DHSC, who will share this with the NHS and the relevant General Practitioner. PHE and Local Government will use this information for wider test and trace activities as well as statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under 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.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

#### **Processing of Personal Data Relating to Negative test results**

We will record a negative result and the information transferred to DHSC and NHS. PHE and the Local Government will use the information for statistical and research purposes.

This information is processed and shared under obligations set out in Public Health legislation under 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.

This information will be kept by the school/college for up to 14 days and by the NHS for 8 years.

#### **Processing of Personal Data relating to declining a test**

We will record that you have declined to participate in a test. This information will not be shared with anyone beyond Hampstead School as the data controller.

#### **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 statistic about Coronavirus.
- Your GP – to maintain your medical records and to offer support and guidance as necessary
- Local Government to undertake local public health duties and to record and analyse local spreads.

#### **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.

**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 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 Margaret Johnson ([m.johnson@hampsteadschool.org.uk](mailto:m.johnson@hampsteadschool.org.uk)) 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 via Andrew Maughan, our data protection officer, contactable via [schoolsDPO@camden.gov.uk](mailto:schoolsDPO@camden.gov.uk) or 02079747207.

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