



Linlithgow Academy

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COVID-19 asymptomatic testing programme for school/ELC staff and pupils

Dear Parent/Carer,

I am writing to let you know about the Schools/ELC Asymptomatic Testing Programme, which is in place as part of the package of COVID-19 risk reduction mitigations in schools across Scotland, and to give you more information about how the programme operates in our school.

I am also requesting that, as a parent/carer of a pupil in our school who is eligible for testing, you discuss the contents of this letter and the attached privacy notice with them.

Why is our school/setting participating in the programme?

Along with the other protective measures we are implementing to keep our school community safe, regular testing of staff and pupils will help to further reduce risks for staff and children and young people in our school.

The programme will help to identify positive cases where an individual has no symptoms, but is still infectious. By asking those who test positive and their close contacts to self-isolate, in line with national guidance, the likelihood of the virus being passed on in the school environment, is minimised.

Who can take part?

The regular testing is open to all school staff and pupils who are regularly attending the school premises. The testing programme also includes school-aged childcare staff and early learning and childcare staff in settings that are attached to schools. References to 'school staff' within this letter include this wider group of childcare staff.

Does everyone have to take part?

Testing is voluntary. No-one who is otherwise permitted to come to school will be prevented from doing so just because they do not wish to participate. However, we are strongly encouraging all school staff and pupils who are attending school to participate wherever possible, in order to contribute to the wellbeing of our school community.

What will the testing involve?

Our school is being provided with a supply of Lateral Flow Device (LFD) test kits for use at home.

We will give each participating staff member and pupil a supply of free LFD test kits to take home.

We will then ask individuals to test at home twice a week (every three to four days), ideally in the evening or morning before school.

The LFD tests supplied do not require laboratory processing and can provide a quick result in 15-30 minutes. From August 2021 schools and ELC settings have transitioned from using Innova COVID-19 Self-Tests (Rapid Antigen Test) to ACON Flowflex Self-Tests.

The ACON Flowflex Self-Test requires a nose-only swab, and will show results at 15 minutes. Comprehensive guidance on self-testing is covered in the "Instructions for Use" (IFU) which come with every test kit – it is important that this is read carefully. This [step-by-step video shows how to do the ACON Flowflex LFD test](#) and how to assist a young person in doing the test.

Once the test has been conducted you must log the test result – whether positive, negative or void – online at <https://www.nhsinform.scot/campaigns/coronavirus-covid-19-report-your-test-result>. Recording results helps public health experts to understand the full picture of COVID in our area, and to plan to protect communities and keep schools safe and open.

NB: It is important to note that this regular testing is only for individuals without symptoms.

Those with symptoms must self-isolate immediately and book a PCR test via NHS Inform. People with symptoms must not rely on a negative LFD result to continue to attend school.

What happens next?

Please discuss the contents of this letter and the privacy notice with your child. We will continue to support and communicate with our staff, pupils and school communities as we implement this programme. Please let us know if you have any questions. In the meantime, some Frequently Asked Questions can be found in the annex to this letter.

Yours faithfully,



Grant Abbot
Head Teacher

Annex – Frequently Asked Questions

How will my child know how to use the tests?

Comprehensive guidance on conducting self-testing is contained in the 'Instructions for Use' leaflet which is provided with each test kit.

The Instructions for Use set out clearly how to use the test kits, or how to support someone to do so. They also provide a number to call if there are any problems with the test kits.

Are the tests safe and accurate?

LFDs used by the UK Government undergo a rigorous [validation process](#) including evaluations by Public Health England and the University of Oxford. The Medicines and Healthcare products Regulatory Agency (MHRA) provides ongoing regulatory oversight. LFDs are effective at detecting a high viral load in an individual, and registering an appropriate positive result. These are people who are thought to be the most infectious. LFDs are highly specific, which means that only a very small proportion of people who do not have coronavirus will receive a positive result (false positive). There is however, a risk of returning a false negative result when viral loads are low (e.g. in the early stages of infection). This is why the Scottish Government recommend two LFD tests 3 to 4 days apart, or regular testing, to enhance detection by picking up any cases which were not detected during the first test and to catch any new infections.

What happens if there is a problem with the tests?

Any incidents that could potentially impact the quality or safety of testing should be reported to the Medicines and Healthcare products Regulatory Agency (MHRA). For incidents occurring in a home setting, please report any issues (for example: something damaged, or missing or difficult to use in the kit, you are unable to log a result) to **119**.

If there is a clinical incident which led to, or has the potential for, harm (e.g. swab breaks in the mouth, bleeding, allergic reaction on using the kit etc.) please report it on <https://coronavirus-yellowcard.mhra.gov.uk/>.

This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.

What happens if my child tests positive?

You or they must record the result online at [NHS Inform](#) (or by calling 119), self-isolate and [book a confirmatory PCR test](#). We advise [visiting a \(regional or walk-through\) test site](#) as this is the quickest way to get PCR tested

It is important to begin self-isolation immediately after they receive the positive result from the LFD test - do not wait until the result of their PCR test.

What happens if my child tests negative?

You or they should report the result online [NHS Inform](#) (or by calling 119). Individuals who test negative will be able to stay in schools and continue their activities.

What happens if the test result is “void”?

This means the test has not run correctly. You should report the result online at www.nhsinform.scot/campaigns/coronavirus-covid-19-report-your-test-result. Your child will need to take another LFD test as soon as possible (e.g. using remaining tests in box of 7s or with a new supply of kits).

What if my child has been in close contact with someone who tests positive?

Test and Protect will contact staff members and pupils/children who were in close contact with a positive case to inform them if they need to self-isolate and book a PCR test at [NHS Inform](#).

Self-isolation requirements will vary depending on circumstances. The [NHS Inform online guidance tool](#) will help to identify what you need to do.

What if my child develops symptoms?

This testing programme at 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 PCR test by calling 0800 028 2816 or visiting <https://www.nhsinform.scot/>. People with symptoms must not rely on a negative LFD result to continue to attend school.

Schools/Childcare Asymptomatic Covid-19 Testing Programme Privacy Notice

What is happening?

Secondary school pupils and staff in school and early learning and childcare settings in Scotland are being offered Lateral Flow Device (LFD) asymptomatic testing for COVID-19. The results will help us identify positive cases, break the chain of transmission, and reduce risk for everyone.

How will this affect my privacy?

If you take part in testing, your personal data will be collected and used by several trusted organisations. These organisations will have different levels of access to your data.



How will my data be collected and stored?

If you (or your parent or guardian) decide that you should participate, you will take LFD tests at home, and upload the results to the self-test digital journey portal.

You'll need to share some personal details like your name and age, contact details, and school or childcare setting. You'll also log the result of your LFD test, and the test kit ID number.



Who controls my data?

The Department for Health and Social Care, in partnership with Scottish Government is the lead data controller. Other trusted organisations are also responsible for processing your data at different stages of the process; each of them have different levels of access to your data on a need-to-know basis.

The Scottish Government leads the Test and Protect Programme.
The Scottish government **will have no access** to identifiable personal data.

The UK Department of Health and Social Care (DHSC) is responsible for Lateral Flow Testing as part of the UK testing programme.

The DHSC **will have access** to your personal data but will not use it to contact you.

Local authorities and private childcare providers manage LFD testing for staff in most school and childcare settings, and for secondary school-aged pupils in Scotland.

They **will have access** to your personal data to organize testing but not to your test results.

Public Health Scotland (PHS) is responsible for research, managing outbreaks and compiling statistics.

PHS **has access** to your data, on a need-to-know basis only.

The Common Services Agency (NHS National Services Scotland (NSS)) hosts the database and links to Test and Protect systems.

They **will have access** to your personal data on a need-to-know basis only to undertake, for example, contact tracing.

In addition, these organisations may share your personal data with **your GP**, if you test positive.

Your local Health Board and other parties of the health and care system for monitoring and planning actions in response to COVID-19.

Other parts of the health and care system responsible for monitoring and planning action around COVID-19

Please refer to the relevant privacy notices if you want to know more about the uses of your personal data by other organisations. Every organisation involved in this data processing is independently responsible for complying with the applicable data protection legislation.

For further privacy information about **your privacy and your rights**, refer to:

- LFD at Home Testing: Secondary Schools, Primary Schools, Special Schools and Early Learning and Childcare Providers | Privacy Notice
- Use of your data for COVID-19 Testing | Information Governance (scot.nhs.uk)
- Coronavirus (COVID-19): Testing in Scotland | NHS inform
- How the NHS handles your personal health information | NHS inform
- Your school/ ELC or SAC setting and Local Authority (Council) for local privacy notices

