

Guidance for Bolton Schools on Accessing Coronavirus Test Kits (September 2020)

Routes to accessing testing kits (schools):

1. Prebook at a testing site, or order a home kit (primary route - advised)
2. Use DfE emergency testing kit delivered to school / FE provider (in an emergency)
3. School contact LA for individual testing kit (last resort, in extreme cases)

All tests are for symptomatic pupils / staff only

Route 1: Testing Sites and Home Kits

The fastest way to get a test result is to go to a testing site. Individuals will need a pre-booked appointment or they will not be given a test. People can also order home test kits to be sent directly to them. To book an appointment or order a home kit, they visit:

<https://www.gov.uk/get-coronavirus-test>

This route remains the primary channel for any individuals displaying coronavirus symptoms to get a test.

Route 2: Use DfE Emergency Testing Kit

All schools and FE providers have been provided with a small number of coronavirus test kits for use in line with guidance published by the Department for Education:

<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

Schools and FE providers should order additional test kits if they have run out or are running out of test kits. Kits will be supplied in boxes of 10. The number of boxes available to each school or FE provider will be proportionate to setting size. Schools / FE Providers will be able to make a new order for coronavirus test kits 21 days after receiving a delivery confirmation by email.

Schools and FE providers will need a Unique Organisation Number (UON) to place orders for test kits. To obtain your UON:

1. Find the school's URN from <https://get-information-schools.service.gov.uk/>
2. Enter the URN at the following page to get the UON <https://organisation-number-lookup.test-for-coronavirus.service.gov.uk/>

Once you have your UON:

3. Apply for additional kits here <https://request-testing.test-for-coronavirus.service.gov.uk>.

Route 3: Request Individual Emergency Test Kit from Bolton Council

With infection rates being high, a finite number of testing kits have been identified for early years providers and schools within Bolton. There are a limited number of these tests so it is important that these are only requested as a last resort when Route 1 & 2 above have been explored, and where it is critical to the functioning of the setting.

Whilst the process needs to remain as flexible as possible to fit the changing circumstances that we are operating in, it would not be expected that regular orders be placed from the same setting, nor would it be expected that many tests would be requested at any one time. All requests will be logged to support management of stock levels.

If routes 1 & 2 have been explored, a testing kit can be ordered by emailing policyandperformance@bolton.gov.uk. This mailbox will be staffed during usual office hours from Monday to Friday, and requests will be processed as soon as possible.

Note that any testing kits ordered through this route will **need to be collected by a person from your setting who is not symptomatic** from Bolton Town Hall – the time and exact location will be confirmed after ordering to ensure covid safe practices are adhered to.