

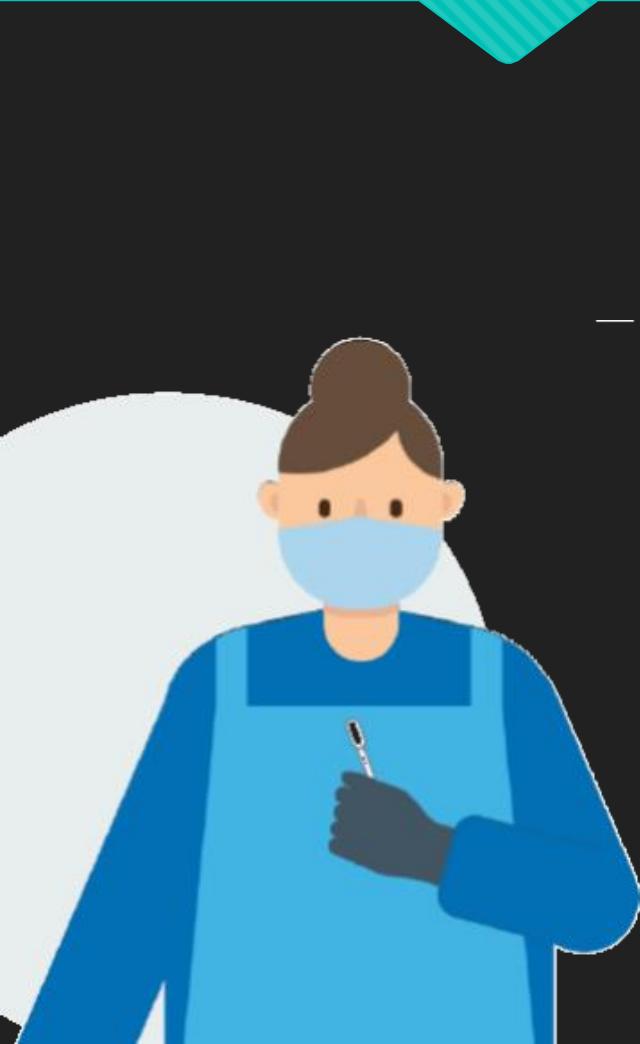
# COVID Testing at Maplewell

January 2021



MAPLEWELL  
HALL SCHOOL

# Overview



Maplewell have ensured that a number of staff have been trained to offer regular COVID 19 testing for both students and staff whilst at school.

We have followed government procedures to ensure that testing is completed safely and strictly, adhering to Government guidelines. Please visit [www.gov.uk](https://www.gov.uk) for rationale and further details of school testing.

This presentation is a brief overview of the testing process that we hope will ease any fears our students, parents or staff may have.

For students and staff, the testing process will take less than ten minutes.

# Trained Testers

We have had a number of staff successfully navigate the government training programme, ensuring that they are qualified and able to carry out testing at Maplewell.

Those staff are:

Mrs Claire Welch (Lead, Medical Coordinator)

Miss Emily Cooper (Student Nurse)

Mr Ed Watson (Post 16 Lead)

Mrs Martine Mears

Mrs Georgina Smith

Mrs Julie Follows

Mr Stuart Matthews

Miss Sami Smith

Miss Ziggy Banks

Ms Carmen Blades



# Entry

- Students will walk over to East Gate Lodge and queue up outside the front door, observing social distancing.
- Only students that have testing consent will be invited over to East Gate Lodge
- We will only send for a small number of students at one time, so we don't have a large amount of students waiting outside the building.
- Students will be called one by one so there is only one student in the registration room at one time.
- Students must wear their face covering whilst waiting to be called.
- K5 students will be called from their class due to the test centre being within the college building.

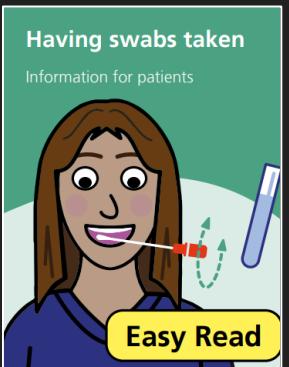


# Registration Room

- Students/staff will be asked to sanitise their hands on entry to the registration room.
- They must be wearing their face mask when in the registration room.
- The administrator will be a member of Maplewell staff, so a familiar face on arrival.
- The administrator may ask a couple of questions such as name and tutor group.
- The administrator will register the test on the government online system.
- A card will be issued along with a bar code. The student or member of staff will then take their card through to the *Testing Room*.



# Testing Room



- On entry the testing room, students/staff will be asked to sit on a chair and adjust their position so they can look into the mirror provided.
- Help will be on hand from testing staff to provide instructions and guidance on how to conduct the test themselves. If the individual is unable to conduct the test alone, testing staff are prepared to assist where they can.
- A swab of the corner on the tonsil and in the nostril, is all that is required.
- Testing staff will transport the swab through to the recording room.
- Further reassurance and details on how to swab, amongst much more COVID support, can be found at <https://www.achievetogether.co.uk/easy-read/covid-19-easy-reads/>

# Recording Room

- Students/staff that have just taken the test can simply walk straight through the recording room and exit the building, observing the one way system.
- Students will return to their class and continue with their learning, ten minutes after leaving the room.
- A member of the Recording Team will analyse the swab and destroy all medical waste carefully.
- Each test will be labelled and left for 30 minutes.
- A negative result will be recorded on both government and school systems. In the case of a positive result, please see the next slide.



# Positive Case

If a result is positive:

- The positive member of the school will be removed from the class immediately and placed on one of two waiting rooms above the testing centre.
- Parents will be called and asked to pick up immediately. Parents will be given a PCR test to complete at home with their child and report their findings to both school and on [www.gov.uk](http://www.gov.uk)
- Staff testing positive will be asked to leave the school immediately and also complete a PCR test at home or book themselves into an official testing site. Staff can assist with this on site if parents prefer.
- Close contacts will then commence a seven consecutive day testing programme. Parents will be informed.
- The positive test(s) will be recorded and the school will follow any guideline provided by the Department of Education.



# Ongoing Testing

We aim to test students twice during the first week of testing (week beginning Monday 11<sup>th</sup> January 2021).

Then, students and staff will be tested on a weekly basis.

