**How to refer to Leeds Teaching Hospitals NHS Trust for a child test**

As the manager, please can you complete the attached form and send this to LTHT.

The email for referring symptomatic staff/household contacts of staff is: [leedsth-tr.bookingcovidtest.staff@nhs.net](mailto:leedsth-tr.bookingcovidtest.staff@nhs.net) .

The data required for each referral should be completed in the following table:

|  |  |
| --- | --- |
| **Requesting manager** |  |
| **Name of staff member and date of birth** |  |
| **Contact number(s) of staff member (for booking and results)** |  |
| **Household member (name and date of birth)** |  |
| **Contact number of household member (for booking and results)** |  |
| **Date when symptoms started** |  |
| **Access to car to drive to test station** | Yes/No |

They will only accept one referral per email for home testing and you as the manager will need to complete.