

SACRED HEART HIGH SCHOOL



FIRST AID ANAPHYLAXIS POLICY

*This forms part of a suite of policies including the
overarching First Aid Policy*

APRIL 2026

To be reviewed March 2027

*This Policy should be read in conjunction with
all other Sacred Heart High School Policies*

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1 INTRODUCTION

This policy applies to Sacred Heart High School Hammersmith), (hereafter referred to jointly as ‘the School’), and should be read in conjunction with the School’s First Aid Policy.

2 WHAT IS ANAPHYLAXIS?

Anaphylaxis is a severe allergic reaction at the extreme end of the allergic spectrum, affecting the entire body, that can occur within minutes of exposure to an allergen. The most common causes of anaphylaxis are nuts, peanuts, seeds, milk and seafood, though anaphylaxis can occur after exposure to any allergen.

3 POLICY

The School requires that nuts (including pine nuts and peanuts), must not be used as ingredients in any food produced in or served from the School’s catering facility and our School Caterers, Olive Catering Services follow this requirement, recognising the potentially severe allergic reaction for some people (see Olive Catering Services ‘Insert link to Food Allergies and Food Intolerances’). The School’s caterers take precautions to minimise the risk of anaphylaxis and other allergic reactions occurring (see paragraph 4 below).

The School insists that staff and pupils do not bring any nut products (including pine nuts and peanuts) or sesame products into school.

Despite the above, we do not claim to be a ‘nut-free’ school. The Anaphylaxis Campaign advises that this is a pragmatic approach, for the following reasons:

- It would be impossible to provide an absolute guarantee that the School is nut-free. Pupils regularly bring in food from home and food bought on the way to school.
- There would be a risk that children with allergies might be led into a false sense of security.
- There is a strong case to be argued that children with food allergies will develop a better awareness and understanding of how to manage their allergies if they grow up in an environment where allergens may be present but, as at Sacred Heart, are restricted and monitored, as much as is reasonably possible.
- It should be acknowledged that, given current food manufacturing processes, it is impossible to guarantee that all products will be free from possible ‘traces of nuts’ and other allergens.

Whilst most allergic reactions are the result of food ingestion, we recognise, too, that severe allergic reactions can occur as a result of individuals being susceptible to airborne allergens. Allergic reactions can also be triggered by touching surfaces – such as computer or piano keyboards which may have been inadvertently contaminated.

The success of minimising anaphylaxis risk, and all other allergic reactions, requires the cooperation of the School’s caterers, parents, pupils and staff. We understand that mistakes can happen, but we must emphasise that there is no room for carelessness when it comes to managing food allergies in our school. We rely on the cooperation and diligence of all staff, parents, and pupils to ensure that our school remains a safe environment for all those with nut allergies.

4 RESPONSIBILITIES

4.1 School Caterers

Never knowingly use any nuts: The caterers never knowingly use any nuts (including pine nuts and peanuts) or sesame seeds and associated nut/sesame products in the School's kitchens.

Pupils with known allergies are identified: Pupils who are known to have food allergies (e.g. nuts, egg, milk, gluten, fish, molluscs, crustaceans) are identified to catering staff when tapping their card at the canteen and refused any food containing their allergen and are advised on what they can have, from the menu.

Training: Catering staff receive regular training in respect of food allergies.

Food preparation: Food preparation staff take precautions to reduce the risk of cross contamination.

Recipes analysed: The caterers' recipes are analysed, and allergens contained therein are highlighted and recorded.

Daily allergen information sheet: The caterers produce a daily allergen information sheet. It is important to note that many pupils have allergies to other foods. Those pupils are expected to consult with the Canteen Staff, daily if necessary, for guidance on what they can and cannot choose from the menu of the day

School trips: When packed lunches are required for School trips away, the Trip Leader will provide the catering team with a list of pupils who have allergies so that specially labelled packed lunches can be provided. A summary of a pupil's medical and/or health condition(s), including allergies, are downloaded by the Trip leader in advance of any trips off-site (see the School Journey Policy).

4.2 Parents

It is essential that the School has full and up to date details of all our pupils' allergies. Parents of new pupils to the School are required:

- to inform the School of any medical condition or health need, including food and other allergies, and to provide any clinical reports, action plans or other materials relevant; and
- to update the School of any changes or developments during their child's time at the School.

Parents of children with severe allergies are advised to inform the school before their child arrives on the first day of term.

Parents should:

- update their child's medical details with via Admin team by email admin@sacredh.lbhf.sch.uk if allergies are discovered, further develop at a later stage or are found to have resolved following a controlled reintroduction challenge in hospital; and
- provide the School with an Health Care Plan from the child's consultant in accordance with the procedure set out in paragraph 9 below. An example of one such Health Care Plan is set out in Appendix 1.

All parents are asked not to provide pupils with snacks and cakes (birthdays are potentially high risk occasions) that contain nuts (including pine nuts and

peanuts) to consume during school hours or for school-related activities. A written reminder is communicated to parents by the School on a regular basis or when a change is made to the current policy. We ask that parents and carers carefully check the ingredients of any food items they intend to send to school with their child to avoid any products that may contain nuts.

4.3 School Nurses

The School keep several back-up Adrenaline Auto-Injectors (AAIs), also known as EpiPens, in the Main Office for emergency situations, but pupils must also carry two pens on them due to the risk of having a reaction and not having easy, quick access to their pens and Parents must also provide two pens for their medical pack in the Main Office The back-up pens are NOT a substitute for a pupil's prescribed pens.

Within the parameters of confidentiality, the Main Office will provide staff with a list of pupils' names (together with their photo) in each year group, their respective allergies and whether or not they use an AAI at the start of the academic year, with updates provided throughout the year as and when they occur.

4.4 Pupils

When in School, pupils are expected to carry two (2) in date Auto-Injector Pens (AAIs), most commonly EpiPen, Jext and Emerade, on their person at all times. When off-site, the trip leader should also take their medical pack with their pens and healthcare plan and ensure the pupils have easy access at all times during the trip. During an activity, pupils can leave their AAIs with the trip leader but they must still be easily accessible.

Whilst the School and Catering team will exercise all due care and attention to minimise risk, pupils are expected to self-manage their allergy by having an understanding of:

- their responsibility to carry their 2 x in date AAI pens with them at all times (see above);
- foods which are safe or unsafe;
- who to consult with (the Canteen Manager), daily if necessary, for guidance on what they can and cannot choose from the menu of the day;
- when to ask staff to change (self-service) serving utensils, if they think cross-contamination has taken place;
- their specific symptoms, if an allergic reaction occurs;
- who to advise, if and when an allergic reaction happens;
- letting friends and staff know about their allergy, in case of emergency;
- when to seek guidance (and from whom) – if in doubt; and
- cross contamination from food produced on site to which they have an intolerance or allergy:
 - being consumed by another pupil sitting next to them in the dining hall;
 - contaminating their plate while they are helping themselves at the self service sections of the dining area.
- cross contamination from food produced or purchased off site to which they have an intolerance or allergy being consumed by another student sat next to them in the dining hall.

4.5 Staff

Form tutors and staff organising an event must regularly remind pupils not to bring any products containing nuts (including pine nuts and peanuts) onto the school site (including cakes for bake sales, and birthday cakes to be shared amongst the pupils) or on any school trips.

Staff should not to bring any products containing nuts onto the school site (including cakes to be shared amongst the staff).

School Trips: When pupils take part in single or multi-day school trips, participating pupils' allergies, their respective treatments and other associated requirements are factored into the trip planning process. Before a school trip, Trip Leaders download the same information which contains the pupil's allergies, whether they are an AAI user or not and how to respond in the event of an anaphylactic reaction. The Trip Leaders are advised to refresh their skills by watching AAI training videos demonstrating appropriate use of an AAI device and they can visit the School Nurse to practise with a trainer pen prior to a trip.

Awareness of pupils with anaphylaxis: Teachers should know every child they teach or in their form group who has anaphylaxis by checking the information available on Edulink/ Medical.

Training: It is compulsory that all staff complete annual training on understanding anaphylaxis - covering recognition of symptoms, emergency response and the use of adrenaline devices — alongside improved incident recording and lessons learnt processes

Leading by example: All teaching staff are instructed and reminded not to bring any products containing nuts onto the school premises to minimise the risk of accidental exposure to pupils with nut allergies. Staff are expected to be vigilant in monitoring their personal food and drink items to ensure they do not inadvertently introduce nuts into the school environment.

5 PROCEDURE WHEN A PUPIL WITH A FOOD ALLERGY JOINS THE SCHOOL

On receiving a new joiner's health form indicating an allergy, the Admin team will consult with the pupil's parents, where necessary, to understand the nature of the child's allergy/allergies and to obtain a copy of the Health Care Plan provided by the child's consultant. Appendix A provides an example of one such Health Care Plan.

The Admin team will then update SIMs and Edulink with their allergies and this will provide the Catering Manager with the pupil's name and special dietary requirements together with a photo for identification purposes.

If the pupil has a particular/severe intolerance or allergy which requires additional support, the catering team will be introduced to the pupil at the beginning of the first term by the Head of Year/Form Tutor and/or School Admin and made aware of the severity of the intolerance or allergy. The Catering Manager will then guide the pupil through the dining process, including which counters the pupil should use, who they should seek help from at lunchtime and during breaks, and where to find the allergen lists. The Admin team will advice on how to see help if a reaction occurs.

6 RATIFICATION

This Policy has been approved by the Headteacher and the Staffing, Management & Finance Committee and ratified at the full governing body in April 2026.

Mrs S O'Donovan
Headteacher

Glen Hodgson
Chair of Governors

APPENDIX 1

Example Health Care Plan

28.04.2021



Individual Healthcare Plan



Severe Allergy

Name of Pupil

Date of Birth

Name and Contact Details of Parent/Guardian

GP Name:

Specialist Nurse/Doctor

Name:

Hospital:

Phone No:

I have discussed this care plan with a health representative from the school and am satisfied that it reflects my/my child's health care needs in school.

Signature of Parent/Guardian

Date

Print Name

Health Care Plan Review Date:



www.healthpartners.dch.nhs.uk

Healthcare Plan Template created by
Central London Community Healthcare NHS Trust
Your healthcare closer to home

Pupil's Name

DIAGNOSIS: Severe Allergy

What Triggers My Allergy?

What Are My Usual Symptoms?

Health Care Needs in School

If symptoms are mild to moderate, such as a rash around the mouth and a stomach ache,
Administer oral antihistamine medication:

(Other healthcare needs can be added)

Medication

Name of prescribed medication:

Name of prescribed emergency medication:

Carries own emergency medication: No

Location of medication: In the office.

Health Care Plan Completed By:

Designation:

Date:



www.healthmatters.dcu.nhs.uk

Healthcare Plan Template created by
Central London Community Healthcare 
2015 Trust

Your healthcare closer to home

Treatment For Severe Allergic Reactions

REMEMBER: Never leave someone with severe allergic symptoms.

Mild To Moderate Symptoms

Swollen lips, face or eyes
Itchy or tingling mouth

Worsening symptoms may include vomiting and abdominal pain with some breathing difficulties.

Action

- Sit child down
- Give antihistamine medication
- Give inhaler
- Reassure them

Worsening Symptoms

Difficulty or noisy breathing
Swelling of tongue/tightness of throat
Difficulty talking/hoarse voice
Pale and floppy (young children)



Action

- Lay or sit child on floor with knees raised (don't move them to another area)
- Give adrenaline auto-injector
- Call "999" for an ambulance **Note:** Tell them it is a child in an "anaphylaxis emergency".
- If no improvement in 5-10 minutes give a second adrenaline auto-injector.
- Contact parent

Additional Treatment

May be given asthma reliever inhaler, through a spacer, to help relieve breathing difficulties.



www.healthmatters.dch.nhs.uk

Healthcare Plan Template created by
Central London Community Healthcare

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