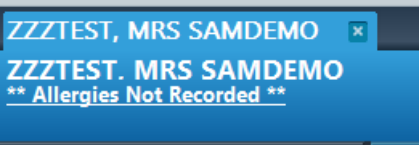
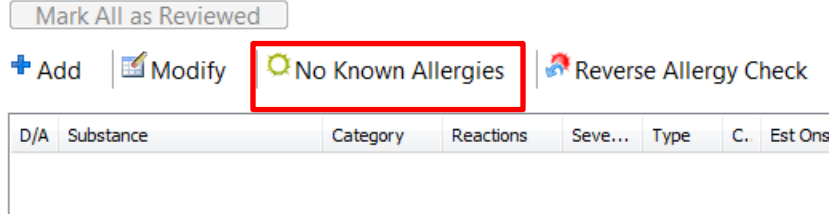
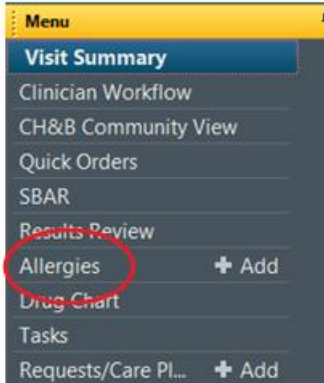
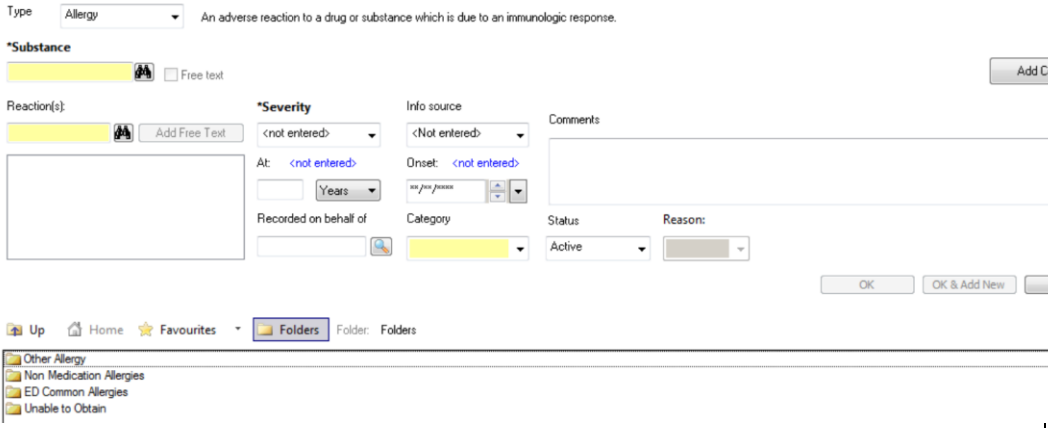


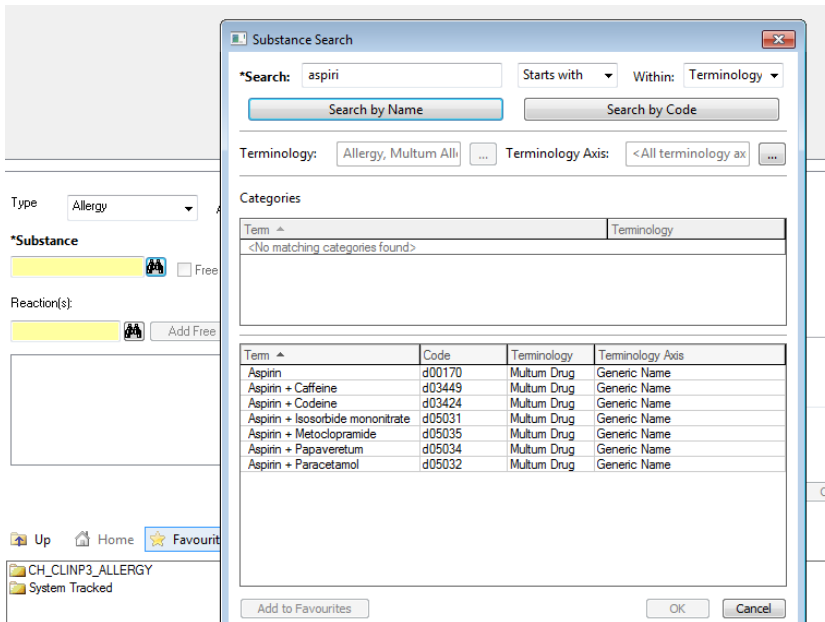
QRG – Allergy Recording

No.	Action	Responsibility
1.	Allergy status MUST be confirmed as part of the medication history each time a patient is admitted, or at each outpatient encounter and will need to be re-confirmed on each admission or follow up appointments to ensure the allergy status is accurate.	Health Care Professional
2.	Navigate to the patient’s record either by using the multi-patient task list (MPTL), NHS number, MRN or searching by Patients name or demographic details.	Health Care Professional
3.	 <p>The patient’s allergy status is displayed on the top left hand side of the record on the banner bar.</p>	Health Care Professional
NO KNOWN ALLERGIES		
4.	<p>To add a status of No known allergy click on **Allergies not recorded ** on the banner bar as above; Or the Allergy view from the Menu bar</p> <ul style="list-style-type: none"> • Click on ‘No Known Allergies box’ 	Health Care Professional

ADDING A MEDICATION ALLERGY		
5.	<p>To add an allergy open the select '+Add' in the Allergies Menu Bar</p> 	Health Care Professional
6.	<p>The allergy recording screen opens with a number of yellow cells each of which needs completing.</p>  <p>NOTE: The 'Type' is automatically defaulted to Allergy, however this drop down can be changed if appropriate. 'Severity' is required but defaulted to "not entered" and can be amended to mild / moderate / severe / unable to obtain.</p>	Health Care Professional

7. **Add Substance:** To find the medication to which the patient is allergic click on the binoculars by the cell asking for 'substance'. A substance search screen opens up

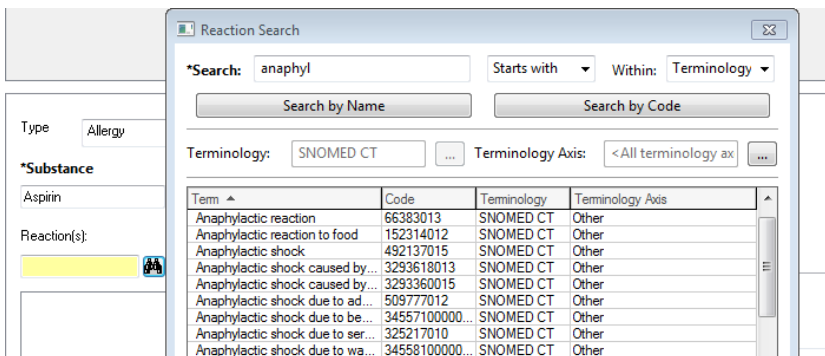
Health Care Professional



Type the first few letters of the medication name into the search box and click on 'Search by Name'. This will provide suggested medications. Click on the required medication and then 'OK' and the substance search box will disappear and the medication name will be complete.

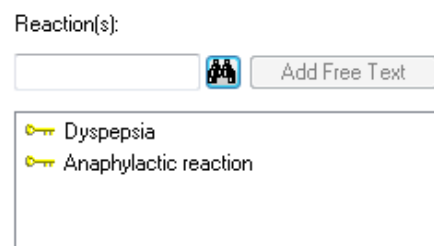
8. **Add Reaction:** Undertake the same type of search for the reaction cell, entering the first few letters of the patient's allergic reaction.

Health Care Professional



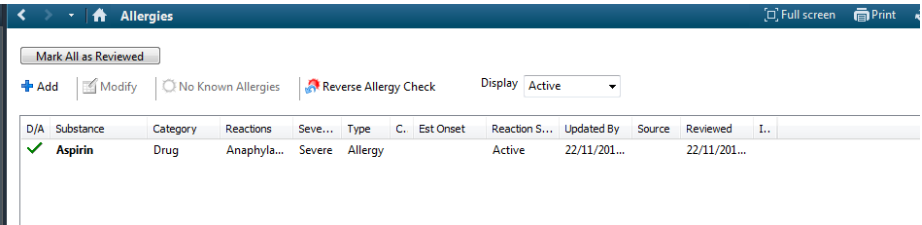
Select the appropriate term and click ok.

The reaction is entered in the cell below the reaction cell. More than one reaction can be entered.

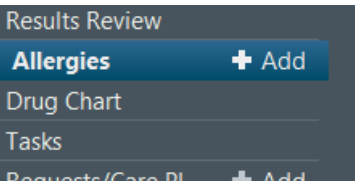


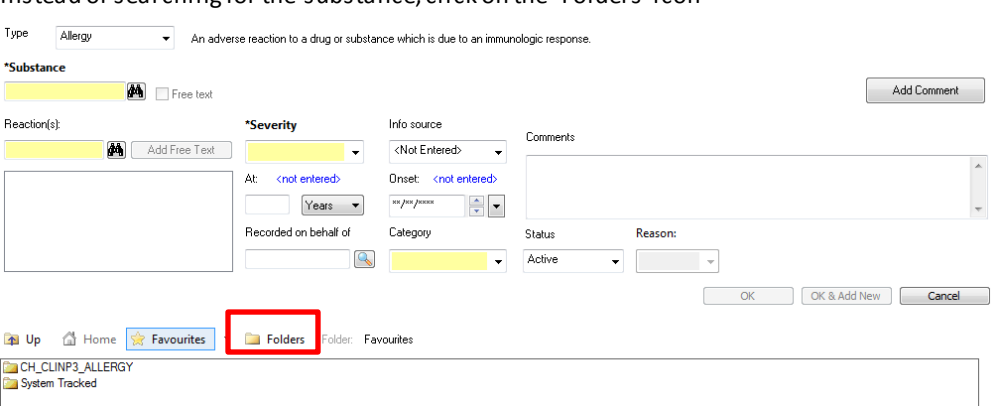
9. **Allergy Severity:** This can be changed from the drop down menu to indicate a severity but can be left as "not entered".

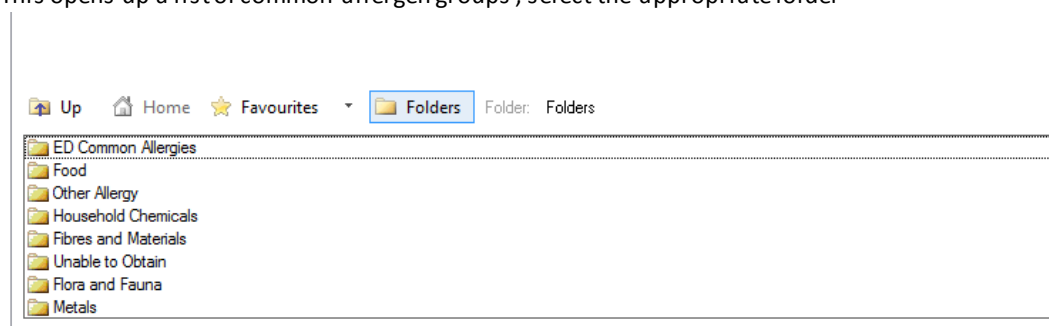
Health Care Professional

10.	<p>Select Allergy Category: Select the category of product that is causing the allergy, this would be 'Drug' for medicines. A number of other details e.g. age and date at onset can also be entered.</p>	Health Care Professional
11.	<p>Click on 'OK' to confirm the details. A screen is opened showing the recorded details</p>  <p>Within this screen new allergies can be recorded.</p>	Health Care Professional

ADDING A NON-MEDICATION ALLERGY

12.	<p>To add a non-medication allergy e.g. food, go to the allergy section in the menu and click '+add'.</p> 	Health Care Professional
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13.	<p>Instead of searching for the substance, click on the 'Folders' icon</p> 	Health Care Professional
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14.	<p>This opens up a list of common allergen groups, select the appropriate folder</p> 	Health Care Professional
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15.	<p>From the appropriate folder, find the substance and double-click on it.</p>	Health Care Professional
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Term	Code	Terminology
Alcohol	88230018	SNOMED CT
Almonds	381853019	SNOMED CT
Apple	381797014	SNOMED CT
Banana	381789019	SNOMED CT
Brazil nut	381855014	SNOMED CT
Breast milk	340565016	SNOMED CT
Cashew nuts	341438016	SNOMED CT

16. Then complete the missing details shown with yellow fields as per steps 7 - 10.

Type: Allergy (dropdown) An adverse reaction to a drug or substar

*Substance: [Yellow field] [AA icon] Free text

Reaction(s): [Yellow field] [AA icon] Add Free Text

*Severity: [Yellow field] (dropdown)

At: <not entered> [Yellow field] (dropdown) Years (dropdown)

Recorded on behalf of: [Yellow field] [Search icon]

Folder: Folders\Food

- ED Common Allergies
 - Food
 - Other Allergy
 - Household Chemicals
 - Fibres and Materials
 - Unable to Obtain
 - Flora and Fauna
 - Metals
 - Contrast Agents

Health Care Professional

UNABLE TO OBTAIN

17. If unable to obtain an allergy status for a valid reason this can be documented to allow further prescribing until an allergy status is determined. This **MUST** be reviewed as soon as possible or practical.

- Repeat the Steps from Step 12:
- Click on the Folders Icon
- Select the Unable to Obtain folder and complete all the Mandatory fields and click OK

Folder: Folders

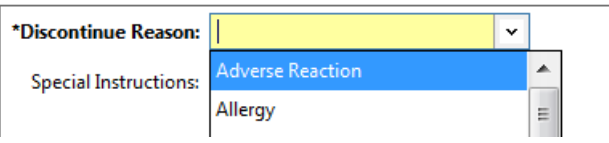
- ED Common Allergies
 - Food
 - Other Allergy
 - Household Chemicals
 - Fibres and Materials
 - Unable to Obtain
 - Flora and Fauna
 - Metals

REVIEWING ALLERGY STATUS

18. If the patient is being re-admitted a discern alert will require that the allergy status is reviewed. To review an allergy following this alert click on the 'Allergies' sub-menu (or if alerted while prescribing to review click document)

Health care professional

19.	<p>Clinically review the documented allergies or NKA, and if still clinically relevant click on 'Mark all as reviewed', and if requested click sign using the green tick.</p> <p>+ Add Modify No Known Allergies Reverse Allergy Check</p> <table border="1"> <thead> <tr> <th>D/A</th> <th>Substance</th> <th>Category</th> <th>Reactions</th> <th>Seve...</th> <th>Type</th> <th>C.</th> <th>Est Ons</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	D/A	Substance	Category	Reactions	Seve...	Type	C.	Est Ons									Health care professional
D/A	Substance	Category	Reactions	Seve...	Type	C.	Est Ons											
MODIFYING OR REVERSING ALLERGY STATUS																		
20.	<p>To modify an allergy open the allergies screen, right click on the Allergy recorded and select modify.</p>	Prescriber / Pharmacist																
21.	<p>Cancelled If entered in error on the patient record this can be removed by using cancelled by whoever entered this in error.</p> <p>If it is cancelled through this route a reason is requested, select the most appropriate reason. The comments box can be used to document further information.</p> <p>Status: <input type="text" value="Cancelled"/> *Reason: </p> <p>NOTE: Cancelled should not be used to downgrade an allergy that the patient had and is now resolved.</p>	Health Care Professional																
REVERSE ALLERGY CHECK																		
22.	<p> Reverse Allergy Check</p> <p>A tool to check if any allergy alerts have been overridden for currently prescribed medication.</p> <p>Reverse allergy check can be used to check if any of the medication currently prescribed are impacted by an allergy status, e.g. if you were not the person adding the allergy and therefore not getting the allergy alert you can use the reverse check to determine if the prescribed medication for the patient could potentially cause a reaction.</p>	Health Care Professional																
ALLERGY OR ADVERSE DRUG REACTION (ADR) WHILE INPATIENT																		
23.	<p>If a patient suffers an allergy or ADR while inpatient the medication should be stopped if</p>	Health Care																

	clinically appropriate. While in requests/care plans right click on the relevant medication and select Cancel D/C	Professional
24.	The reason must be completed , select allergy if an allergic reaction occurs or select adverse Reaction if an ADR occurred.	Health Care Professional
25.	If Allergy selected as reason for stopping you MUST then go to the allergy section in the menu and add this new allergy completing all relevant details as described from step 4	Health Care Professional
26.	<p>If Adverse Reaction is selected as reason for stopping this will take you to the allergy / adverse reaction recording page. Change the 'Type' from 'Allergy' to 'Adverse Effect' and then complete as described in step 4 onwards.</p>  <p>You will also receive a notification to complete a yellow card report this reports the ADR to the MHRA , complete as appropriate.</p>	Health Care Professional