



QRG	QRG – Allergy Recording					
No.	Action	Responsibility				
1.	Allergy status <b>MUST</b> 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.	ZZZTEST, MRS SAMDEMO         XZZTEST. MRS SAMDEMO         ** Allergies Not Recorded **         The patient's allergy status is displayed on the top left hand side of the record on the banner bar.	Health Care Professional				
	NO KNOWN ALLERGIES					
4.	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 Click on 'No Known Allergies box' Mark All as Reviewed Add Modify No Known Allergies Reverse Allergy Check D/A Substance Category Reactions Seve Type C. Est Ons	Health Care Professional				





4	ADDING A MEDICATION	I ALLERGY					
1	To add an allergy open Menu Visit Summary Clinician Workflow CH&B Community Vie Quick Orders SBAR Results Review Allergies Drug Chart Tasks Requests/Care PI	the select '+Ad * Add * Add	dd' in the All	ergies Menu	Bar		Health Care Professional
T C	The allergy recording so completing. Type Allergy An advert "Substance Reaction(s): Add Free Text	se reaction to a drug or substand *Severity (not entered) At: (not entered)	th a number ce which is due to an immune Info source (Not entered) Onset (not entered)	of yellow cel	Is each of w	hich needs	Health Care Professional
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Type the first few I	etters of the medication name into the search box and click on 'Search by	
Name'. This will p	rovide suggested medications. Click on the required medication and then 'OK'	
and the substance	search box will disappear and the medication name will be complete.	
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10.	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.	Health Care Professional
11.	Click on 'OK' to confirm the details. A screen is opened showing the recorded details	Health Care Professional

	ADDING A NON-MEDICATION ALLERGY	
12.	To add a non-medication allergy e.g. food, go to the allergy section in the menu and click '+add'. Results Review Allergies + Add Drug Chart Tasks Requests (Caro DL + Add	Health Care Professional
13.	Instead of searching for the substance, click on the 'Folders' icon          Type       Allergy       An adverse reaction to a drug or substance which is due to an immunologic response.         *Substance       Add Comment         *Substance       Add Comment         *Reaction(s)       *Severity       Info source         Comments       Comments         Add Free Test       At: < not entered>         Precided on behalf of       Category         Status       Reason:         OK       Category         Status       Cancel         W p       Home         Folders       Folders         Folders       Folders         Category       Status         Reason:       OK         OK       Category         Status       Cancel	Health Care Professional
14.	This opens up a list of common allergen groups , select the appropriate folder          Image: Common Allergies         Image: Common Allergie	Health Care Professional
15.	From the appropriate folder, find the substance and double-click on it.	Health Care Professional





	🏹 Up 🖆 Home 👷 Favourites 🔹 🛄 Folders 🛛 Folder:	Folders\Food			1
	Tem		Code	Terminology	
	Alcohol		88230018	SNOMED CT	
	Almonds		381853019	SNOMED CT	_
	Apple Banana		381789019	SNOMED CT	—
	Brazil nut		381855014	SNOMED CT	_
	Breast milk		340565016	SNOMED CT	_
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16.	Type       Allergy       An adverse reaction to a drug or substance         Substance       Severity         Add Free Text       Severity         Add Free Text       Image: Add Free Text         Yeas       Recorded on behalf of         Yeas       Recorded on behalf of         Image: Proventes       Image: Proventes         Food       Other Allergies         Food       Other Allergies         Fores and Materials       Unable to Othain         Image: Portrast Agents       Contrast Agents	with yellow fields as per step ar	ps 7 - 10.		Health Care Professional
	UNABLE TO OBTAIN				
17.	If unable to obtain an allergy status for a v prescribing until an allergy status is determ practical. • Repeat the Steps from Step 12: • Click on the Folders Icon • Select the Unable to Obtain fold • Select the Unable to Obtain fold • Dp A Home Pavourites • Folders • Folders • Folders • Folders • Folders • Obtain fold	ralid reason this can be docu nined. This <b>MUST</b> be review er and complete all the Man	imented to al red as soon as datory fields	low further s possible or and click OK	
	Household Chemicals Fibres and Materials Hona and Fauna Metals REVIEWING ALLERGY STATUS				
18.	If the patient is being re-admitted a discer To review an allergy following this alert cl prescribing to review click document)	n alert will require that the sick on the 'Allergies' sub-me	allergy status nu (or ifalert	s is reviewed. ted while	Health care professional





	Results Review       Allergies       + Add       Drug Chart       Tasks       Requests (Care PL	
19.	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. Mark All as Reviewed Add Modify No Known Allergies Reverse Allergy Check D/A Substance Category Reactions Seve Type C. Est Ons	Health care professional
	MODIFYING OR REVERSING ALLERGY STATUS	
20.	To modify an allergy open the allergies screen, right click on the Allergy recorded and select modify.	Prescriber / Pharmacist
21.	Cancelled If entered in error on the patient record this can be removed by using cancelled by whoever entered this in error. 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. Status *Reason: Cancelled *Reason Duplicate Entity Error Patient Request Physician Reque Uther Reason NOTE: Cancelled should not be used to downgrade an allergy that the patient had and is now resolved.	Health Care Professional
	REVERSE ALLERGY CHECK	
22.	Reverse Allergy Check A tool to check if any allergy alerts have been overridden for currently prescribed medication. 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.	Health Care Professional
	ALLERGY OR ADVERSE DRUG REACTION (ADR) WHILE INPATIENT	
23.	If a patient suffers an allergy or ADR while inpatient the medication should be stopped if	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.	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.	Health Care Professional
	*Discontinue Reason: Adverse Reaction Allergy	
	You will also receive a notification to complete a yellow card report this reports the ADR to the MHRA , complete as appropriate.	