



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         ZZZTEST. 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	Health Care Professional	
	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		





ADDING A MEDICATION ALLERGY	
To add an allergy open the select '+Add' in the Allergies Menu Bar	Health Care Professional
The allergy recording screen opens with a number of yellow cells each of which needs completing.          Type       Allergy       An adverse reaction to a drug or substance which is due to an immunologic response.         "Substance       An adverse reaction to a drug or substance which is due to an immunologic response.	Health Care Professional
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<b>NOTE:</b> 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.	





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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           Image: Sevene allergy Check         Display         Active         Image: Sevene allergy Check         Display Active is a constrained of the sevene allergy is a constrained of the sevene allergy is constrained of the sevene allergy is constrained of the sevene allergies can be recorded.	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





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	Tem	Code	Terminology	
	Acohol	88230018	SNOMED CT	
	Almonds	381853019 381797014	SNOMED CT	_
	Apple Banana	381757014	SNOMED CT SNOMED CT	—
	Brazil nut	381855014	SNOMED CT	-
	Breast milk	340565016	SNOMED CT	
	Cashawauta	2/1/20016	SNOMED CT	_
16.	Lifeadacuter.et/a         Then complete the missing details shown with yellow fi         Type       Allergy         An adverse reaction to a drug or substar         *Substance         Image: Substance         Image: S			Health Care Professional
	UNABLE TO OBTAIN			
17.	If unable to obtain an allergy status for a valid reason the prescribing until an allergy status is determined. This <b>M</b> practical.			
	<ul> <li>Repeat the Steps from Step 12:</li> <li>Click on the Folders Icon</li> <li>Select the Unable to Obtain folder and complete</li> </ul>	ete all the Mandatory field	ls and click OK	
	<ul> <li>Up I Home Favourites Folders Folders Folders</li> <li>ED Common Allergies</li> <li>Food</li> <li>Other Allergy</li> <li>Household Chemicals</li> <li>Fibres and Materials</li> <li>Unable to Obtain</li> <li>Rora and Fauna</li> <li>Metals</li> </ul>			
	REVIEWING ALLERGY STATUS			
18.	If the patient is being re-admitted a discern alert will re To review an allergy following this alert click on the 'All prescribing to review click document)			Health care professional





	Results Review Allergies + Add Drug Chart Tasks Requests (Care PL + Add	
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 ONo 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:     ✓       Special Instructions:     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.	