	Documentation of Allergies Policy and Procedure			
	Program/Dept:	Pharmacy, Clinical Nutrition, Professional Practice	Document Category:	Patient Care Medication Practices
	Developed by:	Medication Processes interchange Working Group and Allergy Sub-Working Group	Original Approval Date:	2003 – on HOPP April 2010
	Approved by:	Clinical Advisory Committee P & T	Reviewed Date:	September 2009 April 2018
	Review Frequency:	3 years	Revised Date:	March 2022

Purpose

To provide a standardized systematic approach to assess, identify and document patient allergies and adverse reactions.

To ensure a single source of current allergy information is available in the patient medical record which:

- maintains record of drug and drug ingredient, food, chemical, insect and environmental allergies, including latex
- maintains an audit trail of all edits to the patient's allergy information
- allows authorized staff to define a reported allergy as an adverse reaction

Scope

This policy and procedure applies to Halton Healthcare providers in both inpatient and/or outpatient settings.

Policy

1. Only regulated Health Care Professionals with a scope of practice that includes medication prescribing, dispensing or administering may collect and enter verified medication-related allergies.
2. Entries made by non-healthcare professionals are considered as “unverified” and require collection of an allergy history and verification by a healthcare professional prior to treatment commencing.
3. Patients presenting at Halton Healthcare will be asked for their allergy information. A Health Care Professional is required to assess and document an accurate allergy history.
4. Patients who have had a previous visit at Halton Healthcare may have allergy information already recorded and will require allergies to be reviewed and confirmed at each visit. New allergies will be documented using the procedure in Appendix A.
5. Denial of allergies previously recorded will be amended by an authorized prescriber or pharmacist. This must be done through CPOE or a written order where CPOE is not an option.
6. Only authorized prescribers or pharmacists are permitted to classify or enter adverse reactions.
7. The patient medical record is the source of truth for allergy information.
8. The patient is the primary source of information pertaining to his or her own allergies and adverse reactions.
9. It is the responsibility of the healthcare provider to be aware of the patient's allergy status prior to:
 - Any patient assessment or treatment
 - Prescribing, dispensing and/or administration of medications

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- Dietary planning
 - The use of environmental products such as latex in the treatment of patients
10. In emergency situations, an order may be accepted from a prescriber to administer urgent or stat medications without a completed allergy history. In such cases, the allergy status will be entered as “unobtainable” and a complete allergy history will be gathered and documented as soon as possible once the emergency has been resolved.
 11. All patients with allergies have red wristbands placed on their wrists identifying that they have allergies.

Procedure

1. Allergy information is entered on the patient medical record in the Meditech Expanse system.
2. Allergies will be entered using the Allergens Dictionary in Meditech Expanse which contains a list of potential allergens, or substances to which a patient could be allergic.
 - a) Allergies entered by non-regulated healthcare professionals will default to **Unverified** status.
 - b) **Coded** and **Uncoded** allergies may be entered as **Verified** by Health Care Professionals.
 - c) Registered Pharmacists, prescribers, Registered Nurses, Registered Practical Nurses and Registered Dietitians can **Verify** an allergy. Verification of the allergy includes clinical assessment and documentation of the severity and type of reaction.
 - d) Food allergies entered into Meditech Expanse interface with the Food Services software system (Computrition) to ensure food allergies are captured and appropriate food items are provided to the patient.
3. If a patient has previously recorded allergy information it will be reassessed, confirmed and/or verified at each Halton Healthcare presentation.
4. Denial of previously recorded allergy will be removed by an authorized prescriber or pharmacist.
5. Uncoded food allergies may be removed by Registered Dietitians, once the coded version of the same allergy has been entered in Meditech Expanse by a Registered Dietitian.
6. Allergy reactions and adverse reactions occurring in hospital will be documented in the patient medical record, an incident report completed, and the Meditech Expanse allergy information updated to reflect the event. The following information is required:
 - The name of the agent involved
 - The type of reaction
 - Duration of reaction
 - When the reaction occurred
 - Actions taken by healthcare team
 - Information source

Definitions

Allergy	A reaction of the body’s immune system to a drug or substance (eg. Proteins in a food) causing a variety of symptoms ranging from hives to anaphylaxis.
Adverse reaction	Any noxious, unintended, or undesired effect of a drug that occurs at typical doses used for prevention, diagnosis or treatment.
Anaphylaxis	An acute, potentially fatal systemic allergic reaction with varied clinical presentations. Clinical manifestations vary widely; however, the most common signs are cutaneous symptoms, including urticaria, angioedema, erythema and pruritus.
Coded Allergies	An allergy selected from the Allergens Dictionary which is checked for drug interactions against the Current Medications list in the Pharmacy Information

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	System, and the Home Medications listed. These allergies are “coded” or numbered in this dictionary to also facilitate duplicate therapy checking within drug classifications. Coded allergies also include food and environmental allergies.
Uncoded Allergies	Allergies not listed in the Meditech Expanse Allergies Dictionary may be added in a free text format. Entries for Latex allergy will be entered as uncoded and, therefore, not supported by First Data Bank checks. Meditech Expanse does not check uncoded allergies against Current Medications listed in the Pharmacy module.
Confirmed Allergies	Previously documented verified allergies on a patient record requiring review and confirmation at every admission, change in level of service and as determined by clinical setting.
Unverified Allergies	Allergies recorded by a non-regulated health care professional (eg. clerk) are UNVERIFIED.
Verified Allergies	Prescribers, Registered Nurses, Registered Practical Nurses, Registered Dietitians and Registered Pharmacists can verify a reported allergy based on their knowledge, skill and judgement.

Related Documents (will be hyperlinked in final copy)

[Mandatory Reporting of Serious Adverse Drug Reactions to Marketed Health Products](#)

Key Words

Meditech, allergy, documentation, drug, food, chart, record, patient, registration, medication, allergen, latex, environmental, contrast, dye

Appendices

Appendix A – Entering an Allergy/Adverse Reaction

Appendix B – Verifying and Confirming Allergies in Meditech Expanse

Reviewed by/Consultation with

Allergy Working Group – representation from Nursing, Pharmacy, Food & Nutrition, Registration, Lab & Diagnostic services, Allied Health, Information Systems.

Signed by _____

Title _____

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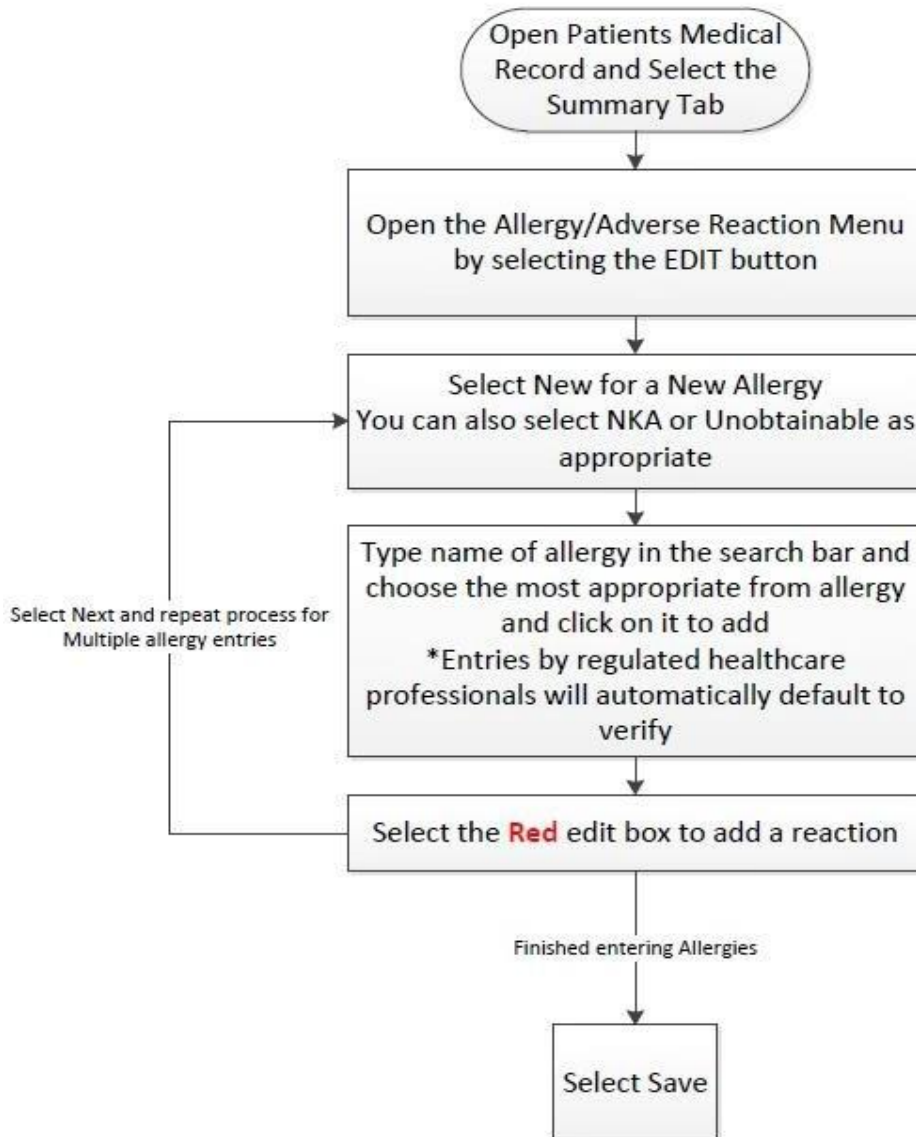
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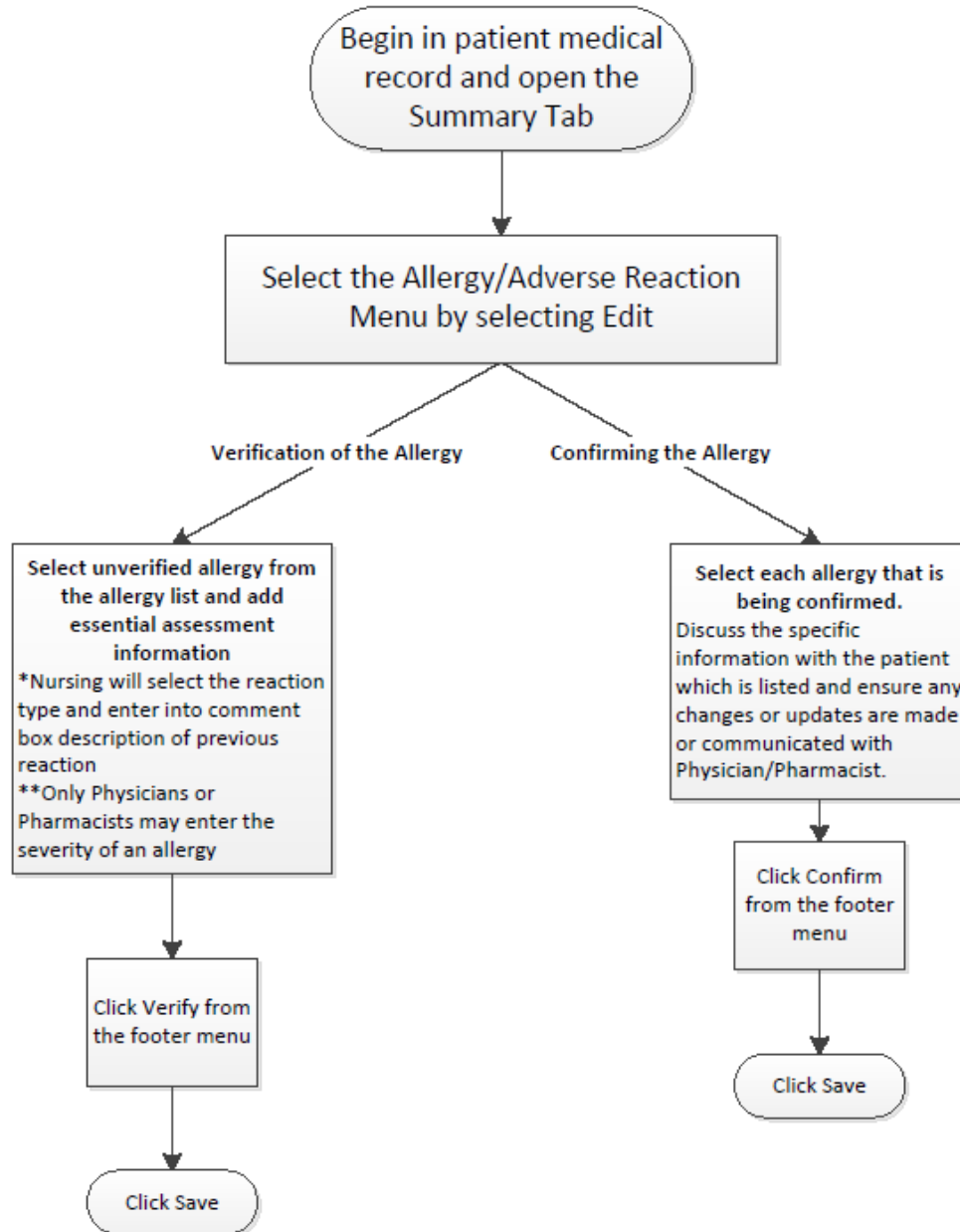
Appendix A
Entering and Allergy/Adverse Reaction



**The First Data Bank software checks for potential allergies to prescribed medications for both Verified and Unverified coded allergies for Home Medications and Current Medications at the point of prescribing and in the Pharmacy module.

Appendix B

Verifying and Confirming Allergies in Meditech Expans



**Verification of the allergy includes assessment and documentation of the severity and type of reaction. As part of the medication order entry verification process, Pharmacists will routinely assess the patient allergy status in collaboration with other health care professionals.