

How to document allergies, intolerances and sensitivities

This guide shows how to document allergies, intolerances, sensitivities or any other important information that you would want everyone to be aware of.

Step 1: Access the correct patient's record on ICCA

Step 2: Go into the Demographics section and click on Demographic Form

The screenshot shows the PHILIPS software interface. At the top, there is a navigation bar with 'Home', 'Chart', and 'XLinks'. Below this is a toolbar with various icons for document management and editing. The main area displays patient information for 'Marjorie Chicken' in 'A 07 | Alexandra ICU'. A sidebar on the left lists various document types, with 'Demographic Form' selected. The main content area shows the 'Admission Form' with fields for Patient Name, #Call Me, Hospital Number, CHI/NHS Number, Encounter Number, Date of Birth, Age on admission (Calculated), Gender, Allergies, and Patient Type. The 'Allergies' field is highlighted with a black plus sign, indicating it is the focus of the next step.

Step 3: Click in the Allergies box or on the black plus sign to bring up the extra rows

This close-up shows the 'Allergies' field in the Demographic Form. The field is expanded, showing three rows. The first row is empty. The second and third rows are marked with a red asterisk, indicating they are required fields. The 'Patient Type' field is also visible below the Allergies field, also marked with a red asterisk.

- Allergies	*	<input type="text"/>
Status		<input type="text"/>
Has Latex Allergy?		<input type="text"/>
Allergies	+	<input type="text"/>
Patient Type	*	<input type="text"/>

Step 4: Use the drop down menu to define the allergy Status; this can be updated later if needed (and see below for patients with known allergies...)

- Allergies	*	<input type="text"/>
Status		<input type="text"/> <ul style="list-style-type: none"> < Clear Entry > Has allergies No known allergies (confirmed) No known drug allergies (confirmed) No Known Allergies - Not yet confirmed
Has Latex Allergy?		<input type="text"/>
Allergies	+	<input type="text"/>

Demographics

- Allergies	*	<i>No Known Allergies - Not yet confirmed:</i>
Status		<i>No Known Allergies - Unconfirmed</i>
Has Latex Allergy?		<input type="text"/>
Allergies	+	<input type="text"/>

Step 5: Save Chart to add this information to the patient's record

The screenshot displays the PHILIPS software interface. At the top, there is a blue header with the 'PHILIPS' logo and navigation icons. Below the header, a menu bar includes 'Home', 'Chart', and 'XLinks'. The 'Chart' menu is expanded, showing several options: 'Add Document', 'Save Chart', 'Enter New Orders', 'Patient Sites Manager', 'Visit History', 'Advanced', 'Properties', 'Cut', 'Copy', 'Clear', 'Remarks...', 'Highlight', 'Cosign', 'Selection', 'Document', 'All', and 'Sections'. The 'Save Chart' option is circled in red. Below the menu, a patient information bar shows 'Marjorie Chicken' and 'A 07 | Alexandra ICU'. To the right, there are fields for 'Allergies', 'Hospital Number', 'DOB', 'Alias', and '#Call Me', 'Age on adr'. The main content area is titled 'Demographics | Demographic Form' with a timestamp of '13/04/2023 11:18'. A sidebar on the left shows a navigation menu with '13/04/2023 Inpatient Admissi...', 'Demographics', 'Demographic Form', and 'Flowsheets'. The 'Demographic Form' is currently selected, displaying fields for 'Patient Name' and '#Call Me'.

Step 6: If the patient has a drug allergy, select the Status 'Has allergies' and then click on the plus sign to bring up the extra rows needed (See later for non-drug allergies...)

The screenshot shows a form with the following fields and values:

- Allergies** (Section Header)
- Status**: *Has allergies*
- Has Latex Allergy?**: (Empty field)
- Allergies**: + (Expanded)
- Allergies 1** (Sub-section Header)
- Type**: *Drug allergy*
- Drug Allergen**: *
- Severity**: (Empty field)
- Reaction**: (Empty field)
- Comment**: (Empty field)
- Patient Type**: * *Adult*

Step 7: Select the drug or class of drugs from the drop down list by typing the name and double click on the one you want. If it is not available, please let the ICCA team know.

The dropdown menu shows the following search results:

- * mo
- Morphine Sulphate*
- Salbutamol*
- SmofKabiven extra Nitrogen 21gN*
- * (Empty field)

Step 8: Add in details of severity and reaction etc

Drug Allergen	* Morphine Sulphate
Severity	Moderate
Reaction	<Clear Entry>
Comment	Mild
Patient Type	* Moderate
Demographics	* Severe
	Unknown
	Other...
Reaction	
Comment	<input checked="" type="checkbox"/> <Clear Entry>
Patient Type	<input type="checkbox"/> Anaphylaxis
Demographics	<input type="checkbox"/> Diarrhea
Patient address	<input type="checkbox"/> Elevated Temperature
Marital Status	<input type="checkbox"/> Itching
Ethnic Group	<input type="checkbox"/> Nausea/vomiting
Primary Language	<input type="checkbox"/> Rash/hives
	<input type="checkbox"/> Respiratory Distress
	<input type="checkbox"/> Other...

Use 'Other...' for free text box; multiple boxes can be ticked if appropriate

Enter Other

- <Clear Entry>
- Anaphylaxis
- Diarrhea
- Elevated Temperature
- Itching
- Nausea/vomiting
- Rash/hives
- Respiratory Distress
- Hallucinations
- Other...

'Comment' should be used when you want to add detailed information

Severity	Moderate
Reaction	Nausea/vomiting; Hallucinations
Comment	Severe post-op vomiting after previous general anaesthetic
Patient Type	* Adult

Step 9: A second allergy can be added by pressing the plus sign again

<ul style="list-style-type: none"> [-] Allergies Status Has Latex Allergy? - Allergies - Allergies 1 Type Drug Allergen Severity Reaction Comment Patient Type 	<ul style="list-style-type: none"> * Has allergies: Morphine Sulphate - Nausea/vomiting; Hallucinations Has allergies <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Drug allergy * Morphine Sulphate Moderate Nausea/vomiting; Hallucinations Severe post-op vomiting after previous general anaesthetic * Adult
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- Allergies

+

- Allergies 1

X

Type

Drug allergy

Drug Allergen

* *Morphine Sulphate*

Severity

Moderate

Reaction

Nausea/vomiting; Hallucinations

Comment

Severe post-op vomiting after previous genera

- Allergies 2

X

Type

Drug allergy

Drug Allergen

*

Severity

Reaction

Comment

Patient Type

* **Adult**

Step 10: If it is a non-drug allergy or sensitivity that you wish to record then click in the Type box and select from the drop down menu.

The screenshot shows a form titled 'Allergies 2' with several fields: Type, Allergen, Severity, Reaction, Comment, and Patient Type. The 'Type' field is selected, and a dropdown menu is open, listing various allergy types. The 'Allergen' field is also highlighted with a blue background. To the left of the form, there is a 'Demographics' section with expandable options for Patient address and Marital Status.

Demographics

- + Patient address
- Marital Status

Dropdown menu for Type:

- Miscellaneous allergy
- <Clear Entry>
- Animal allergy
- Drug allergy
- Environmental allergy
- Food allergy
- Miscellaneous allergy
- Miscellaneous contraindication
- Plant allergy
- Pollen allergy
- Other...

Various things are listed in these different sections, but you can always use 'Other...' to free type if you can't find what you want

This screenshot shows the same 'Allergies 2' form, but with the 'Allergen' field selected. The dropdown menu is open, displaying a list of allergen categories. The 'Allergen' field is highlighted with a blue background. The 'Demographics' section on the left is also visible, with options for Patient address, Marital Status, and Ethnic Group.

Demographics

- + Patient address
- Marital Status
- Ethnic Group

Dropdown menu for Allergen:

- Miscellaneous allergy
- Adhesive tape
- Alcohol
- Animals
- Bee Stings
- Blood products Jehovahs Witness
- Chocolate
- Citrus
- Dairy Products
- Dust
- Plastic
- Seafood
- Seasonal
- Soap
- Strawberries
- Other...

— Allergies 2	<input checked="" type="checkbox"/> Gelatin (vegan/vegetarian)
Type	Miscellaneous allergy
Allergen	* Gelatin (vegan/vegetarian)
Severity	Strongly held belief
Reaction	

Step 11: Save Chart as above

Step 12: If you want to remove an allergy or sensitivity from the list, then you can do this by clicking on the cross next to the allergy name

— Allergies 1	<input checked="" type="checkbox"/>
Type	Drug allergy
Drug Allergen	* Morphine Sulphate
Severity	Moderate
Reaction	Nausea/vomiting; Hallucinations
Comment	Severe post-op vomiting after previous general anaesthetic
— Allergies	* Has allergies: Gelatin (vegan/vegetarian) -
Status	Has allergies
Has Latex Allergy?	
— Allergies	<input type="checkbox"/>
— Allergies 2	<input checked="" type="checkbox"/> Gelatin (vegan/vegetarian)
Type	Miscellaneous allergy
Allergen	* Gelatin (vegan/vegetarian)
Severity	Strongly held belief
Reaction	
Comment	
Patient Type	* Adult

Step 13: Save chart as above