

ALLERGY/ADVERSE DRUG EVENT DOCUMENTATION

1. **SCOPE/EFFECT:** This Medical Center Policy (MCP) affects the staff of the following Services: Mental Health and Behavioral Service, Geriatrics and Extended Care Service, Pharmacy Service, Primary Care Service, Medical Service, Business Office and Health Administration Service, Nutrition and Food Service, and Surgical Service.

2. **PURPOSE:** To establish a procedure for documenting all significant Adverse Drug Events (ADEs), including allergies associated with the use of drugs, food, or latex at the Wilkes-Barre VAMC and its Satellite Clinics. The absence of allergies will also be documented.

3. **POLICY:** It is the policy of this Medical Center to properly document significant ADEs in the medical record so patients at continuing risk can be easily identified. This documentation will include sufficient detail to permit the distinction between true allergies and non-allergic adverse drug reactions. Lack of allergies will be documented to assure the most accurate patient data available.

4. PROCEDURE:

a. Any practitioner (MD, PA, NP) who identifies a new ADE by observation will document his/her observations as outlined in Medical Center Policy on the Adverse Drug Event Program Section 4.c. (3 a.b.c).

b. The practitioner will enter the new Allergy information, or document no known allergy [NKA] into CPRS according to the following:

- (1) Enter CPRS
- (2) Select Patient
- (3) "Right" click on allergy/adverse reaction dialog box on the patient's cover sheet.
- (4) "Left" click "Enter New Allergy" or "No Known Allergy" as appropriate.
- (5) If new allergy, type in name of causative agent and click "search" button.
- (6) Select causative agent from list and click "OK".
- (7) Complete required information as indicated (nature of reaction, signs, symptoms, etc.)

c. Any practitioner, pharmacist, dietitian or registered nurse who obtains a history of an Allergy will follow the procedure as described in 4.b. above.

d. If the practitioner who observes or obtains history of an Allergy cannot access the CPRS New Allergy option, then he/she will notify a pharmacist via G.Adverse mail group in VISTA and the pharmacists will enter the information into CPRS.

e. Whenever a practitioner observes or obtains a history of a true allergy, he/she will author nursing text order that informs the nurse of the allergy. The nurse will enter the information into the patient's electronic record and the nursing unit secretary will then print off a new wristband.

f. Adverse Drug Event - refer to Medical Center Policy 119-12-199 Adverse Drug Event Program.

g. Latex allergies - document as outlined above and refer to Medical Center Policy 11IC-11-966, Latex Sensitivity/Allergy Policy.

h. To delete an Allergy: Same as 1 to 2 under (4 b).

(1) Highlight allergy to be removed.

(2) "Right" click on allergy/adverse reaction dialog box.

(3) "Left" click on "mark selected allergy as entered in error".

(4) Add reason to pop up dialog box and click ok.

(5) If the edited/deleted ADE is not a true allergy, then the practitioner will author a nursing text order directing the nurse to remove the allergy from the patient's record and the nursing unit secretary will print a new wrist band, where appropriate.

(6) Food allergies may be added or deleted by a Dietitian.

5. RESPONSIBILITY:

a. It is the responsibility of the practitioner to diagnose, document and edit ADEs and Allergies as described above.

b. It is the responsibility of other providers to document ADE and Allergies as outlined in their scope of practice.

c. Nursing Unit Secretaries are responsible to print new wrist bands, where appropriate.

6. CUSTOMER SATISFACTION: This policy will assure patient safety by documentation in patient's medical record of allergies which will include sufficient detail to permit the distinction between true allergies and non-allergic adverse drug reactions.
7. REFERENCES: Medical Center Policy on Adverse Drug Event Documentation
8. RESCISSION: Medical Center Policy 119-09-302, dated February 4, 2009, same subject
9. DISTRIBUTION: Electronic Access to All Employees