Standard Operating Procedure (SOP)

Post-Incident Documentation and Reporting Procedures for Allergy-Related Incidents

This SOP details the **post-incident documentation and reporting procedures for allergy-related incidents**, encompassing immediate response actions, accurate recording of incident specifics, notification protocols to relevant personnel and healthcare providers, follow-up and monitoring processes, and measures for prevention of future occurrences. The goal is to ensure comprehensive and timely reporting, enhance patient safety, and improve response strategies for allergy emergencies.

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1. Scope

Applies to all staff involved in patient care and incident response in settings where allergy-related incidents may occur.

2. Responsibilities

- **Immediate Responders:** Initiate emergency protocols and begin documentation.
- **Supervisors/Managers:** Review incident reports and ensure follow-up actions.
- **Healthcare Providers:** Assess the patient post-incident and update medical records.
- **Quality & Safety Team:** Analyze incidents, recommend corrective actions, and report trends.

3. Procedures

1. **Immediate Response Actions**
   - Provide appropriate emergency care (e.g., administer epinephrine, call emergency services).
   - Ensure patient stability before proceeding with documentation.
2. **Incident Documentation**
   - Complete an **Allergy Incident Report Form** (see [sample below](#)).
   - Record the following:
     - Date, time, and location of incident
     - Patient's identification and allergy history
     - Description of allergen exposure and symptoms observed
     - Immediate actions taken and medications administered
     - Names/titles of staff involved
     - Outcome/status of the patient
   - Attach any supporting documents (e.g., medication logs, witness statements).
3. **Notification Protocols**
   - Notify the following, as appropriate:
     - On-duty supervisor or manager
     - Patient's designated healthcare provider or attending physician
     - Patient's emergency contact or guardian (if required)
     - Quality & Safety department for review and tracking
4. **Follow-Up and Monitoring**
   - Monitor the patient for delayed or recurring symptoms.
   - Document follow-up observations in the patient's medical record.
   - Arrange for medical evaluation, if needed.
5. **Prevention and Quality Improvement**
   - Participate in a debrief session to identify contributing factors.
   - Update care plans or dietary/allergy alerts as needed.
   - Implement corrective actions to prevent recurrence (e.g., staff training, process changes).
6. **Record Keeping**
   - Store all documentation in accordance with organizational policy and privacy regulations.
   - Ensure timely completion and submission of all required reports.

4. Sample: Allergy Incident Report Form

Field	Description
Date/Time of Incident	*When the incident occurred*
Location	*Where the incident took place*

Patient Information	*Name, ID, allergy history*
Description of Incident	*What happened, allergen involved, symptoms*
Immediate Actions Taken	*Medications provided, emergency interventions*
Personnel Involved	*Names and roles of staff members*
Outcome	*Status of patient after response*
Follow-Up Required	*Planned monitoring or care adjustments*
Reviewed By	*Supervisor/Manager signature*

5. References

- Organizational Policy on Allergy Management
- Emergency Response Protocols
- Patient Safety and Quality Reporting Guidelines

6. Review and Revision History

Version	Date	Description of Change	Author/Reviewer
1.0	2024-06-30	Initial SOP creation	Compliance Department