

Standard Operating Procedure (SOP)

Patient Identity and Allergy Checking

This SOP describes the standardized process for **patient identity and allergy checking** to ensure accurate identification of patients and verification of allergy information prior to clinical interventions. It includes steps for confirming patient identity using multiple identifiers, reviewing documented allergies and adverse reactions, communicating effectively with patients and healthcare providers, and documenting verification outcomes. The objective is to prevent medication errors, allergic reactions, and improve patient safety across all healthcare settings.

1. Purpose

To ensure the correct identification of patients and accurate verification of allergy status before administering medications, treatments, or procedures.

2. Scope

This SOP applies to all healthcare professionals involved in patient care and medication administration within the healthcare facility.

3. Responsibilities

- All staff must adhere to this SOP prior to any clinical intervention.
- Healthcare providers are responsible for accurate documentation and communication of patient identity and allergy status.

4. Procedure

1. **Prepare for Verification:**
 - Have the patient's health record and allergy documentation readily available.
2. **Confirm Patient Identity Using at Least Two Identifiers:**
 - Ask the patient to state their full name and date of birth.
 - Verify these details against the wristband, patient record, or identification card.
 - Do not use room numbers or bed locations as identifiers.
3. **Check for Allergies and Adverse Reactions:**
 - Ask the patient directly about any known allergies or adverse reactions to medications, foods, latex, or other substances.
 - Review the patient's documented allergy status in the health record and any alert wristbands or signs.
4. **Verify Consistency:**
 - Ensure the information provided by the patient matches the health record and identification materials.
5. **Communicate Clearly:**
 - Inform the patient about the importance of identity and allergy checking.
 - Clarify any discrepancies with the patient and/or other healthcare professionals immediately.
6. **Documentation:**
 - Document the completed verification process in the patient's record according to facility policy.
 - Report and document any discrepancies or unidentified allergies promptly.

5. Documentation

- Patient verification forms or electronic chart entries.
- Allergy status updates and confirmation records.

6. References

- Facility policies on patient identification and allergy documentation
- National/International Patient Safety Goals

7. Review and Update

This SOP is to be reviewed annually and updated as necessary to reflect best practices and regulatory requirements.

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| Prepared by | |
| Approved by | |
| Date of Issue | |
| Review Date | |