

Standard Operating Procedure (SOP): Emergency Action Plan for Allergic Reactions

This SOP details the **emergency action plan for allergic reactions**, focusing on the recognition of symptoms, immediate response steps, and the proper administration of epinephrine. It includes guidelines for monitoring affected individuals, coordinating emergency medical services, and documenting incidents to ensure prompt and effective treatment, minimizing health risks and complications associated with severe allergic reactions.

1. Purpose

To provide a clear, actionable protocol for staff and responsible parties responding to allergic reactions, with emphasis on timely intervention, use of epinephrine, and collaboration with emergency services.

2. Scope

This SOP applies to all personnel responsible for the care and supervision of individuals at risk for allergic reactions (anaphylaxis) in the facility.

3. Responsibilities

- Ensure awareness of individuals with known allergies.
- Be trained in recognizing allergic reaction symptoms and in using epinephrine auto-injectors.
- Maintain accessible emergency contact lists and up-to-date allergy action plans.

4. Recognition of Allergic Reaction Symptoms

Common symptoms to watch for:

- Hives, redness, or rash
- Swelling of face, lips, tongue, or throat
- Difficulty breathing, wheezing, coughing
- Dizziness, fainting, confusion
- Nausea, vomiting, abdominal pain
- Feeling of impending doom

Note: Symptoms can develop rapidly and may be life-threatening.

5. Emergency Response Steps

1. **Assess the situation** for signs and symptoms of an allergic reaction.
2. **Call for help** – Alert colleagues and immediately call emergency services (dial 911/local emergency number).
3. **Administer epinephrine** without delay if anaphylaxis is suspected (see Section 6).
4. **Assist the individual** into a comfortable position, preferably lying down with legs elevated, unless breathing is easier while sitting up.
5. **Monitor breathing and consciousness** continuously until medical services arrive.
6. **If symptoms do not improve after 5–15 minutes** and emergency services have not yet arrived, a second dose of epinephrine may be administered (if prescribed and available).
7. **Do not leave the individual alone.**
8. **Provide emergency responders with relevant information** (allergy action plan, time and dose of epinephrine, observed symptoms).

6. Administration of Epinephrine

1. Remove the auto-injector from its carrier tube.
2. Hold the device firmly with the orange (needle) tip pointing down.
3. Remove the safety cap.
4. Push the tip firmly against the outer thigh at a 90-degree angle, through clothing if necessary.
5. Hold in place for 3–5 seconds until the medication is delivered.
6. Remove the auto-injector and massage the area for 10 seconds.

7. Safely dispose of the device according to biohazard procedures.

Do not delay epinephrine administration. Epinephrine is safe and effective for anaphylaxis.

7. Coordination With Emergency Medical Services (EMS)

- Provide a clear report of the incident, symptoms, and treatment administered to EMS staff.
- Ensure the used epinephrine device is available for EMS to assess.
- Accompany or follow the individual to the hospital, if possible.

8. Documentation and Follow-Up

1. Complete an incident report as soon as possible, including:
 - Date and time of reaction
 - Symptoms observed
 - Time and dose of epinephrine administration
 - When EMS was called and arrived
 - Outcomes and follow-up recommendations
2. Notify the individual's emergency contacts and keep them informed.
3. Review the incident as a team to improve response in the future.

9. Training and Review

- All appropriate personnel must receive annual training on allergic reaction response and epinephrine administration.
- Regularly review and update this SOP in line with best practices and regulatory guidance.

10. References

- Centers for Disease Control and Prevention: [Anaphylaxis Overview](#)
- American Academy of Allergy, Asthma & Immunology: [Anaphylaxis \(Severe Allergic Reaction\)](#)