SOP · ALR-SOP-004 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 53.5

At a glance

- Each allergy result and its advice is communicated to the patient and the referrer (ALR-FRM-004).
- Each patient receives a written action plan for avoidance and for emergency treatment.
- The allergy alert on the record is updated when a result changes the allergy history.
- Results with urgent findings are reported as critical results (HOS-SOP-009).
- Stop and get help straight away if: a result that changes the allergy history is not added to the record.

1. Purpose

To make sure allergy results are communicated and acted on, with a written action plan for each patient (53.5).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

To make sure allergy results are communicated and acted on, with a written action plan for each patient (53.5).

5. Responsibilities

Role	Responsibility	Competence
Allergologist	Communicates the result and signs the action plan	Clinical lead
Referring clinician	Acts on the action plan and updates the record	Allergologist

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Communicate.

- Tell the patient and the referrer the result and the advice, and record that it was done.

Key point: Communicated.

Step 2. Plan.

- Give the patient a written action plan (ALR-FRM-004).

Key point: Planned.

Step 3. Update.

- Update the allergy alert on the record when the result changes the allergy history.

Key point: Updated.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Results with the advice communicated and recorded	100%	Monthly	Allergologist	Escalate to the clinical lead
Allergy alerts updated after a changed result	100%	Monthly	Allergologist	Update the record at once

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
ALR-FRM-004	Allergy action plan	Record
LBT-SOP-008	Laboratory report content and delivery (existing, reused)	SOP

17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Allergy & Immunotherapy Safety Endorsement** (AMB-18)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

Download this document as PDF

Download this document as an editable Word file