[VIDEO] Manage Allergies/Conditions

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Indicate any known allergies or conditions in the Allergies/Conditions tab on the View Participant page. This is especially important if the participant requires any substitutions at meal time.

Required Permissions: All users can view enrolled participants. However, you must have the **Child Details** permission enabled on your account to view and edit participant details.

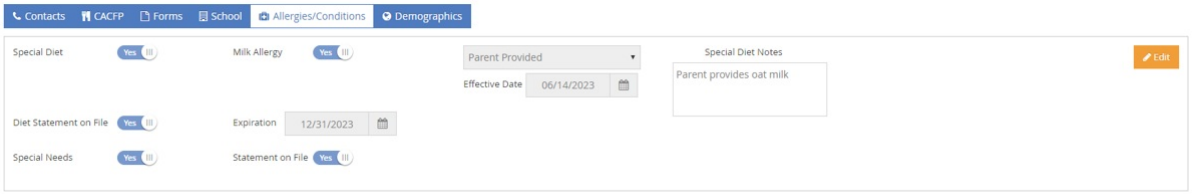
1. From the menu to the left, click **Participants**. A list of participants displays.

   Note: According to your display settings, this menu option may be called something different, such as Kids. For more information, see **Set Display Settings**.

2. Click a name.
3. Click the **Allergies/Conditions** tab at the bottom of the window.
4. Click **Edit**.
5. Click next to **Special Diet** if the participant has a special diet. If you set this to **Yes**:
   - The **Milk Allergy** option displays. Click to indicate that the participant has a milk allergy and does not drink Whole or 1%/Skim milk. You must have a doctor's statement on file. Two New fields will appear.
     - Select who provides the alternative milk option for this participant.
       - Select **Substitute milk** if this participant drinks substitute milk purchased and provided by the center.
       - Select **Parent Provided** if the parent or guardian provides the milk substitute. This is the option you will select if participants are restricted to water as well.
     - Select the **Effective Date** for this allergy. What day did you start serving substitute milk or parent provided milk to this participant instead of Whole or 1%/Skim?
     - Select the **Expiration Date** for this allergy. If the participant grows out of their allergy or starts drinking regular milk again, enter the last day they were drinking substitute milk in this field in order to ensure milk audit accuracy.
   - The **Diet Statement on File** option displays. Click to indicate that you have a diet statement on file. Then, click the **Expiration** box and select the date the statement expires.
   - The **Special Diet Notes** box displays. Click this box and enter any notes about the participant's special diet.
6. Click next to **Special Needs** if the participant has special needs. If you set this to yes, the **Statement on File** option displays. Click to indicate that you have a doctor's statement on file.
7. Click **Add Condition** to list allergies and/or medical conditions.

- Click the drop-down menu and select **Allergy** or **Medical Condition**.
- Click the corresponding text box and enter a description of the allergy/description.
- Click **Add Condition** to add another line. Click next to a line to remove it.

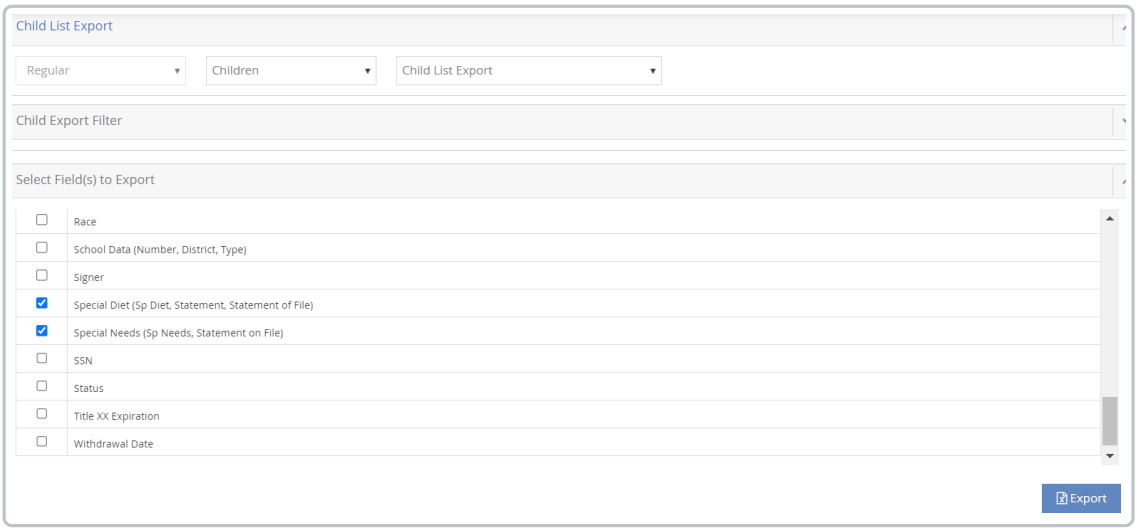
8. Click **Save**.



Pulling A Child Allergy Report

To pull a list of all participant allergies, follow the steps below.

1. From the menu to the left, click on **Reports**.
2. Select the category **Children.**
3. Select the report **Child List Export.**
4. In the **Child Export Filter,** you can leave this section as it is.
5. Scroll down to the **Select Fields(s) to Export** and select the following boxes:
   - Special Diet (Sp Diet, Statement, Statement of File)
   - Special Needs (Sp Needs, Statement on File)



6. Click **Export.**
7. The report generates as an excel file with all of the data requested.