

Manage Allergies/Conditions

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CST

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. You must have a doctor's statement on file.

- 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**.

The screenshot shows the 'Allergies/Conditions' tab in a web application. The interface includes a navigation bar at the top with tabs for 'Contacts', 'CACFP', 'Forms', 'School', 'Allergies/Conditions', and 'Demographics'. Below the navigation bar, there are several sections for managing allergies and conditions:

- Special Diet:** A radio button labeled 'Yes' is selected.
- Milk Allergy:** A radio button labeled 'No' is selected.
- Diet Statement on File:** A radio button labeled 'Yes' is selected.
- Expiration:** A date picker is visible.
- Special Diet Notes:** A text input field is present.
- Special Needs:** A radio button labeled 'No' is selected.

On the right side of the form, there are two buttons: 'Add Condition' and 'Save'.