



# Kids Care: Allergies and Medical Check-in Codes

## Allergy and Medical Check-in Codes

Please follow these steps when entering information in the allergies and special instructions field of a child's record within MyEBC.

First, in the 'Allergies' tab, click YES if the child has an allergy; NO if no known allergy.

Then, follow this format for entering allergy, medical or diagnosed disability needs.

A: = Denotes that the child has an allergy. The simpler the better. (i.e., A: Peanuts; A: Gluten).

If an allergy is not relevant to what is happening in Kids Ministries, it does not need to be entered. For example, knowing that a child is allergic to penicillin is not relevant, as the child would not come in contact with that in our spaces.

M: = Denotes that the child has a medical need. The simpler the better. (i.e., M: Asthma; M: Seizures)

SN = Special Needs. This designation indicates that a child has a diagnosed disability - i.e., autism, ADHD, cerebral palsy, etc. For privacy of the child, do not enter information about the specific disability on the nametag. That information should be placed in the notes section.

If a family has a child with a disability, (i.e., autism, ADHD, cerebral palsy, etc.) please exchange information and give them a business card for the Kids Care coordinator at your campus. If possible, introduce them to the Kids Care coordinator or Kids Care volunteer director/team lead.

\*Be sure to add the ":" after the A and M designations as this helps us run the appropriate reports in MyEBC. It is not necessary to add after the SN designation.