

INSTRUCTIONS ALLERGY PATIENTS

MTSU HEALTH SERVICES

Students who want to have allergy injections at Health Services must follow the guidelines outlined below. **Health Services staff have the right to discontinue this service for any patient who does not comply with these requirements.**

1. **ALL** allergy injections will be given by **appointments between 8:30 - 11:20 a.m. and 1:00 - 3:30 p.m. Monday-Friday.**
2. Your initial allergy injection **MUST** be given in an allergist's office.
3. Schedule your appointment online through the student portal and place "allergy shot" for the reason or call our office. Upon arrival, sign in for your appointment at the computer and have a seat.
4. If you are ill when you come to receive your allergy injection, please inform the nurse. Also, please inform the nurse of any delayed reactions from your previous visit.
5. An instruction sheet from your allergist **MUST** accompany your properly labeled vials. This information should include: date and amount of last injection, any previous reactions, dosage and schedule, changes to be made of lateness, local reactions, and injection vial(s).
6. You are expected to maintain the schedule as directed by your allergist. Allergy injections must be given according to these specific time intervals. This is necessary for both the safety and success of the allergy program. When injections are not on schedule, it is the responsibility of the individual to have their allergist call Health Services with instructions directed to allergy nurse.
7. The medical staff of Health Services requires that you wait in the clinic for **20 minutes** (or longer if required by your allergist) following your injection. **If you leave prior to the 20-minute waiting period, you will assume all health risks that might occur in the immediate period after the injection. Individuals who repeatedly violate this policy will be excluded from receiving further injections through Health Services.**
8. Before you leave Health Services, the allergy nurse must check the site of injection to note and record any evidence of a local reaction.
9. A small administration fee will be charged at each visit. During summer there will be a onetime summer fee in addition to an administration fee for non-enrolled students.
10. Injection material stored at Health Services will be discarded on the documented expiration date. Health Services shares the responsibility with the individual for maintaining an adequate supply of injection material. Health Services will assist with ordering if instructions and order form are provided. Allergen extract may be sent directly to Health Services where it will be immediately stored in the refrigerator.
11. If a student forgets to pick up vials or your allergist office requires vials be mailed, the allergy office will be contacted for shipping requirements and the charge will be applied to the students MTSU account.
12. If it is necessary for Health Services to contact the allergist repeatedly for non-compliance, individuals will be excluded from receiving further injections.

I have read, understand and am willing to comply with the MTSU policy for administration of allergy injections in the Student Health Center.

Student

Date

Witness

Date

Copy given to student: _____