

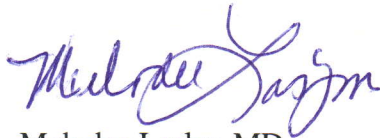
Dear Student,

Enclosed you will find our Immunotherapy Information and Guideline for Students and an allergist instruction from your physician. We ask that you read this information carefully. Please have your allergist complete, sign and fax the Allergist's instruction Form also with a written prescription and specific instructions. You can fax these forms to the number above or bring them with you to your first allergy injection visit.

The enclosed guidelines have been adapted from the American Academy of Allergy and Immunology standards and have been developed in order to assure your continued safety while receiving your allergy shots at Rutgers Health Services.

Depending upon your health insurance plan, a fee may be charged for allergy injections. The allergy injection fee is covered by the Rutgers Student Health Policy. If you have any questions, please call your insurance provider directly. Should you have any additional questions regarding the allergy immunotherapy program or for our current allergy charges, please call Rutgers Health Services at (848) 932-7402.

Sincerely,



Melodee Lasky, MD
Executive Director
Rutgers Health Services

Dear Doctor,

Your patient has requested that he/she receive allergy immunotherapy at Rutgers Health Services during the school year. We will be happy to provide this service.

We ask that you label each patient's vial with their name, serum contents and concentration, and identifier such as Vial A, B, etc. and date of expiration. In addition, please provide us with a detailed immunotherapy schedule with specific instructions on:

- Dosage for each vial
- Frequency of administration
- Possible adverse reactions
- Schedule of instructions for missed appointments and/or reactions
- Special needs of your patient.

Please read and **sign** the Allergist Instruction for Administration of Allergy Extract Sheet. The student can bring it with them for their first appointment or it can be faxed to 732-932-8255.

We believe that our policies will provide quality care for your patient and will help minimize unnecessary calls to your office. If you have any questions, please feel free to contact us at Rutgers Health Services at 848-932-7402.

Sincerely,



Melodee Lasky, MD
Executive Director
Rutgers Health Services

IMMUNOTHERAPY INFORMATION AND GUIDELINES FOR STUDENTS

As an informed patient, you have both rights and responsibilities for your health care. In order for you to receive allergy shots and ensure the best quality of care, the following guidelines need to be adhered to. Please read this information carefully.

1. It is our policy that allergy desensitization injections will be given by a Registered Nurse only when a Nurse Practitioner or Physician is on site. Injections will be given by appointment between 9 am and 4 pm weekdays. Appointments can be made by calling Rutgers Health Services (RHS) at 848-932-7402.
2. Should you have a severe allergic reaction when you receive your injection, medications and appropriate equipment as recommended by the Allergy, Asthma, and Immunology Council will be available. If needed, an ice pack will be given for minor local reactions. If your Allergist wants you to take an antihistamine before the injection, please do so, as we do not provide this medication.
3. After receipt of a written prescription from your allergist specifying the allergy extract, dosage, frequency, graduation of increase, and schedule for missed/late appointments, Rutgers Health Services will administer your allergy injections. The RHS "Allergist Instructions for Administration of Allergy Extract" form must be signed by your allergist.
4. Your allergy serum will be kept in a safe, secure refrigerator where the temperature is regularly monitored.
5. Because exercise may stimulate increased blood flow to the tissues and promote faster release of antigens into the bloodstream, we ask that you not engage in vigorous activity/exercise for two hours before or after your injection.
6. After receiving your injection, you must wait in the Health Center or at RHS for 30 minutes to make sure that you do not experience an allergic reaction. Allergic symptoms consist of any of the following: itchy eyes, nose, or throat, nasal congestion, runny nose, tightness in the throat or chest, coughing, increased wheezing, lightheadedness, faintness, nausea, hives, or generalized itching. Report these or any other symptoms to the nurse immediately so that appropriate treatment may be instituted.

7. The injection site needs to be checked by the RN for swelling and/or hives before you leave Health Services. **No exceptions.** *If you leave prior to 30 minutes or do not have your injection sites checked prior to leaving we reserve the right to discontinue Immunotherapy at Rutgers Health Services.*
8. Should you experience excessive swelling or tenderness in your arms after leaving Rutgers Health Services, please tell the nurse prior to receiving your next injection. In addition, call Rutgers Health Services so that the reaction can be documented in your medical record.
9. If you deviate from your schedule, the risk of reaction to the allergy shot increases. Thus, it is important to keep to your schedule. If you need to cancel or you miss your appointment, please call the appointment line at 848-932-7402 to re-schedule. Consistently missed appointments may require that you re-visit your Allergist before injections are resumed at the Health Center.
10. Students are responsible for obtaining new allergy serum and instructions when their supply becomes low.
11. If you are ill with a fever or are wheezing, you will be assessed by the nurse. The nurse may consult with a Nurse Practitioner, Physician, or your allergist to determine if the injection should be given.
12. We ask that you take your serum home at the end of each academic school year. In the event your serum is left in Health Services after June 30th and no special arrangements have been made, it will be discarded. Any serum left at Rutgers Health Services beyond the vial expiration date will also be discarded.
13. If you have any questions regarding your injections or these instructions, please contact Rutgers Health Services at 848-932-7402.

PATIENT NAME

DATE OF BIRTH

RUTGERS ID#

ALLERGIST INSTRUCTIONS FOR ADMINISTRATION OF ALLERGY EXTRACT

1. **PROFESSIONAL SUPERVISION:** Two licensed professionals (RN and NP or MD) must be on site during administrations of allergy serum and during the waiting period that follows. In the event of a reaction, epinephrine and other medications and appropriate equipment as per the joint council of Allergy, Asthma, and Immunology will be available in the office.
2. **TECHNIQUE:** Use a 1mL disposable syringe, graduated to 0.01 cc and a 26 to 27 gauge (3/8 inch) needle. Carefully withdraw the proper amount from the appropriate vial. Cleanse the area with an alcohol swab before injecting. Give the injection subcutaneously in the posterior aspect of the middle third of the upper arm and apply pressure over the injection site for 15 to 20 seconds. Do not massage the area. Either arm may be used or the arms may be alternated. Allergy extracts should be refrigerated (4 degrees C). Avoid exposure to sunlight, extreme heat, or freezing. Do not administer expired allergy extracts.
3. **POST-INJECTION WAITING PERIOD:** Each patient is expected to wait at least 30 minutes in the Health Services office after receiving allergy injection treatment so that he/she can be checked for local or systemic reactions. The injection area and the student's medical status will be checked by a registered nurse before the student leaves the premises.
4. **NEW VIALS:** The patient is to return to the allergist's office for the first injection from a vial containing a new serum concentration.

5. **SPECIAL INSTRUCTIONS:**

Allergist: Please sign, date, stamp and return to the patient or fax directly to our office at 732-932-8255.

Signature:

Date:

Print Name:

Office Telephone:

Office Address:

Office Fax:
