Agreement to Administer Allergy Injections

In order to provide continuing allergy injections to your patients, please be aware of the procedures followed by the Allergy, Immunization and Travel Clinic at University Health Service of the University of California at Berkeley.

- As of August 1, 2018 the UC Berkeley University Health Services (UHS) will only administer immunotherapy injections to students who have reached a maintenance dose. If your patient is in the build up phase, we can provide names of local allergists near campus. The RN under my supervision will complete documentation at each allergy injection visit, including the concentration, dose and location of each allergy injection and any reactions occurring after the allergy injections.
- Allergy shots will not be administered if the patient is ill and/or having asthma symptom. RN will document symptoms.
- The RN under my supervision will notify the prescribing allergist of any systemic allergic reactions following an allergy injection or questions regarding the immunotherapy record.
- If pretreatment medication is required, the patient is required to self-administer prior to appointment. Allergy injection(s) will be withhold if patient does not self-administer as prescribed.
- Peak flow is required for all patients with history of asthma. UHS standard practice is to withhold allergy shots if peak flow is less than 80% of baseline. If PF is less than 80% on two separate occasions, the referring allergist will be notified.
- Patients will remain in the clinic for 30 minutes after each allergy injection for observation of any adverse reaction, per allergy practice parameter guidelines.
- University Health Service has the trained staff, equipment and medication required to treat anaphylaxis (e.g. injectable epinephrine, oxygen, albuterol U.D. (0.83%) via nebulizer and diphenhydramine).
- There is a licensed physician on site and available to treat any adverse reaction.
- We strongly encourage the referring allergist to prescribe an EpiPen for the patient to carry with them on days they are receiving allergy shots.
- The RN under my supervision will contact the prescribing allergist to review and provide new dosing orders for a patient if he or she has fallen behind on immunotherapy if needed.
- The RN under my supervision will assist the patient in re-ordering allergy extracts before expiration or depletion and will provide a current UHS immunotherapy record at the time of re-ordering.
- The patient's allergen extract will remain refrigerated (not frozen) in our clinic at all times.
- We will not permit the patient to administer the allergy injections at home.
- We will not permit the patient to transport the allergen extract to another medical facility without the written consent of the prescribing allergist.

Anna Harte MD
Medical Director
University Health Services, University of California, Berkeley

Please return forms by fax (510) 643-9790 or
Mail to University Health Services - Allergy/Travel Clinic, 2222 Bancroft Way, Berkeley, CA, 94720-4300
Letter to Clinician

Dear Clinician,

As of August 1, 2018 UC Berkeley University Health Services (UHS) will only administer immunotherapy injections to students who are stable on a maintenance dose of immunotherapy. If your patient is in the build up phase, we would be happy to provide names of local allergists near campus.

In order to administer allergy injections with the utmost safety, the following must be completed:

1. Review both sides of this letter, sign, date and return the “Letter to Clinician” to the Allergy/Travel Clinic within the University Health Services at UC Berkeley. (see contact information below)
2. Complete Immunotherapy Treatment History. (This form can be sent or faxed in advance of antigen).
3. Complete and sign UHS STANDARDIZED MAINTENANCE IMMUNOTHERAPY ORDERS
   a. Please do not send your own dosing schedules. Only UHS standardized orders will be followed.
   b. Patient name, DOB, clinician signature and date must be on every page of ALL faxed forms.
   c. Changes to instructions or adjustments in schedule must be written on the UHS STANDARDIZED MAINTENANCE IMMUNOTHERAPY ORDERS form and faxed to us with signature and date of ordering clinician.

When sending immunotherapy vials, please make sure that:

- Each vial is labeled with the student’s name, date of birth, name(s) of extract, vial concentration in scientific nomenclature, i.e. 1:1, 1:10, 1:100, etc. and expiration date.
- A listing of the extracts in each vial accompanies the vial
- A copy of an immunotherapy administration record with last dose(s) given and a history of any systemic reaction is included.
- Allergen vials may be hand carried or shipped overnight via FedEx or UPS Monday through Thursday to avoid delays to:
  University Health Services 2222 Bancroft Way
  Berkeley, CA 94720-4300 Attention: Allergy/Travel Clinic.

We are unable to accept antigens sent by US Mail as this often results in delays in delivery while in campus mail system.

Please note that for your patient’s safety, we ask that all students whose primary allergists are east of the Mississippi establish care with a local allergist so there may be another physician available to assist in the student’s care should you be unavailable due to time zone difference.

Thank you in advance for your cooperation. We look forward to working with you and your patient.

Sincerely,
Anna Harte MD
Medical Director & Allergy/Travel Clinic Nurses  PHONE (510) 643-7177, FAX (510) 643-9790

Referring Clinician Signature __________________________ Date: ________________

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