

## **WPI Student Health Services Medication Injection Procedure**

At WPI Student Health Services (SHS), we prioritize the health and well-being of our students. To ensure safe and effective medication injection management, students must adhere to the following procedure:

### **Medication Order Requirements:**

- **Prescription Documentation:** Students must provide a current medication order from a licensed prescriber. If there are any changes made to a standing medication order from a prior year, a new order is needed. All medication orders must include:
  - **Medication Name**
  - **Route of Administration** (e.g., oral, injectable; intramuscular, subcutaneous)
  - **Dosage**
  - **Frequency of Administration**
  - **Date of last Administration**
  - **Medical practice information and provider signature**
- **Delivery of Medication:** Students must arrange to receive and manage the delivery of their medication. SHS cannot except delivery. For assistance or to confirm delivery options, students should contact WPI Mail Services directly.
  - **WPI SHS can store medication for students as needed.** Please see below for additional details about that process.
- **Scheduling Appointments:** It is the student's responsibility to schedule appointments with WPI SHS based on the frequency described by the prescribing provider orders. While WPI SHS will initially contact the student once the medication order is received, it is the student's responsibility to ensure timely scheduling and attendance of these appointments. Most medications stored in the refrigerator are taken out by our staff 30 minutes prior to injection, so it is important to make sure you show up to your schedule appointment on time, and to not miss these appointments.

### **Medication Storage:**

- **Refrigeration:** If a student requires their medication to be stored in our refrigerator, please complete our **Request for Medication Storage Form** in our policy and forms section of our home page.
  - If the student is **under 18 years of age**, a parent or guardian must also sign the agreement to provide consent for storage.

By following these guidelines, we ensure that students have the resources they need to manage their health while maintaining responsibility for their care. For any questions or concerns, please contact Student Health Services.

**Please note that Student Health Services does not administer allergy shots. Please contact Mass Lung and Allergy on Prescott Street in Worcester. They are conveniently located within walking distance of the WPI campus and are on the WPI GATEWAY SHUTTLE schedule.**

**WPI Student Health Services**  
84 Institute Road, Worcester, MA 01609  
Phone: 508-831-5520 Fax: 508-831-5953  
[shs@wpi.edu](mailto:shs@wpi.edu)

Rev: 06/2025