

PROCEDURE FOR: Blood Components: Acquisition from the Blood Bank and Transport to the Units

POLICY:

1. Any courier who transports red cells or other blood components from the Blood Bank must be educated about the blood transportation procedure.
2. Release forms are to be picked up on the nursing unit by the transport person and brought to the Blood Bank each time a blood component is to be picked up.
3. Blood Release Request forms may not be faxed to the Blood Bank.
4. The courier will deliver the blood component directly into the hands of the transfusionist or their designee.
5. Blood components must never be left with a unit clerk or at a desk or nurses' station.

EQUIPMENT: Request for Blood Release from Blood Bank (HCH-444)

PROCEDURE:

ACTION

POINTS OF EMPHASIS

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| 1. Request for Blood Release from Blood Bank (Form HCH-444) must be completed thoroughly prior to sending a courier to the Blood Bank. | 1. All information listed on the form is required by the Blood Bank prior to release of the blood component. The person listed as "transfusionist" should be the person administering the blood. The <u>only</u> exception to this designation as transfusionist will be during operative procedures where "anesthesiologist in room # _____" or "perfusionist" is acceptable. |
| 2. The courier will pick up the Release form from the nursing unit and proceed to the Blood Bank. | 2. Faxed forms are not acceptable. |
| 3. The courier will identify him/herself to the Blood Bank technologist and deliver the completed Blood Release form. | 3. The Blood Bank technologist enters the courier's name into the computer. |
| 4. The Blood Bank technologist will identify the name and Medical Record number of the patient for whom the blood component has been ordered. | |

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5. The Blood Bank technologist will compare the patient identification component tag and unit with the transfusion record for accuracy prior to releasing the blood component.
6. Upon receipt of the blood or blood component, the courier will immediately return to the nursing unit.
7. The courier will deliver the blood component directly into the hands of the transfusionist who is named on form HCH 444 or their designee.

POINTS OF EMPHASIS

5. If any discrepancies are noted the unit will not be released.
6. In the event that the components are not needed, they must be returned to the Blood Bank within 30 minutes of their release from the Blood Bank in order to maintain their ability to be used at a later time or for another patient.
7. The only exception is in the OR Holding Area, where a monitored blood refrigerator is located and which may be used to hold blood prior to use in surgery.

Platelet products are never to be placed in the OR refrigerator. They must be delivered immediately to personnel in the appropriate operating room.

APPROVAL: Nursing Standards Committee
Transfusion Committee
Director, Transfusion Medicine

EFFECTIVE DATE: 9/96

REVISION DATES: 3/97, 10/97, 9/00, 7/05, 3/09