GUIDELINES FOR THE TRANSPORT OF BLOOD COMPONENTS AND BLOOD PRODUCTS WITHIN A FACILITY.
Guidelines for the Transport of Blood Components and Blood Products within a Facility

1.0 Policy Statement

1.1 A policy shall be in place for the transportation of blood components and/or blood products from the Transfusion Medicine Laboratory to the recipient’s location within a facility which define:

1.1.1 Healthcare personnel who may sign out and transport blood and blood components from the Transfusion Medicine Laboratory

1.1.2 Acceptable transportation conditions and time frames for blood components and blood products to be in transit

1.1.3 Appropriate processing and storage procedures.

2.0 Definitions

2.1 Compatibility Label/Tag: tag or label attached to a blood component or product that has been designated for a specific recipient, specifying information that identifies the blood component or blood product for that recipient.

2.2 Document: to capture information for use in documents through writing or electronic media.

2.3 Transfusion Medicine Laboratory: Hospital Blood Bank

2.4 Transport: to transfer blood components and/or blood products within a facility to patient care area.

2.5 Transporter: healthcare personnel who transport blood components and blood products according to facility policy.

3.0 General Information

3.1 Blood components and blood products should not be called for unless the recipient is at the location where the transfusion will be administered, the patient has been properly prepared and the transfusionist is ready to initiate the transfusion.
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3.2 A protective covering is recommended when transporting blood components and blood products.

3.3 A compatibility label/tag shall be included with all transported blood components and blood products.

3.4 Blood components and blood products must be returned to the Transfusion Medicine Laboratory within 30 minutes of issue, if the decision is made not to transfuse.

4.0 Quality Control

4.1 Training for the handling and transportation of blood components and blood products must be documented and there shall be regular assessments to ensure compliance with established procedures.

4.2 Unequivocal identification of the recipient shall be established throughout the transfusion process.

4.3 Blood components and blood products shall only be stored in designated refrigerators and freezers where the required storage temperature can be maintained.

4.4 Transporter must acknowledge to staff at the patient care area that the blood component and/or blood product has been delivered.

5.0 Process or Procedure

5.1 Contact transporter personnel verbally or electronically as per facility policy to arrange for pickup and delivery of blood components and blood products from the Transfusion Medicine Laboratory if required according to facility policy.

5.2 Ensure Transfusion Medicine Laboratory is provided with recipient information (recipient’s name and identification number) to correctly identify the intended recipient at the time of pickup as per facility policy.
5.3 Sign your identity as transporter or provide proof of identification as transporter when retrieving blood component or blood product from the Transfusion Medicine Laboratory.

5.4 Verify the correct blood component is retrieved for the correct recipient.

5.5 Transport blood components and blood products to the recipient’s location immediately and deliver to authorized staff member at recipient’s location.

5.6 Contact the Transfusion Medicine Laboratory if the transfusion cannot be started immediately and return the blood component or blood product to the Transfusion Medicine Laboratory.

6.0 Records Management

6.1 All transfusion records in the recipient’s medical chart shall be retained in accordance with health care facility’s retention policy for medical records.

6.2 The patient’s transfusion data file in the Transfusion Medicine laboratory shall be retained indefinitely.

6.3 Healthcare employee signatures, initials and computer identification shall be retained for ten years.
7.0 References


