GUIDELINES FOR TRANSFUSION ORDERS FOR BLOOD COMPONENTS AND BLOOD PRODUCTS
1.0 Policy Statement

1.1 A policy shall be in place that requires orders for the transfusion of blood components and blood products to be documented by the requesting physician.

1.2 Each facility shall have operating procedures for the processing and management of requests for blood components and blood products prior to requesting and administering blood components and/or blood products to ensure safety, quality and efficacy of blood components and/or blood products and the safety of the recipients.

2.0 Definitions

2.1 Blood Component: a therapeutic part of blood intended for transfusion.

2.2 Blood Product: therapeutic product derived from human blood or plasma and produced by a manufacturing process.

2.3 Licensed Physician: a physician licensed to practice medicine within the province or territory he/she works.

2.4 Physician Delegate: a licensed health care professional under the supervision of a physician who is authorized to perform specific medical acts.

2.5 Special Transfusion Requirements: refer to blood components that have been modified; components from special sources; components that require special handling or that contain special attributes based on the recipients specific medical needs.

2.6 Transfusion: all activities related to the processes of administration of blood components and blood products.
3.0 General Information

3.1 Transfusions must be ordered in the recipient’s healthcare record/chart and administered under the authorization of a licensed physician or physician delegate.

3.2 Transfusion orders should be legible and ensure unequivocal identification of the recipient.

3.3 Incomplete transfusions orders will not be accepted by the Transfusion Medicine Laboratory.

3.4 If a recipient’s identity is unknown and/or in emergencies an additional procedure for recipient identity shall be established.

4.0 Quality Control

4.1 Transfusion orders must be reviewed prior to the receipt of blood components and blood products.

5.0 Process or Procedure

5.1 The order must include:
   5.1.1 Recipient’s first and last name and identification number
   5.1.2 Recipient’s location
   5.1.3 Clinical indication for transfusion
   5.1.4 Type and quantity of blood component and/or blood product
   5.1.5 Date, time and duration of the transfusion
   5.1.6 The sequence of transfusion of multiple blood components and blood products
   5.1.7 Special transfusion requirements and any modification to the blood component.
   5.1.8 Requirement for the use of blood warmers or rapid infusion device, except in identified clinical areas where there is an established hospital policy and procedure.
   5.1.9 Pre/Post transfusion medicine orders related to transfusion
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.
7.0 References

7.1 AABB. Standards for blood banks and transfusion services. 27th ed. Bethesda, Maryland, United States of America: AABB; 2011.


7.7 Newfoundland and Labrador Provincial Blood Coordinating Program. Policy for Blood Component and blood Product Administration. St. John’s (NL); August, 2010.