DISCLAIMER: Please be advised that printed versions of any policy, or policies posted on external web pages, may not be the most current version of the policy. Although we make every effort to ensure that all information is accurate and complete, policies are regularly under review and in the process of being amended and we cannot guarantee the accuracy of printed policies or policies on external web pages. At any given time the most current version of any Shared Health Inc. policy will be deemed to apply. Users should verify that any policy is the most current policy before acting on it.
Issuing of Blood, Blood Components and Plasma Protein Products / Handling Returned Issued Product within a Facility

1.0 Principle

1.1 To issue blood, blood components or plasma protein products (PPPs) for transfusion/infusion from the facility blood bank or Blood Transfusion Service (BTS)

1.2 To return blood, blood components or PPPs to facility blood bank or BTS

1.3 To document the issue and return of blood, blood components or PPPs using the appropriate blood bank log and appropriate facility form(s)

Note: In some facilities, the Issuer and the Transporter may be the same individual and must adhere to both this procedure and to INV procedure- Transport of Blood, Blood Components and Derivatives (within a facility), 160-INV-17

2.0 Scope and Related Policies

2.1 A record keeping system shall be in place for each issued blood, blood component and PPP.

2.2 Blood, blood components and PPPs can only be issued immediately prior to the patient being transfused / infused in order to maintain proper storage of the blood, blood component or PPP.
   - Prior to issue, it is the responsibility of the physician/authorized practitioner to obtain informed consent from the recipient

2.3 At the time of issue, there shall be a final verification of the patient information and the blood, blood component PPP information. This may include the request form, appropriate blood bank log, tag, ROT and blood, blood component or PPP.

2.4 If the information does not agree, the blood, blood component or PPP shall not be issued for transfusion/infusion. Discrepancies shall be resolved.

2.5 The record keeping system shall ensure a copy of all of the information relating to the patient and the transfused blood, blood component or PPP becomes a permanent transfusion/infusion record for the patient. Refer to protocol – Appendix 8 Record Retention Policy

2.6 The record keeping system shall be designed to:
   - Facilitate the tracing of blood, blood components and PPPs from source (the donor or the collecting facility) to final disposition (transfused/infused, shipped, discarded),
   - Re-check the records applying to blood, blood components or PPPs
   - Investigate adverse reactions manifested by the patient

2.7 Only authorized individuals who have been trained in the issuing process shall issue blood, blood components or PPPs.

2.8 A visual inspection shall be performed immediately before issuing all blood, blood components and PPPs. Refer to INV procedure- Visual Inspection of Blood, Blood Components and Derivatives, 160-INV-12

2.9 For emergency issue of group O unmatched red cell units, refer to applicable MP or eTL procedure. For non-eTraceLine sites, refer to MP procedure – Emergency Issue of Donor Red Cells, 160-MP-20 and for eTraceLine sites refer to eTL procedure – Issue of Emergency Uncrossmatched Red Cells and Emergency Plasma Components in Trace Line, 160-TL-09
2.10 When issued blood, blood components or PPPs are transported out of the facility with the patient the receiving facility shall be responsible for the final disposition documentation.

2.11 When issued blood, blood components or PPPs are shipped out of the province with a patient the issuing facility shall be responsible for the final disposition documentation.

2.12 Prior to returning products to inventory ensure:
- Products meet acceptable visual inspection criteria
- The blood or blood component should not be out of controlled storage for longer than 60 minutes

3.0 Materials

Tagged blood, blood components or PPPs
Record of Transfusion (RoT)
BTS/CBS patient report
Applicable facility patient request/patient information forms
Appropriate blood bank log

4.0 Procedure

For eTraceLine sites refer to eTraceLine procedures: Issuing of Blood and Blood Components in Trace Line to Patients Within a Facility to an External Facility, 160-TL-06 and Issuing of Derivatives in Trace Line to Patients within a Facility, 160-TL-07

For blood and blood components see INV procedure: Issuing of Blood and Blood Components/Return within a Facility of Previously Issued Blood and Blood Components

For plasma protein products (derivatives) see INV procedure: Issuing Plasma Protein Products (Derivatives)/Return within a Facility of Previously Issued Plasma Protein Products (Derivatives)

5.0 Reporting

N/A

6.0 Procedural Notes

N/A