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Document History:

Title: Issuing of Blood, Blood Components and Plasma Protein Product / Handling Returned Issued Product within a Facility

Site(s): Shared Health

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Approved by: *(approval on file)*	Dr. Charles Musuka	**Date:**	18-MAR-2025
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Details of Recent Revision

- **NEW 2.3** Updated to include final clerical verification of identification and transfusion records details to meet accreditation standards and requirements
- **2.12** Included plasma protein product

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Issuing of Blood, Blood Components and Plasma Protein Product/Handling Returned Issued Product within a Facility

1.0 Principle

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

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

1.3 To document the issue and return of blood, blood components or PPP using the appropriate blood bank log and 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 Plasma Protein Product (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 PPP 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 issuance, there shall be a final clerical verification of the following for all blood, blood products and plasma protein products on the request form, appropriate blood bank log, tag, RoT, blood, blood component or PPP where applicable:

- Identification of the recipient with two identifiers
- Donation number or lot number
- Recipient and donor blood types
- Interpretation of crossmatch tests
- Product expiration date and time
- Special transfusion requirements (eg. Irradiated, antigen-negative components)
- Date and time of issue

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 *Appendix 8 Record Retention Policy,* 160-APP-07

2.6 The record keeping system shall be designed to:

- Facilitate the traceability of blood, blood components and PPP 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 PPP
- Investigate adverse reactions demonstrated by the patient

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

2.8 A visual inspection shall be performed immediately before issuing all blood, blood components and PPP. Refer to *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 procedure. For non-eTraceLine sites, refer to *Emergency Issue of Donor Red Cells,* 160-MP-20; eTraceLine sites refer to *Issue of Emergency Uncrossmatched Red Cells and Emergency Plasma Components in eTraceLine,* 160-TL-09

2.10 When issued blood, blood components or PPP 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 PPP are shipped out of the province with a patient the **issuing facility** shall be responsible for the final disposition documentation. Refer to *Documenting the Final Disposition of Blood, Blood Components and Plasma Protein Product,* 160-INV-19, **or** *Documenting Final Disposition of Blood, Blood Components and Plasma Protein Product,* 160-TL-15, as applicable

2.12 Prior to returning products to inventory ensure:

- Products meet acceptable visual inspection criteria
- The blood, blood component or plasma protein product should not be out of controlled storage for longer than 60 minutes

3.0 Materials

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

4.0 Procedure

4.1 For eTraceLine sites refer to eTraceLine procedures as applicable:

- *Issuing of Blood/Blood Components in eTraceLine to Patients Within or at an External Facility,* 160-TL-06
- *Issuing of Plasma Protein Product in eTraceLine to Patients within a Facility/External Facility/Home Program,* 160-TL-07

4.2 For blood and blood components refer to *Issuing of Blood and Blood Components/ Return within a Facility of Previously Issued Blood and Blood Components,* 160-INV-15

4.3 For plasma protein product see *Issuing Plasma Protein Product/Return within a Facility of Previously Issued Plasma Protein Product*, 160-INV-16

5.0 Reporting

N/A

6.0 Procedural Notes

N/A