# TRANSPORT OF BLOOD: REFERENCE GUIDE

## DOCUMENT TYPE: REFERENCE TOOL

### Teck Acute Care Center (ACC) – 6 inch Pneumatic Tube System (PTS)

#### Blood components that can be sent by TML via Teck ACC Pneumatic Tube System

- Red Blood Cells in a bag
- Plasma in a bag

#### Components & products that MUST be transported via the porter service, see page 2 for instructions.

- Platelets & Cryoprecipitate
- All Blood in a BOTTLE
- All Blood in a SYRINGE
- Factor Concentrates
- Blood issued in a box
- Washed Red Blood Cell Units
- All blood returned to TML
- Blood bag & administration set, in sealed bag, from transfusion reactions.

⚠️ **Sending** blood via the PTS is restricted to Transfusion Medicine Laboratory (TML) & Teck ACC PTS only. TML will send one blood product bag per carrier.

⚠️ If you go in person to collect a blood you **must have** a Blood Release Request Form; **because** you must have patient & product details, & unlike the porter, you do not have an electronic message with these crucial details.

### When to arrange for transport of blood.

**Arrange** for the transport of blood *after* TML calls to confirm that the blood product is ready for pick up, **AND** the RN confirms that she/he is ready for the blood. **Ensure** you request the RIGHT blood for the RIGHT patient.

### Blood Release Request Form.

A Blood Release Request Form is required to request blood from TML. A RN, Dr or Perfusionist may complete the form.

- **All sections** of the form must be completed. The form must have:
  - **Patient identifiers:** First & Last Name, Date of Birth and Medical Record Number (CERNER label is OK)
  - **Patient location** e.g. unit and room number
  - **Document** the blood component/product required
  - **Indicate** that you want the blood delivered via pneumatic tube system (PTS)
  - **Document** the tube station number for delivery
  - **Print** your name (TML need your name so they can call you before they send the blood or if there are any issues)

#### Instructions for requesting blood from Transfusion Medicine.

Send the Blood Release Request Form to TML, to **tube station 610, or fax number 3413** if the PTS is not working.

**TML responsibilities**

- **TML staff will call**, using VOCERA, **before** they send the blood, to:
  - confirm that you are ready to receive the blood
  - state the PTS station number (so you know which PTS station to go to, to retrieve the blood), **and**
  - state the TML secure code “7388” (so you know the correct secure code to retrieve the blood)

#### Instructions for releasing blood from the PTS at the patient location.

1. **Release** the carrier immediately after “Incoming Secure Carrier” message alert indicates carrier arrival; you have **1 minute** to release the carrier.
2. **Enter** the TML security code 7388; you have **3 attempts** to enter the correct security code.
3. **Remove** the blood and proceed with the transfusion.

### Trouble Shooting.

⚠️ If you do not release the carrier within **1 minute**; then the carrier will automatically return to TML.

⚠️ If you do not enter the correct security code after **3 attempts**; then the carrier will automatically return to TML.

**Call** TML immediately at 7388 if:

- the requested blood does not arrive within **10 minutes**
- the **wrong blood** or blood for **wrong patient** arrives via PTS
- the transfusion is cancelled or delayed after the blood arrives on the unit

Blood **MUST** be returned to TML via the porter service, see page two.

If you notice that a Blood Bag is Leaking or Damaged.

1. **Put** on a pair gloves.
2. **Put** the blood into a biohazard bag, if not already in a bag.
3. **Return** the blood to TML in person.
4. **Remove** contaminated clothing.
5. **Remove** gloves.
6. **Wash** your hands thoroughly.
7. **Notify** your manager.
When returning opened blood bags/vials; Clamp the administration set(s), cap the end of the tubing to prevent leaking.

Instructions for Returning Blood to Transfusion Medicine Laboratory (TML).

- **Return to TML in a plastic bag.**
- **Unit must arrange for porter collect using transport tracking.**
- **If you go in person to collect a blood product you must have a Blood Release Request Form; because you must have patient & product details, & unlike the porter, you do not have an electronic message with these crucial details.**

When to arrange for transport of blood.

Arrange for the transport of blood **after** TML calls to confirm that the blood product is ready for pick up, **AND** the RN confirms that she/he is ready for the blood product.

**Blood Release Request Form.**

A Blood Release Request Form is required to request blood from TML. A RN, Dr or Perfusionist may complete the form.

- **All sections** of the form must be completed. The form must have:
  - **Patient identifiers:** First & Last Name, Date of Birth and Medical Record Number (CERNER label is OK)
  - **Patient location** e.g. unit and room number. [Click here](#) to watch a short video (Chrome only).
- **Document** the Blood Product required.
- **Indicate** that you want the blood delivered via porter.
- **Print** your name (TML need your name so they can call you if there are any issues)

Instructions for arranging the collection of blood from Transfusion Medicine.

- **Unit** to **Arrange** for the transport of the blood **after** TML calls to confirm that the blood is ready for pick up, **and** the RN confirms that she/he is ready for the blood product.
- **Ensure you request the RIGHT blood, for the RIGHT patient to the RIGHT location.**
- **Use** the transport tracking to **arrange** for the transport of the blood product.
- **Send** the Blood Release Request Form to TML, **after** have completed the job request in transport tracking, **Send** to:
  - tube station 610, or
  - fax number 3413 for units that do not have access to new PTS system or when PTS is not working

Instructions for Transporting Blood to the Patient Location.

- **Blood must be** delivered within 10 minutes.
- **Before** you go to TML you must:
  - **Ensure** you are wearing your I.D.
  - **Go** directly to TML to collect the blood.
- **Do not** delay for any reason.
- **Deliver** the blood promptly to patient location.
- **Hand** the blood directly to staff member, e.g. RN.
- **Never** leave Blood unattended

Instructions for Safe Handling of Blood Products.

- **Handle** all blood with care.
- **Avoid** shaking blood.
- **Do not** transport blood close to anything hot or cold.
- **Never** leave blood unattended.

Instructions for Returning Blood to Transfusion Medicine Laboratory (TML). [Click here](#) to watch a short video

1. **Return** via PORTER service or hand deliver in a plastic bag.
2. **Go directly** to TML, do not delay.
   "When returning opened blood bags/vials; Clamp the administration set(s), cap the end of the tubing to prevent leaking, place in a clean plastic bag, and seal the bag before returning to TML."
3. **Hand** the blood directly to TML.
   **DO NOT** use the PTS to return blood to TML

If you notice that a Blood Product Bag or Syringe is Leaking or Damaged.

1. **Put** on a pair gloves.
2. **Put** the blood into a biohazard bag, if not already in a bag.
3. **Return** the blood to TML in person.
4. **Remove** contaminated clothing.
5. **Remove** gloves.
6. **Wash** your hands thoroughly.
7. **Notify** your manager.
Version History

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