## Standard Work: Transfer blood from a pneumatic tube system (PTS) bullet to a satellite fridge

**Document Owner(s):** Transfusion Safety  
**Department:** Transfusion Medicine  
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**Performed By:** Procedure room and ECLS staff  
**Other Roles Involved:** Transfusion Medicine Laboratory

**Process Summary:** Instructions for transferring blood from a PTS bullet to a satellite fridge.

**Objective:** Ensure that clinical and allied health staff follow the correct steps for transferring blood from a PTS bullet to a satellite fridge.

### # | Major Steps | Details/Pictures/Visuals | Rationale, Quality or Safety Considerations | Resources
---|---|---|---|---
1 | **Remove** the blood component(s) from the PTS bullet immediately upon delivery.  
   ![Image of blood component](image1.png)  
   ![Image of PTS bullet](image2.png) |  
- Blood components must be stored with temperature regulated storage.  
- To avoid wastage of blood components. | PTS bullet RBC unit

2 | **Check** the transfusion record or component label to determine the product type.  
   **Refer** to table 1 to check for the correct storage for the blood component.  
   **Do not** remove the product tag from the blood component bag.  
   **Do not** separate the transfusion record from the blood component.  
   **Do not** discard the zip lock bag; the blood component should be stored in zip lock bag.  
   **NEVER** put platelets in the satellite blood refrigerators.  
   ![Image of transfusion record](image3.png)  
   ![Image of component label](image4.png)  
   ![Image of zip lock bag](image5.png) |  
- Not all components are stored in satellite fridges.  
- The product tag must remain attached to the blood component until the transfusion is complete.  
- To avoid errors in patient and component identification.  
- Platelets are stored at room temperature | RBC unit Transfusion Record

<table>
<thead>
<tr>
<th>Component</th>
<th>Correct Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Blood Cells</td>
<td>Satellite fridge</td>
</tr>
<tr>
<td>Plasma</td>
<td>Satellite fridge</td>
</tr>
<tr>
<td>Platelets</td>
<td>Room Temperature</td>
</tr>
</tbody>
</table>
5 **Place** the blood component(s):
- for each patient on a separate shelf; *and*
- so that the patient identifiers on the transfusion record are visible

⚠️ **Store** the component in the zip lock bag.

⚠️ **Do not** pile multiple blood components on top of each other on the same shelf.

- *Patient safety.*
- *To avoid errors in patient and component identification.*
- *To make it easier to locate blood components for individual patients.*

Transfusion record

6 If it is not possible to allocate a separate shelf per patient, then **place** the blood component(s):
- for individual patients on different sides of the shelf, *and*
- so that the patient identifiers on the transfusion record are visible

⚠️ **Store** the component in the zip lock bag.

⚠️ **Do not** pile multiple blood components on top of each other on the same shelf.

- *Patient safety.*
- *To avoid errors in patient and component identification.*
- *To make it easier to locate blood components for individual patients.*

Transfusion record

7 **Click here** to watch a short video.

Cross-References
Transfusion Medicine Standard Operating Procedures

References

Version History

<table>
<thead>
<tr>
<th>DATE</th>
<th>DOCUMENT NUMBER and TITLE</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>07-Jun-2019</td>
<td>C-0506-16-60221 Standard Work: Transfer blood: pneumatic tube system (PTS) bullet to satellite fridge</td>
<td>Approved at: Transfusion Medicine</td>
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