## Standard Work: Transfer blood from a blood box 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 (TML) technologists.

**Process Summary:** Instructions for transferring blood from a blood transport box to a satellite fridge.  
**Objective:** Ensure that staff follows the correct steps for transferring blood from a blood transport box to a satellite fridge.

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<th>#</th>
<th>Major Steps</th>
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| 1 | **Remove** the blood component(s) from the blood box, upon delivery. | ![Blood box](image1) | - To maintain correct temperature.  
- To prevent the ice packs from coming in direct contact with the RBC or Plasma.  
- RBC units hemolyze when they come in contact with ice packs.  
- Hemolyzed RBC units must be discarded by TML. | Blood box |
| 2 | **Check** that the blood box configuration is correct.  
**Ensure** that:  
- there is a gel pack on top of the RBC units  
- the gel pack is cold  
- there are two ice packs in the box  
- the ice packs are cold  
- the ice packs are touching the side of the styrofoam box  
- there are two cardboard inserts in the box  
- the cardboard inserts are in-between the blood component and the ice pack  
- the blood component(s) do not touch the ice packs  
- the blood component(s) are in the middle of the Styrofoam box | ![Blood box](image2) | | Blood box  
Styrofoam box  
Two ice packs  
Two cardboard inserts  
Gel pack |
| 3 | If the configuration of the transport box is not correct contact:  
- the charge nurse / 4th floor desk (2309) for PR  
- TML (7388) | | | |
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.

<table>
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<tr>
<th>Table 1</th>
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<tr>
<td><strong>Blood component</strong></td>
</tr>
<tr>
<td>Red Blood Cells</td>
</tr>
<tr>
<td>Plasma</td>
</tr>
<tr>
<td>Platelets</td>
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- 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.

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.

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.

7. **Place** the gel pack back in into the middle of the Styrofoam box the box.

- Temperature control.
- Gel pack Styrofoam Box

9. **Close** the blood box.

Click here to watch a short video.
Cross-References
Transfusion Medicine Standard Operating Procedures

References

Version History

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