

# Standard Work: Transfer blood from a blood box to a satellite fridge

**Document Owner(s):** Transfusion Safety  
**Department:** Transfusion Medicine

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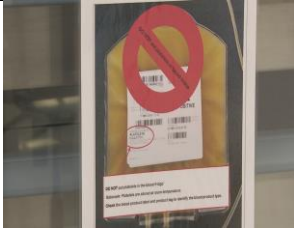


**Performed By:** Procedure Room and ECLS staff

**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.

#	Major Steps	Details/Pictures/Visuals	Rationale, Quality or Safety Considerations	Resources
1	<b>Remove</b> the blood component(s) from the blood box, upon delivery.			Blood box
2	<p><b>Check</b> that the blood box configuration is correct. <b>Ensure</b> that:</p> <ul style="list-style-type: none"> <li>• there is a gel pack on top of the RBC units</li> <li>• the gel pack is cold</li> <li>• there are two ice packs in the box</li> <li>• the ice packs are cold</li> <li>• the ice packs are touching the side of the styrofoam box</li> <li>• there are two cardboard inserts in the box</li> <li>• the cardboard inserts are in-between the blood component and the ice pack</li> <li>⚠ the blood component(s) do not touch the icepacks</li> <li>⚠ the blood component(s) are in the middle of the Styrofoam box</li> </ul>		<ul style="list-style-type: none"> <li>• To maintain correct temperature.</li> <li>• To prevent the icepacks from coming in direct contact with the RBC or Plasma.</li> <li>• RBC units hemolyze when they come in contact with icepacks.</li> <li>• Hemolyzed RBC units must be discarded by TML.</li> </ul>	<p>Blood box Styrofoam box Two ice packs Two cardboard inserts Gel pack</p>
3	<p>If the configuration of the transport box is not correct contact:</p> <ul style="list-style-type: none"> <li>• the charge nurse / 4<sup>th</sup> floor desk (2309) for PR</li> <li>• TML (7388)</li> </ul>			

4	<p><b>Check</b> the transfusion record or component label to determine the product type.  <b>Refer</b> to table 1 to check for the correct storage for the blood component.</p> <ul style="list-style-type: none"> <li>⚠ <b>Do not</b> remove the product tag from the blood component bag.</li> <li>⚠ <b>Do not</b> separate the transfusion record from the blood component.</li> <li>⚠ <b>Do not</b> discard the zip lock bag; the blood component should be stored in zip lock bag.</li> <li>⚠ <b>NEVER</b> put platelets in the satellite blood refrigerators.</li> </ul>	<table border="1" data-bbox="848 155 1430 326"> <thead> <tr> <th colspan="2">Table 1</th> </tr> <tr> <th>Blood 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> 	Table 1		Blood component	Correct Storage	Red Blood Cells	Satellite fridge	Plasma	Satellite fridge	Platelets	Room Temperature	<ul style="list-style-type: none"> <li>• Not all components are stored in satellite fridges.</li> <li>• The product tag must remain attached to the blood component until the transfusion is complete.</li> <li>• To avoid errors in patient and component identification.</li> <li>• Platelets are stored at room temperature</li> </ul>	RBC unit Transfusion Record
Table 1														
Blood component	Correct Storage													
Red Blood Cells	Satellite fridge													
Plasma	Satellite fridge													
Platelets	Room Temperature													
5	<p><b>Place</b> the blood component(s):</p> <ul style="list-style-type: none"> <li>• for each patient on a separate shelf; <b>and</b></li> <li>• so that the patient identifiers on the transfusion record are visible</li> </ul> <ul style="list-style-type: none"> <li>⚠ <b>Store</b> the component in the zip lock bag.</li> <li>⚠ <b>Do not</b> pile multiple blood components on top of each other on the same shelf.</li> </ul>		<ul style="list-style-type: none"> <li>• <i>Patient safety.</i></li> <li>• <i>To avoid errors in patient and component identification.</i></li> <li>• <i>To make it easier to locate blood components for individual patients.</i></li> </ul>	RBC unit Transfusion Record										
6	<p>If it is not possible to allocate a separate shelf per patient, then <b>place</b> the blood component(s);</p> <ul style="list-style-type: none"> <li>• for individual patients on different sides of the shelf, <b>and</b></li> <li>• so that the patient identifiers on the transfusion record are visible</li> </ul> <ul style="list-style-type: none"> <li>⚠ <b>Store</b> the component in the zip lock bag.</li> <li>⚠ <b>Do not</b> pile multiple blood components on top of each other on the same shelf.</li> </ul>		<ul style="list-style-type: none"> <li>• <i>Patient safety.</i></li> <li>• <i>To avoid errors in patient and component identification.</i></li> <li>• <i>To make it easier to locate blood components for individual patients.</i></li> </ul>	RBC unit Transfusion Record										
7	<p><b>Place</b> the gel pack back in into the middle of the Styrofoam box the box.</p>		Temperature control.	Gel pack Styrofoam Box										
9	<p><b>Close</b> the blood box.</p>	<p><a href="#">Click here</a> to watch a short video.</p>	Temperature control.											

## Cross-References

Transfusion Medicine Standard Operating Procedures

## References

Canadian Society for Transfusion Medicine. (2017). Standards for Hospital Transfusion Services. (Version 4.0). Markham, ON: Author.

Canadian Standards Association. (2015). Blood and blood components, Z902-15. Mississauga, ON: Author.

Health Canada. (2013). Blood Regulations. Ottawa, ON: Author.

## Version History

DATE	DOCUMENT NUMBER and TITLE	ACTION TAKEN
07-Jun-2019	C-0506-16-60224 Standard Work: Transfer blood from a blood box to a satellite fridge	Approved at: Transfusion Medicine

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