

Figure 4 Ordering blood and taking samples for the blood bank

Procedure

Fill in the blood request form

Patient ID:

- first name(s)
- surname
- date of birth
- gender
- patient identification number

What is being ordered, why, when it is needed:

- reason for the request
- what type of blood components are required
- how much
- any special requirements, e.g. gamma irradiated, CMV negative
- time needed
- deliver to?

Who is ordering:

- name of the requesting doctor
- contact telephone or page number
- signature of the individual who has drawn the blood sample

Good practice points

- *If the patient can't be identified, e.g. in A&E during a major incident:*
 - use the emergency identification number and state the patient's gender
 - telephone blood bank for all emergency requests
- *Tell the blood bank when the blood is actually needed – if in doubt, phone*



TAKE the blood sample

The patient must wear an identification wristband with:

- first name(s)
- surname
- date of birth
- address (required in some areas)
- gender
- patient identification number

Ask the patient to state their first name, surname and date of birth

Confirm this matches the ID on the wristband and the details on the request form

Label the sample tube clearly and accurately at the patient's bedside as soon as the sample has been taken

- *Bleed only one patient at a time in order to reduce the risk of a patient identification error*
- *If the patient can't respond:*
 - take the identification information from the wristband
- *Do not use pre-printed labels on sample tubes*



SEND the sample and request form to blood bank

Blood bank should reject a request for pretransfusion testing if either the request form or sample tube label is not correctly completed

Minimum dataset for patient and sample identification:

- **first name(s)**
- **surname**
- **date of birth**
- **address (required in some areas)**
- **gender**
- **patient identification number**