1. **Welcome and Introductions**

   **In attendance:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
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<tr>
<td>(HD) Heidi Doughty (Chair)</td>
<td>NHSBT</td>
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<tr>
<td>(FC) Fatts Chowdhury (Secretary)</td>
<td>NHSBT &amp; Imperial College Healthcare NHS Trust</td>
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<tr>
<td>(RM) Rachel Moss</td>
<td>Great Ormond Street Hospital for Children NHS Foundation Trust &amp; ISBT Transfusion Practitioners Forum</td>
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<tr>
<td>(PBM) Paula Bolton-Maggs</td>
<td>NBTC Education Working Group</td>
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<tr>
<td>(EC) Emily Carpenter</td>
<td>King’s College London (London TP Group &amp; National TP Network)</td>
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<tr>
<td>(JS) Julie Staves</td>
<td>Oxford University Hospitals NHS Foundation Trust</td>
</tr>
<tr>
<td>(CW) Craig Wilkes</td>
<td>Customer Service, NHSBT</td>
</tr>
<tr>
<td>(AJ) Ant Jackson</td>
<td>Transfusion Practitioner (representing BBTS)</td>
</tr>
<tr>
<td>(TC) Tom Cowdrey</td>
<td>Business Continuity, NHSBT</td>
</tr>
<tr>
<td>(AW) Anne Weaver</td>
<td>Royal London Hospital</td>
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<tr>
<td>(EW) Emma Watkins (Minutes)</td>
<td>NHSBT</td>
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</tbody>
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   **Apologies:**

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<tr>
<td>(SG) Simon Glasgow</td>
<td>The Centre for Trauma Sciences, Queen Mary University of London</td>
</tr>
<tr>
<td>(SR) Susan Robinson</td>
<td>Guy’s and St Thomas’ NHS Foundation Trust</td>
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<tr>
<td>(LB) Lydia Baxter</td>
<td>Salford Royal Foundation Trust</td>
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   **Non-attendees:**

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<tr>
<th>Name</th>
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<tr>
<td>(JU) James Uprichard</td>
<td>St George’s University Hospitals NHS Foundation Trust.</td>
</tr>
<tr>
<td>(YS) Youssef Sorour</td>
<td>Barnsley Hospital NHS Foundation Trust</td>
</tr>
<tr>
<td>(MS) Martin Smith</td>
<td>Salford Royal Foundation Trust</td>
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2. **Review of actions and matters arising from the teleconference held on 4th December 2019**

   The previous minutes were ratified offline on 16th December 2019 and uploaded to the National Blood Transfusion Committee (NBTC)’s Emergency Planning (EP) Working Group area of the JPAC website.
### Review of minutes/actions

**Item 2: Cryoprecipitate group selection**  
Colleagues should refer to Table 2.2. of the Handbook of Transfusion Medicine and the JPAC website.

**Item 2: Revision of the membership list** - membership has been updated.

**Item 2: Creation of a generic action card** - see item 6 of these minutes.

**Item 3: Promoting the EPRR Guidance within the EM community** - MS was unable to join the call.

**Item 4: Submission of guidance to *Transfusion Medicine***  
The guidance has been updated and published online – see item 3 of these minutes.

**Item 4: Availability of BBTS Presentation**  
HD has asked again for permission from the author to make the presentation available on the JPAC website.

**Item 4: Survey questions** - see item 4 of these minutes.

**Item 4: Haematology curriculum**  
The consultation process on the curriculum has now closed and a further update is due in March. Massive Haemorrhage and Major Incidents have been included within the Intermediate Transfusion Medicine course. HD suggested that it would be useful to signpost people to the resources (e.g. podcasts) provided by the British Society of Haematology (BSH).

**ACTION: PBM will check which of its resources the BSH is happy for the EP group to signpost from the JPAC website.**

**Item 4: Deanery Training Day**  
FC confirmed that the training day will take place on 18th March; the final programme should be available by the end of this week.

### 3. Current guidance and communication plan

The current EPRR guidance is available on the JPAC website, along with a link to the guidance article published in *Transfusion Medicine*. The article is Open Access (funded by NHSBT), available at [https://onlinelibrary.wiley.com/doi/epdf/10.1111/tme.12665](https://onlinelibrary.wiley.com/doi/epdf/10.1111/tme.12665) The guidance was accepted for publication with only minor revisions and the addition of some detail under sections 1.2 and 7.10 (emergency deliveries in NHSBT liveried vehicles and the establishment of a rendezvous point).

JS has provided a word version of the gap analysis template and this has been uploaded to the JPAC website as part of the toolkit.

### 4. Results of the NBTC EPRR Guidelines Survey

FC reminded colleagues that the group had been asked to gather information on the response to the Emergency Preparedness, Resilience and Response (EPRR)
guidance for UK Hospital Transfusion Teams, which was issued in early 2019. Transfusion Laboratory Managers at all hospitals served by NHS Blood and Transplant were invited to participate in a short online survey, between 10th January and 7th February 2020. The survey received 43 responses, covering 47 (18.6%) hospitals nationally. A summary of the results was circulated to the group.

FC highlighted the key findings and some of the comments that were received.
- Approximately 75% of hospitals were aware that the guidance had been published.
- Approximately half of hospitals have not changed their policies and/or written a new plan, though it is not clear whether this was because they are already compliant with the guidance.
- Approximately 90% of hospitals stated that they are compliant with the guidance, or some aspects of it. Eighty-four percent of hospitals expect to be compliant by the end of December 2020. The most common areas requiring further development were incident notification & communications, patient ID and samples, emergency preparedness and staff support & welfare.
- Eighty-three percent of hospitals are compliant with the Patient Safety Alert, Safer temporary identification criteria for unknown or unidentified patients, NHS/PSA/RE/2018/008

The group noted that some of the comments reflect the staffing problems highlighted by the UK Transfusion Laboratory Collaborative. This is a recurring theme within pathology services.

JS will try to address a specific comment regarding LIMS and the use of 5-day plasma – EW will provide details.

5. Further tools/workplan

Survey respondents asked for further support from the group. Various ideas/offers were suggested to help promote the guidance and the tools available.
- HD to present survey findings to the PBM team within NHSBT 26 02 2020
- JS will include information within a Newsletter that is being set up for Transfusion Laboratory Managers. **ACTIONS: JS**
- EC and FC will work on promoting the guidance to trauma centres via the Pan London Trauma & haematology group. **ACTIONS: EC/FC**
- The guidance will be included as part of the Transfusion Practitioner (TP) Training Day. **ACTIONS: EC**
- RM suggested including an article in the IBMS Gazette. **ACTIONS: RM/AJ**
- RM suggested an article for the Journal of Emergency Nursing – the Nursing Times might not reach the target audience. **ACTIONS: RM / FC**
- Guidance should be discussed at Hospital Transfusion Committee meetings (this will help to target the TP). **ACTIONS: RM / FC**
- AW will give some thought to how the guidance can be promoted within the emergency medicine community. **ACTIONS: AW**
- FC will liaise with her anaesthetic colleagues to identify opportunities to raise awareness. **ACTIONS: FC**

6. Major Incident Action Cards for TPs

EC circulated a draft of the action card for comment, plus some accompanying notes. The card has been designed for use by a “Blood Coordinator” and is a general template that can be adapted for use by different sized hospitals. **EC was**
congratulated on an excellent piece of work. AJ and JS have already provided feedback but if here are any other comments then these should be sent to EC by the end of this week. EC will forward the final version to FC for uploading to the JPAC website.

**ACTION:** All to review the card and forward any feedback to EC by end of February. EC to finalise the action card and forward it to FC for the website.

The group agreed that it would be useful to have a pdf version of an existing action card on the website, alongside the template in Word.

### 7. European & International Perspective

Copies of two abstracts submitted to the International Society of Blood Transfusion’s (ISBT) summer congress were shared with the group for information. *Mass Casualty and Emergency Preparedness* (H Doughty) *Blood Component Usage by Paediatric Trauma Cases* (F Chowdhury, H Dawson & N Batrick)

The European Blood Alliance Contingency Planning Working Group met in Brussels on 14th February. Richard Rackham (Assistant Director for Governance & Resilience) represented NHSBT. Initial feedback from TC indicates a very positive meeting with NHSBT’s business continuity planning well regarded. Other countries will be looking to learn lessons from the UK.

TC provided a brief update on Coronavirus. Blood stocks are still good, although collections have dipped slightly. Colleagues are trying to understand whether this is mainly due to the impact of the current weather conditions. Advice to hospitals remains unchanged. The integrated Shortage plans are available if required. FC confirmed that the red cell shortage plan is due to be updated this year.

The interim results of the 2018 National Comparative Audit of the management of major haemorrhage are being prepared for hospitals. The key findings will be made available to this group for the next call. The British Blood Transfusion Society’s (B BTS) annual conference will take place 16-18 September in Glasgow and would be a good forum in which to present the results.

### 8. Any Other Business

FC reminded colleagues that there had been a terrorist incident in London during November (patients to the Royal London hospital) and during February (patients to St George’s hospital). FC has not been able to access any information from the Royal London hospital, but it appears that blood components weren’t transfused to victims at St George’s.

A report from this group will be presented at the NBTC main meeting on 30th March. HD will circulate a draft report for feedback.

### 9. Future meetings/teleconferences

The group agreed to convene for another call, in late April/early May 2020.