National Blood Transfusion Committee (NBTC) Emergency Planning Working Group

Virtual meeting via MS Teams – 3 March 2021
Confirmed minutes and action points

1. Introductions, apologies and setting the scene

<table>
<thead>
<tr>
<th>In attendance:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(HD) Heidi Doughty (Chair)</td>
<td>Clinical services and emergency planning, NHSBT</td>
</tr>
<tr>
<td>(FC) Fatts Chowdhury (Sec)</td>
<td>Clinical services NHSBT &amp; Imperial College Healthcare NHS Trust</td>
</tr>
<tr>
<td>(JS) Julie Staves</td>
<td>Transfusion Laboratory Manager, Oxford Healthcare NHS Trust</td>
</tr>
<tr>
<td>(RM) Rachel Moss</td>
<td>Transfusion Practitioner, Great Ormond Street Hospital for Children NHS Foundation Trust &amp; ISBT Transfusion Practitioners Forum</td>
</tr>
<tr>
<td>(EC) Emily Carpenter</td>
<td>Transfusion Practitioner, King’s College London (London TP Group &amp; National TP Network)</td>
</tr>
<tr>
<td>(AJ) Ant Jackson</td>
<td>Transfusion Practitioner (representing BBTS)</td>
</tr>
<tr>
<td>(MS) Martin Smith</td>
<td>Clinical Director, Greater Manchester Trauma Network and Consultant in Emergency Medicine, Salford Royal Foundation Trust</td>
</tr>
<tr>
<td>(LB) Lydia Baxter</td>
<td>Transfusion Laboratory Manager, Salford Royal Foundation Trust</td>
</tr>
<tr>
<td>(SN) Shruthi Narayan</td>
<td>Medical Director, Serious Hazards of Transfusion Scheme (SHOT)</td>
</tr>
<tr>
<td>(EW) Emma Watkins (Minutes)</td>
<td>Clinical services, NHSBT</td>
</tr>
</tbody>
</table>

Apologies:

<table>
<thead>
<tr>
<th>Apologies:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(TC) Tom Cowdrey</td>
<td>Head of Business Continuity, NHSBT</td>
</tr>
<tr>
<td>(SG) Simon Glasgow</td>
<td>Academic, The Centre for Trauma Sciences, Queen Mary University of London</td>
</tr>
<tr>
<td>(JU) James Uprichard</td>
<td>Consultant Haematologist, St George’s University Hospitals NHS Foundation Trust and Chair of the London Trauma &amp; Haematology Group</td>
</tr>
<tr>
<td>(YS) Youssef Sorour</td>
<td>Consultant Haematologist, Barnsley Hospital NHS Foundation Trust</td>
</tr>
<tr>
<td>(CW) Craig Wilkes</td>
<td>Lead Specialist – Process Improvement, Commercial &amp; Customer Service, NHSBT</td>
</tr>
<tr>
<td>(SR) Susan Robinson</td>
<td>Consultant Haematologist and Clinical Director, Guy’s and St Thomas’ NHS Foundation Trust</td>
</tr>
</tbody>
</table>
This was HD’s last meeting before FC takes over as Chair of this group. HD thanked colleagues for their hard work and contributions. She will stay on as a retired, independent member of the group to assist with continuity.

2. **Review of the actions from the previous call on 30th November 2020**

The minutes were ratified online and uploaded to the JPAC website in December 2020.

- Hospital communications – CW provided copies of communications from the period in question, and it was agreed that they clearly stated that hospitals should not be activating their shortage plans. Work with the Society for Cardiothoracic Surgery is not needed at present. No further action was required at present however the group should maintain an interest in communications.
- Platelet Shortage Plan – minor changes were made to the plan in November 2020 – see item 3 of these minutes.
- MI Action Cards – the template is now available on the JPAC website and RM has highlighted the template with the International Society of Blood Transfusion (ISBT). RM will be presenting the card at the Transfusion Practitioners’ (TP) conference later this year and will submit a poster to the BBTS/ISBT annual meeting.
- Transfusion Teams – lessons identified from COVID-19 – JS has a call next week to discuss publication and hopes that the summary will be available on the JPAC website within the next few days. JS/EC accepted an invitation to contribute to the haemovigilance chapter of the Annual SHOT Report for 2020.
- Nightingale Hospitals Aide Memoire – this has been uploaded to the JPAC website (as well as the SHOT website and the Royal College of Pathologists’ website) but will be circulated to the group for easy access. SN confirmed that an addendum is planned to summarise the links to other useful resources.
- NBTC guidance and triage tool for massive haemorrhage in severe blood shortage – a comment was received from a colleague looking after burns patients. HD is revising the guidance and has fed the request for representation back to the NBTC Secretary.

3. **Update on guidelines/communications/website – HD/FC**

- The Platelet Shortage Plan was updated in November 2020 to ensure that the text in Appendix 3 matches the text in the main body of the document.
- FC presented the latest data on numbers accessing the NBTC EP Working pages of the JPAC website – this peaked at 100+ hits on 29/01/21.
4. **SHOT Update for Emergency Planning - SN**

- **SHOT Safety Notice 01:** Emergency preparedness in the transfusion laboratory in case of total power outage – SN thanked members of the group for their contributions. To allow for maximum impact, this notice will be circulated late March/early April as some of the COVID-19 pressures are reduced.

- Work is ongoing to prepare the Annual SHOT Report for 2020 and future educational resources. There is a particular focus on transfusion safety in recipients of haemopoietic stem cell transplants. A draft checklist is currently out for comment – SN will forward a copy to the group.

- The SHOT team is continuing with its programme of 4-6 weekly webinars. The next one will take place on 12/03/21 and will focus on haemolytic transfusion reactions. The webinar is free to attend and further details are available at [https://www.shotuk.org/haemolytic-transfusion-reactions-htr-and-haemoglobinopathies-webinar-2021-12-march-2021-1300-1400-gmt/](https://www.shotuk.org/haemolytic-transfusion-reactions-htr-and-haemoglobinopathies-webinar-2021-12-march-2021-1300-1400-gmt/)

- This year’s annual SHOT symposium will be a virtual event taking place across two half days – 14 & 15 July. The programme is being finalised.

- Members of the SHOT team recently helped to run a course for TPs in the South West region on human factors in transfusion. The course was well received, and SN will contact RM and EC to see whether it could be offered in other regions.

5. **Reporting from the frontline – MS/LB**

MS and LB provided feedback on a recent emergency planning table-top exercise. The exercise took place at Salford Hospital and involved three other hospitals within the network. It was based on a major incident that led to Salford hospital receiving a significant number of P1 patients. Patients were allocated to the linked hospitals according to the regional casualty dispersal plan. The exercise highlighted issues around the key areas of communication, blood sample labelling and patient/casualty reception.

- Communication – a dramatic reconfiguration of the resuscitation area made communication difficult – staff overcame this by shouting and waving.

- Sample labelling – staff were unable to access the pens in their pockets whilst wearing PPE, which resulted in samples being taken away from the bedside to be labelled, thus increasing the risk of samples being labelled incorrectly. Disposable pens were made available in the bays, but this highlighted a wider problem of samples not being labelled at the bedside. LB is hoping for an electronic solution and FC suggested that she explores whether COVID-19 funds might be available within the Trust.

- Patient reception – hospitals must reduce the number of staff on casualty reception as they are at risk of exposure to COVID-19. Non-clinical staff who would previously have taken on this role may not be able to assist with reception during a pandemic.

MS reported that no problems were identified with the supply of blood components.

6. **View from the centre: EPRR and Business Continuity update – TC/HD**

TC was unable to join the meeting. HD highlighted the challenges experienced by her US colleagues around blood supply distribution during the recent severe weather. There is an interest in local collection of blood components to provide resilience. HD will circulate a copy of the latest recommendations issued by the American Red Cross to help manage blood product shortages. [Post meeting note: recommendations were circulated by Sue Katic on 04/03/21]
7. **Review of TORs and membership; new appointments - HD**

   The revised Terms of Reference (TORs) were circulated for comment and approval. FC will take this work forward. HD highlighted the following points for consideration:

   - Members are appointed for a term of up to 3 years with no more than 2 consecutive terms.
   - The secretariat for the Group will normally be provided by NHSBT.
   - Outcome measures - Development and delivery of recommendations for the organisation of transfusion support related to critical incidents and emergency planning.

   Members of the group should feed comments back to FC.

   Collaboration with the other UK Blood Services is via the UK Forum, with links into the European Blood Alliance. The devolved nations are represented on the NBTC.

   The remit of the NBTC EP Working Group covers hospital transfusion; tissues and organs are excluded but are covered by NHSBT’s business continuity arrangements.

   The group should consider future membership. FC will explore securing frontline Emergency Department representation from the North and South West regions.

8. **Further tools/workplan/report to NBTC**

   Paediatric Major Haemorrhage Protocols (MHP) – FC shared her local MHP and asked the group for ideas on how they can promote the use of paediatric MHPs at all hospitals. FC is in contact with Dr Helen New and will invite her to present the data from an audit that took place 3-4 years ago. This should help to determine future actions.

   Trauma and Haematology Groups – FC highlighted the value of the London Trauma and Haematology Group in sharing best practice. The Trauma Board has asked if similar groups could be set up in other regions. FC has asked NHSBT’s Patient Blood Management Consultants to look at the networks that already exist and would appreciate feedback from this group. FC has been asked to present a proposal to the NBTC in June or September.

9. **Any Other Business**

   HD was thanked for her leadership and her expertise in chairing the group. Colleagues were pleased to note that she will stay on as an independent member.

10. **Future meetings/telecons**

    Dates will be circulated for another virtual meeting in June.

---

Draft circulated for review 11/03/2021
Minutes confirmed 26/03/2020