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1.0 Introduction

The Blood Safety and Quality Regulations 2005 require protocols to be in place within all hospitals to trace unambiguously the fate of all units from donor to patient, or if not transfused the final fate of each unit.

This document seeks to standardise the procedure for the transfer of blood and components between Hospitals within Scotland. It is intended as a general guide to encompass practices for all users.

(Hospitals may add local protocols to the policy where appropriate, but these should not detract from the best practice guidelines outlined in this document)

Principle

Blood and blood components are often transferred between hospitals either with a patient, or to allow efficient use of blood stocks. It is essential for regulatory reasons to ensure the audit trail is maintained when blood is transferred, to ensure it is transported appropriately and to ensure patient transfusion records are updated accordingly.

Blood and components may be transferred for the following reasons:

1. **Transfer of a patient.** Blood components, allocated to a specific patient, may be needed urgently for resuscitation en route or on arrival at the receiving hospital.

2. **Agreed transfer of stock** between hospital transfusion laboratories.
2.0 Transfer of blood components accompanying patients

A: Procedure for the transferring hospital Blood Bank Staff

a: Blood component Selection & Primary Documentation

1. Document the telephone call from the ward or department requesting the transfer of blood components as per local hospital policy.

2. Ensure the patient identification is obtained including the full name, unique identification number, date of birth and any additional identifiers as per hospital policy.

3. Document the details of the receiving hospital and ward/unit including the approximate time of departure.

4. Identify and locate the blood components issued to the patient.

5. Within the Laboratory Information System the units must be marked as transferred, and the destination hospital recorded.

b: Blood component Packaging and Final Documentation

1. Complete the standard transfer document (page 8) giving a record of the donation numbers (this may be computer generated), and make a copy of this document for your records. Return the units to suitable storage conditions whilst preparing the transport box, packing materials and labels.

2. Immediately before despatch, place the blood components in the transport box, with coolant material if appropriate, following the validated packaging procedure for component type and transport box involved.

3. Ensure there is minimal free air space in the transport box by packing out the box with eg clean crumpled paper towels as necessary.

4. Place all the appropriate documentation in the transport box, retaining a copy of the transfer document. This may include where applicable local compatibility/prescription forms etc. Replace the box lid, seal box and attach despatch label (page10), ensuring labelling details are correct and complete.

c: Despatch of Blood components

1. On despatch of the blood components, immediately telephone the laboratory of the receiving hospital to inform them of the despatch. (Local contact details are shown on page 11).

   Provide the following information:-
   • time of despatch
   • mode of transport
   • estimated time of arrival
   • number and type of components
   • patient identification details
• ward or department
• antibodies or special requirements

2. Fax a copy of the transfer documentation to the receiving transfusion laboratory if this facility is available.

3. The final fate of the transferred units will be recorded by the receiving hospital, including any units transfused en route.

B: Procedure for the receiving hospital blood bank staff

1. The receiving transfusion laboratory staff will have been informed by the despatching laboratory of the expected delivery.

2. The receiving transfusion laboratory staff must document the expected delivery details, and inform the ward or department receiving the patient that blood will be accompanying the patient.

3. Local policies should be in place to ensure received blood and components are directed to the hospital transfusion lab immediately on arrival, and transferred to suitable storage facilities.

4. On arrival, laboratory staff must check the integrity of the box and complete and confirm the following acceptance checks.
   • The transport container and its tamper proof seals have been examined and found to be in a satisfactory condition.
   • Packaging materials and coolants (where required) are in a satisfactory condition.
   • Container has been received within its validated transfer times.
   • Documentation accompanying the components is satisfactory.
   • The component labelling has been examined and is satisfactory.
   • The component contents have been visually examined and are in a satisfactory condition.

Complete the transfer document to verify the units are suitable for subsequent patient transfusion or acceptance into blood bank stock. Any blood or components received by the transfusion laboratory, including any which will be discarded as unacceptable, must be entered into stock and have their final fate recorded.

5. Return a copy of the completed transfer form to the Transferring Hospital.
3.0 Stock Transfer of Blood Components between Hospital Transfusion Laboratories.

A: Procedure for the transferring hospital Blood Bank Staff

a: Blood component Selection & Primary Documentation

1. Document the telephone call, identifying the numbers/ group and component type of the units to be transferred.

2. Select the units agreed for stock transfer.

3. Within the Laboratory Information System the units must be marked as transferred and the destination hospital recorded.

b: Blood Component Packaging and Final Documentation

1. Complete the standard transfer document (page 9) giving a record of the unit donation numbers (this may be computer generated), and make a copy of this document for your records. Return the units to suitable storage conditions whilst preparing the transport box, packing materials and labels.

2. Immediately before despatch, place the blood components in transport box, with coolant material if appropriate, following the validated packaging procedure for component type and transport box involved.

3. Ensure there is minimal free air space in the transport box by packing out the box eg with clean crumpled paper towels as necessary.

4. Place all the appropriate documentation in the transport box, retaining a copy of the transfer document. Replace the box lid, seal box and attach despatch label (page 10), ensuring labelling details are complete.

c: Despatch of Blood Components

1. On despatch of the blood components, immediately telephone the laboratory of the receiving hospital to inform them of the despatch. (Local contact details are shown on page 11).

   Provide the following information:-
   • time of despatch
   • mode of transport
   • estimated time of arrival
   • number and type of components

2. Fax a copy of the transfer documentation to the receiving transfusion laboratory if this facility is available.
B: Procedure for the receiving hospital blood bank staff

1. The receiving transfusion laboratory staff will have been informed by the despatching laboratory of the expected delivery.

2. The receiving transfusion laboratory staff must document the expected delivery details.

3. Local policies should be in place to ensure received blood components are directed to the hospital transfusion lab immediately on arrival, and transferred to suitable storage facilities.

4. On arrival, laboratory staff must check the integrity of the box and complete the following acceptance checks.

   - The transport container and its tamper proof seals have been examined and found to be in a satisfactory condition.
   - Packaging materials and coolants (where required) are in a satisfactory condition.
   - Container has been received within its validated transfer time.
   - Documentation accompanying the components is satisfactory.
   - The component labelling has been examined and is satisfactory.
   - The component contents have been visually examined and are in a satisfactory condition.

Complete the transfer document to verify the units are suitable for subsequent patient transfusion or acceptance into blood bank stock. Any blood or components received by the transfusion laboratory, including any which will be discarded as unacceptable, must be entered into stock and have their final fate recorded.

5. Return a copy of the completed transfer form to the Transferring Hospital.
### NHSScotland Blood Component Transfer Form: To Be Completed by the Transferring Hospital (patients)

**1. Details of hospital transferring the blood components**
- **Hospital transferring the blood components:**
- **Contact number:**

**Hospital/Location to which blood components are to be sent:**
- **Contact number:**

**Patient Information**
- **Name:**
- **Date of Birth:**
- **Unique patient identifier:**
- **Other patient identifiers:**

**3. Details of blood component preparation for transfer**
- **Packaged and checked by** (name and position):
- **Date and time packed:**
- **Validated transfer time in this packaging:**

**Component Details**
- **Donation Number:**
- **Group:**
- **Component type:**
- **Comments (if transfused during transfer, record who checked and set up the transfusion and the date and time):**

**4. Despatch of blood component being transferred**
- **Mode of transport:**
- **Time of despatch:**
- **Estimated time of arrival:**
- **Receiving hospital telephoned?**
- **Compatibility report enclosed?**
- **Documents faxed to receiving hospital?**

I confirm that the components listed above have been stored in a designated storage cabinet and maintained within the temperature range recommended for such components in the current version of *Guidelines for the Blood Transfusion Services in the United Kingdom*. They have been packaged using validated procedures and container/s, which are appropriate for the component(s) being transferred. I also confirm the patient and component details are correct:

…………………………………………………… signature ………………………………………………… print name ……………………………………….. position ……………….. date

**TO BE COMPLETED AT THE RECEIVING HOSPITAL**

Transfer to Hospital Transfusion Laboratory immediately on receipt

Blood components must be removed and placed in appropriate storage as soon as possible after receipt. The Hospital Transfusion Laboratory should complete the following pre acceptance checks:

- **The transport container and its tamper proof seals have been examined and found to be in a satisfactory condition.**
- **The container has been received within its validated transfer time:**
- **Documentation accompanying the components is satisfactory:**
- **The components supplied have been:**
  - **a) Accepted for patient use:**
  - **b) Transfused:**
  - **c) Sent to discard:**

…………………………………………… signature …………………………………………… position ……………….. date …………….time

Please return a copy of the completed form to the Transferring Hospital Transfusion Laboratory.
NHSSCOTLAND BLOOD COMPONENT TRANSFER FORM: TO BE COMPLETED BY THE TRANSFERRING HOSPITAL (for stock)

1. Details of hospital transferring the blood components
   Hospital transferring the blood components:        Contact number:

2. Details of blood component preparation for transfer
   Packaged and checked by (name and position)        Date and time packed        Validated transfer time in this packaging
   Component Details
<table>
<thead>
<tr>
<th>Donation Number</th>
<th>Group</th>
<th>Component type</th>
<th>Comments</th>
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<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Despatch of blood component being transferred
   Mode of transport        Time of despatch        Estimated time of arrival        Receiving hospital telephoned?        Documents faxed to receiving hospital?
   Yes        No
   Container has been received within its validated transfer time        Yes        No
   The component labelling has been examined and is satisfactory        Yes        No

I confirm that the components listed above have been stored in a designated storage cabinet and maintained within the temperature range recommended for such components in the current version of Guidelines for the Blood Transfusion Services in the United Kingdom. They have been packaged using validated procedures and container(s), which are appropriate for the component(s) being transferred. I also confirm the patient and component details are correct:

…………………………………………………… signature ………………………………………………… print name ……..…………………………………….. position ………………..  date

TO BE COMPLETED AT THE RECEIVING HOSPITAL

Transfer to Hospital Transfusion Laboratory immediately on receipt

Blood components must be removed and placed in appropriate storage as soon as possible after receipt: The Hospital Transfusion Laboratory should complete the following pre acceptance checks:

The transport container and its tamper proof seals have been examined and found to be in a satisfactory condition.        Yes        No
Container has been received within its validated transfer time        Yes        No
Documentation accompanying the components is satisfactory        Yes        No

The components supplied have been: a) Accepted for patient use Yes        No  b) Sent to discard Yes        No

Time received
…………………………………………………… signature ………………………………………………… print name ……..…………………………………….. position ………………..  date

Please return a copy of the completed form to the Transferring Hospital Transfusion Laboratory
Transport Box Label

HUMAN BLOOD COMPONENTS

URGENT
For Immediate Delivery

DELIVER TO: HOSPITAL

Please hand to person in charge at Blood Transfusion Laboratory

This container must be delivered to the Blood Transfusion Laboratory immediately on arrival

The Blood Components contained in this box were issued from the Blood Bank at Hospital. If found please phone immediately.
### Hospital Blood Bank Contacts

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Address</th>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
</table>
| SNBTS Aberdeen               | Aberdeen Royal Infirmary  
Foresterhill Road  
Aberdeen AB25 2WW | 01224 685 685       | 01224 699 998     |
| Dr Gray’s Hospital           | Elgin  IV30 1SN                              | 01343 543 131      | (x67479)         |
| Balfour Hospital             | Kirkwall  Orkney KW15 1BH                    | 01856 855 417      | 01856 885 462    |
| Gilbert Bain Hospital        | South Road  Lerwick, Shetland ZE1 0TB        | 01595 743 041      | 01595 743 373    |
| Albyn Hospital               | 21-24 Albyn Place  
Aberdeen AB10 1RW | 01224 595 993      | (x586)           |

| SNBTS Dundee                  | Ninewells Hospital  
Dundee DD1 3BY           | 01382 645 166       | 01382 642 551    |
| Perth Royal Infirmary         | Perth PH1 1NX            | 01738 473 564      | 01738 473 244    |

| SNBTS Edinburgh               | Edinburgh Royal Infirmary  
51, Little France Crescent  
Edinburgh EH16 4AS          | 0131 242 7527/22  | 1313 242 7514   |
| St John’s Hospital            | Howden Rd West  
Livingston EH54 6PP         | 01506 419 666      | 01506 460 301    |
| Western General Hospital      | Crewe Road  
Edinburgh EH4 2XU          | 0131 537 1912      | 0131 537 1010    |
| Borders General Hospital      | Melrose  
Roxburghshire TD6 9BS      | 01896 826 236      | 01896 826 237    |
| Kirkcaldy Victoria Hospital  | Hayfield Road  
Kirkcaldy, Fife KY2 5AH    | 01592 643 355      | (x8520)         |
| Queen Margaret Hospital       | Whitefield Road  
Dunfermline, Fife KY12 8XN | 01383 627 095     | 01383 627 095    |
| Murrayfield BUPA Hospital     | 112, Corstorphine Road  
Edinburgh EH12 6UD         | 0131 334 0363      | 0131 3167 2521   |

| SNBTS Glasgow                 | West of Scotland Blood Centre  
Gartnavel Hospital  
25 Shelley Road  
Glasgow G12 0XB      | 0141 357 7700      |                  |
| Stobhill Hospital             | 133 Balornock Road  
Glasgow G21 3UW       | 0141 201 3267      | 0141 201 3276    |
| Western Infirmary Glasgow     | Dumbarton Road  
Glasgow G11 6NT        | 0141 211 2377      | 0141 211 6296    |
| Gartnavel General Hospital    | 25 Shelley Road  
Glasgow G12 0XB        | 0141 357 7700      |                  |
| Yorkhill Hospital             | Yorkhill  
Glasgow G3 8SJ         | 0141 201 0550      | 1041 201 0555    |
| Southern General Hospital     | 1345 Govan Road  
Glasgow G51 4TF        | 0141 201 1597      | 0141 201 1608    |
| Victoria Infirmary            | Langside Road  
Glasgow G42 9TY        | 0141 201 5644      | 0141 201 5652    |
| Glasgow Royal Infirmary       | 84, Castle Street  
Glasgow G4 0SF         | 0141 211 4666      | 0141 211 4931    |
| Golden Jubilee National Hospital | Beardmore Street  
Clydebank  
Glasgow G81 4DY      | 0141 951 5920      | 0141 951 5042    |
| Inverclyde Royal Hospital     | Larkfield Road  
Greenock PA16 0XN      | 01475 633 777      | (x64809)         |
| Royal Alexandria Hospital     | Corsebar Road  
Paisley PA2 9NB        | 0141 580 4063      | 0141 580 4112    |
<p>| Lorne and the Islands         | Glengallan Road        | 01631 567 559      | 01631 567 133    |</p>
<table>
<thead>
<tr>
<th>District Hospital</th>
<th>Address</th>
<th>Contact Number1</th>
<th>Contact Number2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vale of Leven DGH</td>
<td>Alexandria G83 0AU</td>
<td>01389 754 121</td>
<td>01389 603 911</td>
</tr>
<tr>
<td>Wishaw General Hospital</td>
<td>50 Netherton Street Wishaw ML2 0DP</td>
<td>01698 366 626</td>
<td>01698 366 625</td>
</tr>
<tr>
<td>Hairmyres Hospital</td>
<td>Eaglesham Road East Kilbride G75 8RG</td>
<td>01355 584 311</td>
<td>01355 584 350</td>
</tr>
<tr>
<td>Monklands DGH</td>
<td>Monkscourt Avenue Aidrie ML6 0JS</td>
<td>01236 712 102</td>
<td>01236 712 638</td>
</tr>
<tr>
<td>Crosshouse Hospital</td>
<td>Crosshouse Kilmarnock KA2 0BE</td>
<td>01563 577 404</td>
<td>01563572 407</td>
</tr>
<tr>
<td>Dumfries and Galloway Royal Infirmary</td>
<td>Bankend Road Dumfries DG1 4AP</td>
<td>01387 241 454</td>
<td>01387 241 344</td>
</tr>
<tr>
<td>Forthvalley</td>
<td>Livilands Stirling FK8 1RW</td>
<td>01786 434 000</td>
<td>01786 434 450</td>
</tr>
<tr>
<td>Nuffield Hospital</td>
<td>25 Beaconsfield Road Glasgow G12 0PJ</td>
<td>0141 576 2762</td>
<td>0141 337 1088</td>
</tr>
<tr>
<td>Ross Hall Hospital</td>
<td>221 Crookston Road, Glasgow G52 3NQ</td>
<td>0141 810 3151</td>
<td>0141 882 7439</td>
</tr>
<tr>
<td>SNBTS Inverness</td>
<td>Raigmore Hospital Inverness IV2 3UJ</td>
<td>01463 704 123</td>
<td>01463 704 120</td>
</tr>
<tr>
<td>Caithness General Hospital</td>
<td>Wick Caithness KW1 5NS</td>
<td>01955 605 050</td>
<td>01955 880 262</td>
</tr>
<tr>
<td>Belford Hospital</td>
<td>Fort William PH33 6BS</td>
<td>01397 702 481</td>
<td>01397 701 197</td>
</tr>
<tr>
<td>Western Isles Hospital</td>
<td>Macauley Road Stornoway HS1 2AF</td>
<td>01851 704 704 x2294</td>
<td>01851 705 741</td>
</tr>
</tbody>
</table>
5.0 Author Information

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