

Checklist for the Issue of Blood or Plasma

BEFORE YOU ISSUE BLOOD OR PLASMA

- 1 Check that the person collecting the blood or plasma has brought documentation to identify the patient.
- 2 Check the patient's:
 - name
 - hospital reference number
 - ward
 - blood groupwith
 - the blood request form
 - the compatibility label
 - the compatibility register.
- 3 Check that all other tests, including anti-HIV, hepatitis B and syphilis, have been performed and are negative.
- 4 Confirm that the blood or plasma is compatible by checking the blood group on:
 - the blood request form
 - the compatibility label
 - the compatibility register.
- 5 Check the expiry date of the blood or plasma.
- 6 Inspect the blood or plasma for any signs of deterioration.
- 7 Enter the date and time of issue in the compatibility register.
- 8 Obtain a signature in the compatibility register from the person collecting the blood.

Checklist for Giving Blood or Plasma to a Patient

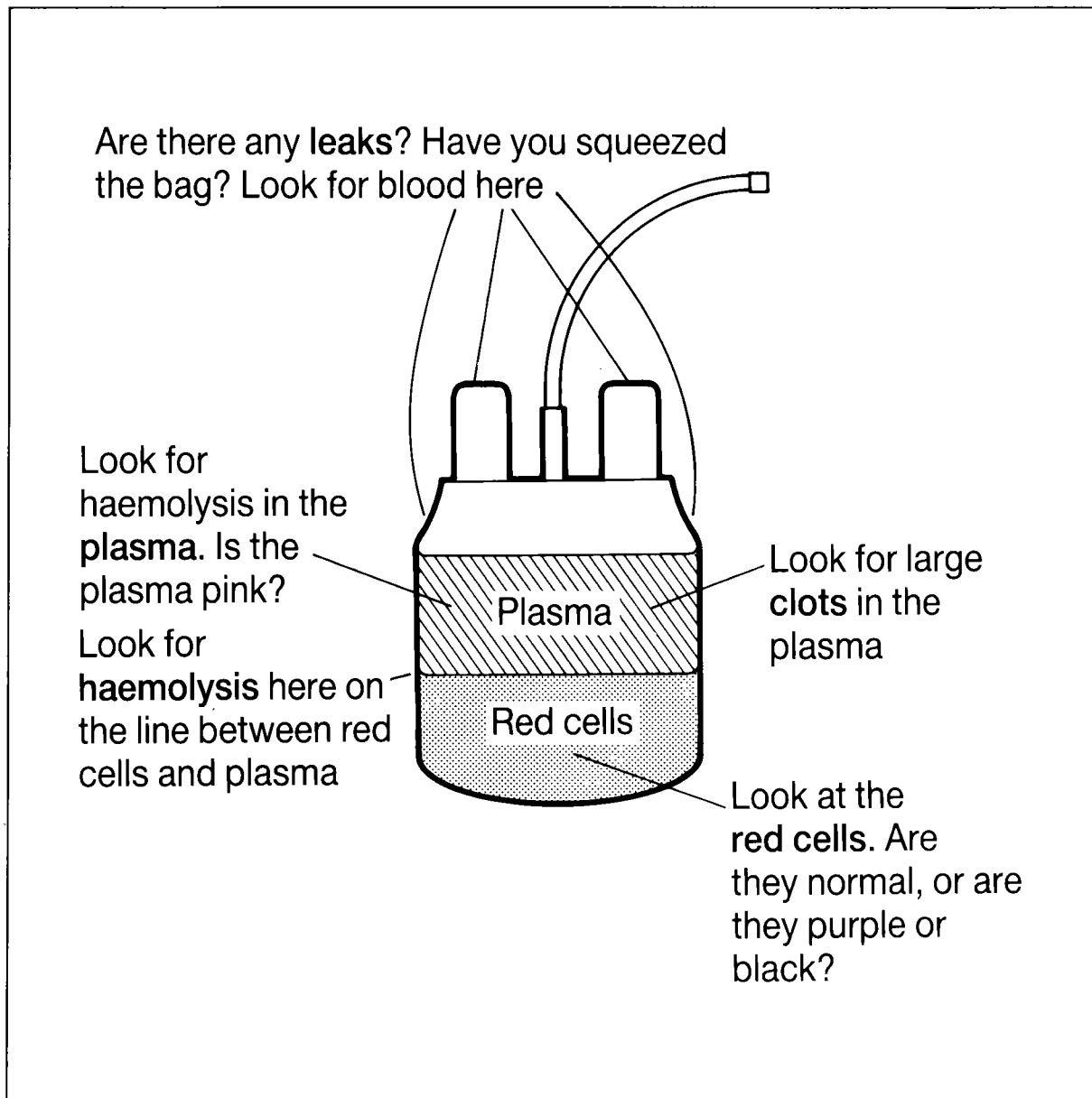
BEFORE YOU GIVE BLOOD OR PLASMA TO A PATIENT

- 1 Confirm the patient's:
 - name
 - hospital reference number
 - ward

by asking the patient or a relative to confirm the patient's name and by checking:

 - the patient's notes
 - the compatibility label
 - the blood request form.
- 2 Confirm that the blood or plasma is compatible by checking the blood group on:
 - the patient's notes
 - the compatibility label
 - the blood request form.
- 3 Check the expiry date of the blood or plasma.
- 4 In the patient's notes, record:
 - the date of transfusion
 - the time of transfusion
 - the number of units of blood or plasma given
 - the blood or plasma unit numbers.
- 5 Sign the patient's notes.

Checklist for signs of deterioration in blood or plasma



SAFETY IN THE LABORATORY

- 1 Eating, drinking, smoking and applying cosmetics are prohibited in the laboratory.
- 2 Mouth pipetting is prohibited.
- 3 Staff must behave in a safe and responsible manner at all times.
- 4 Appropriate protective clothing must be worn at all times when in the laboratory and, whenever possible, gloves should be worn.
- 5 The laboratory must be kept clean and tidy and should only contain items necessary for the work carried out.
- 6 All work surfaces must be appropriately decontaminated at the end of each working day and after any spillages.
- 7 All staff must wash their hands when leaving the laboratory.
- 8 Care must be taken to avoid the formation of aerosols or the splashing of materials.
- 9 All contaminated waste or reusable materials must be appropriately decontaminated before disposal or reuse.
- 10 Access to the laboratory must be restricted to authorized personnel only.
- 11 All incidents or accidents must be reported immediately and appropriate action taken to prevent further occurrences.
- 12 All staff working in laboratories must be adequately trained, both in the duties they perform and in all safety aspects of laboratory work.