**Model SOP**

**Standard Operating Procedure**

**Name of the facility / activity : Reissue of Blood & Blood Components**

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| **SOP no.** | **Effective Date** | **Pages** | **Prepared by** | **Authorised by** |
| 5.4 | 27-11-2000 | 2 |  |  |
| **Version** | **Review Period** | **Date of Review** | **Reviewed by** | **Number of copies** |
| VI | 2 years | 01-01-2015 |  | 10 |
| **LOCATION** : Red Cell Serology Laboratory | | | | |
| **SUBJECT** : Supply of Safe Blood for transfusion | | | | |
| **FUNCTION** : Reissue of Blood & Blood Components | | | | |
| **DISTRIBUTION**: Technologist in charge of Issue Counter  Master File | | | | |

1. **SCOPE & APPLICATION:**

The technologists have the duty to see that the blood is not wasted and made available to another patient of the same group. This is achieved by first-in-first-out (FIFO) policy.

1. **RESPONSIBILITY:**

It is the responsibility of the staff to see that the blood which has returned and not

used is once again cross matched and made safe for transfusion to another patient.

1. **Material Required:**

* Issue Register
* Inventory Register

1. **PROCEDURE:**

* **The blood bank has a policy of not taking back any of the blood units for reuse and thus issue blood units when they are to be transfused.**
* **The blood units are made ready to be used with complete crossmatch and issued to wards /Ots only when required to be transfused.**
* However When blood is released from the Blood Bank to operation theatre or ward of the hospital or outside for transfusion, some times for some reason or the other ( like the patients’ death ), it may not be required by the patient and it is returned to the blood bank.
* If this unit of blood or blood component arrives within half an hour, it could be reused for another patient.
* The unit needs to be physically examined for any obvious abnormality.
* Take care to see that this unit of blood is kept erect in the cold room to look out for hemolysis. If there is no hemolysis seen after spinning or standing, issue this unit safely to another patient.
* In case of FFP, which comes to the blood bank unused, issue to another patient if there is a demand for that particular group immediately within 6 hours of the first issue. If no call arises, then use it later as FVIII deficient plasma.
* The units unused are best taken back even after half an hour if informed for their safe disposal and for making sure that they are disposed off as per institute and blood bank policy.

1. **DOCUMENTATION:**

* Make entries of returned units against the issue in the issue register.
* Re-enter the unit in the inventory before reissue.

1. **REFERENCES:**
2. Technical Manual of the American Association of Blood Banks – 15th Edition, 2005.
3. Introduction to Transfusion Medicine – Zarin Bharucha & D.M. Chouhan, 1st edition, 1990.
4. Procedures in Blood Banking and Immunohaematology - H.M. Bhatia, 1977.
5. **END OF DOCUMENT.**