**Model SOP**

**Standard Operating Procedure**

**Name of the facility / activity : Issue of blood for transfusion**

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| **SOP no.** | **Effective Date** | **Pages** | **Prepared by** | **Authorised by** |
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| VI | 2 years | 01-01-2015 |  | 10 |
| **LOCATION** : Storage Area ( Serology Laboratory) | | | | |
| **SUBJECT** : Issue of blood for transfusion | | | | |
| **FUNCTION** : Optimum utilisation of blood | | | | |
| **DISTRIBUTION**: Supervisor in charge of storage and distribution.  Master File | | | | |

1. **SCOPE & APPLICATION:**

The blood and blood components are used as per the need of the patients. These are issued against the prescription of a medical officer after ensuring the compatibility and testing results.

1. **RESPONSIBILITY:**

It is the responsibility of the technician on shift duty in Red Cell Laboratory to issue the blood for which requisition is received.

1. **MATERIAL REQUIRED**

* Issue register
* Inventory register
* Request form
* Compatibility report

1. **PROCEDURE**

* In order to avoid outdating, implement FIFO policy.
* Check the request form and ensure that entries match the entries on the sample received
* Carry out compatibility testing ( Pre transfusion testing) using SP017/018
* Ensure that the compatible units are tested for TTI and found suitable for use after checking from master record.
* Remove the correct unit from blood bank refrigerator and keep it in the box for transport
* Make entries in the issue register
* Instruct the individual to take the unit straight to OT/Ward for transfusion.

1. **DOCUMENTATION**

Make following entries in issue register in addition to the issue form;

* Name of patient
* Hospital registration number
* Blood group
* Date and time of issue
* Unit No. issued
* Blood group of unit
* Component of blood
* Signature of technician who issues
* Signature of receiver

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.

**7. END OF DOCUMENT**