



HEALTH HOLDING

HAFAER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Laboratory and Blood Bank		
<b>Document:</b>	Internal Policy and Procedure		
<b>Title:</b>	Traceability of Blood Bags		
<b>Applies To:</b>	All Blood Bank Staff		
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## 1. PURPOSE:

- 1.1 To ensure the ability to follow the history of a product by means of recorded identification.

## 2. DEFINITONS:

- 2.1 **Traceability:** the ability to trace each individual unit of blood or blood component from the donor to its final destination (whether this is a recipient, other hospital, or disposal) and from its final destination back to the donor.

## 3. POLICY:

- 3.1 The blood bank ensures that all blood and blood components, as well as laboratory samples and donor and patient records, are identified and traceable.
- 3.2 The blood bank Keeps records to ensure easy tracing of a unit of blood from drawing until final disposition.

## 4. PROCEDURE:

### 4.1 Benefits:

- 4.1.1 Knowing the journey of the blood bags.
- 4.1.2 It will significantly increase the safety of the bag.
- 4.1.3 Better use of the blood components.
- 4.1.4 Ensure that red blood cells, plasma or platelets reach the right patient.
- 4.2 The blood bags are subjected to many steps during their journey in blood bank. All these steps are documented.

### 4.3 Labeling:

- 4.3.1 Information that is required or selected to accompany a unit of blood, component, tissue, derivative, or sample, which may include content, identification, description of processes, storage requirements, expiration date, cautionary statements, or indications for use.
- 4.3.2 Labeling Requirements: The following requirements are applied:
  - 4.3.2.1 Labelling of blood and component containers:
    - 4.3.2.1.1 Prior to phlebotomy, unit number and date of donation are written on the main collection bag and all transfer bags as well as on the donor form and containers for laboratory tests, and shall be reidentified immediately after filling.
    - 4.3.2.1.2 This identification must not be obscured, or removed.
    - 4.3.2.1.3 Blood containers used for whole blood collection must be identified by a lot and tube numbers. Both numbers are recorded on the donor form.
  - 4.3.2.2 The original label and added portions of the label are attached to the container and are in clear, eye-readable type.
  - 4.3.2.3 Handwritten additions or changes are legible and applied with permanent, moisture proof ink.

- 4.3.2.4 All modifications to component labels are specified and controlled.
- 4.3.2.5 The labelling process include a second check to ensure the accuracy of affixed label(s) including the correct donation identification number, ABO/Rh, collection and expiration date, and component's name, Instructions to the transfusionist, TTD results, Biohazard label, if applicable.
- 4.3.2.6 Labelling of test samples and requests.

**4.4 Documentation:**

- 4.4.1 The blood bank has a labeling process. The labeling system makes it possible to trace any unit of blood or blood component from source to final disposition.
- 4.4.2 All processes which are applied to blood bags are documented.
- 4.4.3 Records applying to the blood and blood components unit: The donor register is considered a master register. The following are recorded:
  - 4.4.3.1 Phlebotomist nurse or technician records the followings:
    - 4.4.3.1.1 The date of collection.
    - 4.4.3.1.2 The donor number and the bag tube number.
    - 4.4.3.1.3 The donor name.
    - 4.4.3.1.4 The preliminary blood group.
  - 4.4.3.2 BB technician/specialist assigned for blood group confirmation and Ab screening of the bag record the followings:
    - 4.4.3.2.1 The confirmed blood group.
    - 4.4.3.2.2 Ab. Screening of the bag.
  - 4.4.3.3 Supervisor of BB technicians or his deputy records:
    - 4.4.3.3.1 TTD results.
  - 4.4.3.4 BB technician/ specialist of the processing room record:
    - 4.4.3.4.1 Components prepared from the bag.
  - 4.4.3.5 BB technician/ specialist and supervisor of BB technician:
    - 4.4.3.5.1 Check the bag TTD results.
    - 4.4.3.5.2 Review all information on the label.
  - 4.4.3.6 BB technician/ specialist who do cross match:
    - 4.4.3.6.1 Records lab number of the patient to whom the component is prepared.
  - 4.4.3.7 BB technician/ specialist and supervisor of BB technician record:
    - 4.4.3.7.1 The fate of the bag if discarded, expired or sent to other hospitals.

**5. MATERIALS AND EQUIPMENT:**

**5.1 Forms and Records:**

- 5.1.1 Blood Donor register

**6. RESPONSIBILITIES:**

- 6.1 All blood bank staffs have to follow the policy and procedure.


**7. APPENDICES:**

N/A

## 8. REFERENCES:

- 8.1 The Unified Practical Procedure Manual For Blood Banks In The Arab Countries, 1434-2013.
- 8.2 The Standard Policy For Blood Banks In The Kingdom Of Saudi Arabia, 1<sup>st</sup> edition, 1435-2014.
- 8.3 National Standards For Clinical laboratories and Blood Banks, 1<sup>st</sup> edition, 2015.
- 8.4 AABB Technical manual, 18th edition, 2014.
- 8.5 AABB Standards for Blood Banks and Transfusion Services, 30<sup>th</sup> edition, 2016.
- 8.6 Mollison's Blood Transfusion in Clinical Medicine; 12th edition, 2014.
- 8.7 <https://www.transfusionguidelines.org/regulations/clarification/documentation/traceability-update-2010>.

## 9. APPROVALS:

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