

PROCEDURE

Corewell Health East - Downtime Emergency Issue - Blood Bank - Taylor, Trenton, Wayne

This Procedure is Applicable to the following Corewell Health sites:
Corewell Health Taylor, Corewell Health Trenton, Corewell Health Wayne

Applicability Limited to:	N/A
Version #:	2
Effective Date:	10/20/2025
Functional Area:	Clinical Operations, Laboratory
Lab Department Area:	Lab - Blood Bank

1. Principle

This procedure provides instructions for dispensing blood components before a patient's compatibility testing is complete without the use of the Blood Bank Information System.

2. Responsibility

Personnel who have completed the competency requirements will perform these tasks.

3. Definitions

- A. BBIS: Blood Bank Information System
- B. RBC: Red Blood Cell
- C. MRN: Medical Record Number
- D. P-Tag: Product Tag

4. Reagent/Equipment Needed

- A. Downtime Emergency Bucket

5. Procedure

A. The policies and procedures in this document shall be applied only in the following situations:

- 1. At the blood bank's discretion, when the technologist determines that taking the time required to dispense components in the BBIS would be detrimental to the patient.
- 2. When the BBIS is unavailable for any reason, and components are requested in an emergency (i.e., required compatibility testing is incomplete or emergency issue requests for neonates).

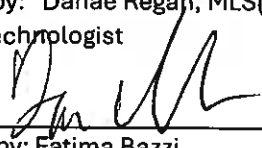
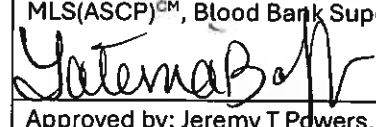
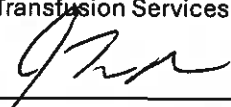
B. Advance Preparation of O Negative Units (Emergency Issue Bucket)

- 1. The blood bank will keep 2-4 units of O Negative Red Blood Cells ready for immediate issue, prepared in advance with an attached, partially completed crossmatch tag.
- 2. Verify that the expiration of the units picked for the Emergency Issue Bucket are in date and greater than 10 days from expiration.
 - a. If the expiration date is unacceptable, return the unit to inventory and obtain a suitable replacement unit from the inventory.
- 3. For each unit, make sure the following information is documented on both labels and the bottom half of the P-Tag:
 - a. Donor blood type
 - b. Donor unit number
 - c. Donor unit product code and component description

- d. Leave space on P-Tags to document patient identifiers at time of issue, see Physical Dispense section below.
 4. Initial the "Tagged by" section of the P-Tag and adhere one of the P-Tag labels to the unit.
 5. Remove two segments from each unit, label them with a unit number sticker from the back of the unit and place them in a biohazard bag or test tube.
 6. Make a copy of the face label of each unit.
 - a. If segments have been placed in bags, place the face label copies in the pocket of the bags and place them in the Emergency Issue Bucket.
 - b. If segments are in test tubes attached to units, place the face label copies directly into the Emergency Issue Bucket.
 7. Place an Uncrossmatched Blood sticker on each of the units.
 8. Fold the P-Tag(s) and wrap around applicable unit or attach with a rubber band, placing the unit in the Emergency Issue Bucket.
- C. Physical Dispense of Downtime Emergency Issue Units**
1. Depending on the patient's age:
 - a. If the patient is greater than 4 months old, then select the necessary O Negative units from the Emergency Issue Bucket.
 - b. If the patient is less than 4 months old, select the necessary O Negative unit from the Baby Bucket.
 - 1) Refer to *Corewell Health East - Providing Emergency Blood Products for Neonatal and Infant Transfusion – Farmington Hills, Grosse Pointe, Trenton, Wayne* for steps on preparing the Baby Bucket.
 2. Refer to *Corewell Health East - Emergency Issue of Blood Products* for required blood bank notification and nursing documentation.
 3. After selection of blood component, transcribe the following patient information:
 - a. Patient name – documented 3 times, on both labels and the bottom half of the P-Tag.
 - b. Patient MRN – documented 3 times, on both labels and the bottom half of the P-Tag.
 - c. Patient wristband number (if available) – documented 3 times, on both labels and the bottom half of the P-Tag.
 - d. Patient blood type (only if the ABO/Rh has been performed on a current sample) – documented 3 times, on both labels and the bottom half of the P-Tag.
 4. Visually inspect the unit(s), verifying that the quality control standards are met.
 - a. Circle V.I. OK, document the date, time, and your initials.
 5. On the P-Tag, document who the unit is being issued to, the cooler number if used, and the operating room number, if applicable.
 6. Retain the bottom half of the completed P-Tag, the unit segments, and the copy of the face label.
 7. Give the unit(s) to the runner. If a neonatal unit is issued, remember to also provide the syringes from the Baby Bucket.
- D. Steps Post Issue of Downtime Emergency Units**
1. Obtain a Type and Screen specimen if patient does not have a current sample.
 - a. Using the retained segments, perform crossmatch on all transfused units that were not crossmatched at issue.
 - b. Refer to *Corewell Health East – Serologic Crossmatching of Red Blood Cells – All Beaumont Hospitals* section IV. E. Crossmatching Red Blood Cells Post-Issue.
 2. Once the BBIS is available, update the computer record.
 - a. Perform the Emergency Issue function in BBIS, using the bottom half of the P-Tag, dispense form, and the copies of the unit face labels.
 - b. Result the post-issue crossmatch results.
 3. When time permits, replace the unit(s) in the Emergency Issue Bucket.

6. Revisions

Corewell Health reserves the right to alter, amend, modify, or eliminate this document at any time without prior written notice.

Signature	Date	Revision #	
Prepared by: Danae Regan, MLS(ASCP) ^{CM} , Lead Medical Technologist 	9/30/2025	01	
Approved by: Fatima Bazzi, MLS(ASCP) ^{CM} , Blood Bank Supervisor 	09/30/2025	01	
Approved by: Jeremy T Powers, MD Transfusion Services Medical Director 	9/30/25	01	
Approved by: Muhammad Arshad, MD Laboratory Medical Director 	10/1/25	01	
Reviewed by: (Signature)	Date	Revision #	Modification