# Applicable Laboratory(s)):

North Carolina Baptist Hospital (NCBH)

Lexington Medical Center (LMC)

Davie Medical Center (DMC)

Wilkes Medical Center (WMC)

High Point Medical Center (HPMC)

Westchester

Clemmons

# Procedure Statement

The purpose of this procedure is to document the location and history of blood products released to Air Care and Forsyth/Stokes/Surry County EMS in large coolers

# Scope

i. Procedure Owner/Implementer: Blood Bank

ii. Procedure Prepared by: Julie Simmons/Christina S. Warren

iii. Who Performs Procedure: Blood Bank Staff

# Definitions

1. Procedure: A process or method for accomplishing a specific task or objective.
2. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.
3. SPOT: Hospital RFID tracking system
4. AC1: Air Care 1 Lexington
5. AC2W: Air Care 2 Wilkesboro
6. AC3: Air Care 3 Martinsville
7. ACG: Air Care Ground Transport
8. FEMS1: Forsyth County EMS 1
9. FEMS2: Forsyth County EMS2
10. STOK1: Stokes County EMS 1
11. SEMS1: Surry County EMS 1
12. AEMS1: Alexander County EMS
13. YEMS1: Yadkin County EMS
14. **Conditioning of Cooler inserts/panels for use- Golden Hour, Credo and small**

**Canvas blood coolers**

Chemical Risk Assessment: None

Biological Risk Assessment: None

Protective Equipment: Gloves

Supplies: Cooler Prep Flag

Reagents: N/A

Equipment: Cooler Inserts and Panels

Specimen Requirements: N/A

| **STEPS** | **INSTRUCTIONS** |
| --- | --- |
| **1.0** | **Fill out Cooler Prep flag for each insert/lid or panel set to be frozen.**   1. Document the inserts/lid or panels set number on the cooler prep flag. 2. The unique ID number for the insert/lid or panel set can be found on the underside of each part of the container. 3. Make sure that the insert ID matches the lid ID. 4. Make sure that all the panels in a set have matching IDs. 5. If the numbers don’t match setup off to the side to await the matching insert, lid or panel. |
| **2.0** | **Store insert/lid or panel set in designated Freezer**   1. Document the Date and Time the insert/lid or panels are being placed in the freezer to be frozen. 2. **For Inserts:**     1. Place lid of insert upright inside insert    2. Place Cooler Prep flag in insert    3. Place all 3 items in designated freezer near Front Desk.    4. Inserts and lids must be frozen for a minimum of **8 hours** before they can be removed from the freezer for conditioning and use. 3. **For Panels:**     1. Stack 1 set of panels on top of each other    2. Place Cooler Prep Flag in between 2 of the panels.    3. Place all items in designated freezer near Front Desk.    4. Panels must be frozen for a minimum of **12 hours** before they can be removed from the freezer for conditioning and use. |
| **3.0** | **Remove insert/lid or panel from freezer when ready to condition.**   1. Document the date and time the insert/lid or panels are taken out of the freezer to be conditioned for use on cooler prep flag. |
| **4.0** | **Condition insert/lid or panels**   1. Place cooler inner, lid, and/or panels removed from the freezer on a towel lined shelf at Front Desk to condition at Room Temperature. 2. Lay inserts on their side, prop lid against insert. 3. Set panels in the rack provided at Front Desk in the cooler conditioning area. 4. If rack is full, prop panels up against the walls adjacent to the thawing shelf. 5. Set a timer for 15- 20 minutes. 6. Upon alarm of timer, scan the inside face of each insert, lid, and/or panel with a ThermoTrace scanner.    1. See chart below for acceptable and non-acceptable temperatures.  |  |  |  | | --- | --- | --- | | **Insert/Panel Temperature** | **Acceptable?** | **Action** | | **2-5ºC** | **Y** | Store in Front Desk Refrigerator *or*  Place in cooler for immediate use | | **Less than 2ºC** | **N** | Reset timer for 5-10 min  Check temps again | | **7º or warmer** | **N** | Return to freezer  Golden hour Coolers: 8 hrs  Crēdo panels: 12 hrs | |
| **5.0** | **Document temperature before storing in refrigerator or using immediately.**   1. Acceptable range 2-5ºC 2. Document final temperatures of inserts/panels, taken with the ThermoTrace in the spaces provided before storing in the Front Desk refrigerator or placing in cooler for immediate use.   *Refer to BB-FORMS-0033* |
| **6.0** | **Document the date and time the insert/panels are acceptably conditioned and placed into the refrigerator or cooler.**  5.1 Appropriately conditioned inserts/panels may be used immediately.  *5.2 Refer to BB-FORMS-0033*  **NOTE:** After 72 hours in the refrigerator –must place back in freezer and reconditioned.  Golden hour insert/lid for 8 hrs / Crēdo panels for 12 hrs |

1. **Procedure: Conditioning and packing of MaxQ coolers for Routine blood transport**

Chemical Risk Assessment: None

Biological Risk Assessment: None

Protective Equipment: Gloves

Supplies: Cooler Prep Flag

Reagents: N/A

Equipment: Cooler Inserts and Panels

Specimen Requirements: N/A

| **STEPS** | **INSTRUCTIONS** |
| --- | --- |
| **1.0** | **Fill out Cooler Prep flag for each brick set to be frozen.**   1. Document the brick set number on the cooler prep flag. 2. The unique ID number for the brick set can be found on the underside of each part of the container. 3. Make sure that all the bricks in a set have matching IDs. 4. If the numbers don’t match setup off to the side to await the matching brick. |
| **2.0** | **Store brick set in designated Freezer**   1. Document the Date and Time the bricks are being placed in the freezer to be frozen. 2. Bundle bricks into 1 set by wrapping a rubber band around them.    1. Set of bricks #s:       1. For small blue MaxQ a set is 2 white Koolit gel packs       2. For the large red MaxQ a set is 3 blue gel packs    2. Place Cooler Prep Flag in between the rubber bank and the bricks.    3. Place all items in designated freezer near Front Desk.    4. Panels must be frozen for a minimum of **12 or 24 hours** before they can be removed from the freezer for conditioning and use. |
| **3.0** | **Prepare cooler for use.**   1. MaxQ bricks do not need to be conditioned (thawed). 2. The bricks go straight from the freezer to the cooler. 3. **Small blue MaxQ:**    1. Place a frozen white Koolit gel pack (or Green Arctic Ice pack) on the right and left in the cooler, between the walls and insert for units.   A blue box with a blue lid  Description automatically generated  Cooler insert for units  **Note: Absorbent material may be added to the bottom of the coolers to prevent condensation from accumulating and dripping. This is especially important for floor Max Q blue coolers as they are not returned to the blood bank routinely.**   * 1. **Large red MaxQ cooler: (Big Red)** Place a frozen blue gel pack on the right, front and left in the cooler, between the walls and insert for units.   A red box with a red box inside  Description automatically generated  Cooler insert for units |
| **4.0** | **Document the cooler expiration (10 hours) on the outside of the cooler with a piece of colored tape.**  **Note: cooler expiration is also on the issue slip sent with the cooler.** |

1. **Blood Cooler Issue**

**Chemical Risk Assessment: None**

**Biological Risk Assessment: None**

**Protective Equipment: Lab coat, gloves**

Supplies: NA

Reagents: NA

Equipment: Coolers and conditioned panels.

Specimen Requirements: NA

| **STEPS** | **INSTRUCTIONS** |
| --- | --- |
| **1.0** | **At time of issue, select appropriately conditioned insert/panels from the refrigerator at Front Desk or gel packs from freezer for Max Q.**   * 1. Take temperatures of the inside face of insert/lid or panels using the   ThermoTrace and document on the issue slip or cooler prep flag when:  a. Re-using a returned cooler.  b. Placing inserts/lids/liners INTO the refrigerator  c. Taking inserts/lids/liners directly from conditioning to a cooler.  1.2 Place insert/lid and/or panels or gel packs in chosen cooler.  1.3 Document cooler number on issue slip. |
| **2.0** | **Load cooler with refrigerated blood product. (Red cells and/or thawed plasma) and close lid securely.**  2.1 *Offsite coolers: Lock cooler with cable tie when verification of issue is complete.* |
| **3.0** | **Calculate the return time for the cooler and document on the issue slip for specific cooler maximum storage hours and maximum unit payload.**  *Refer to Protocol: Blood Cooler Protocols* |
| **4.0** | **Attach completed pink copy of Issue Slip to the top of the cooler with tape FACE UP showing patient information. For offsite coolers, place in plastic section FACE DOWN on top of cooler when issuing to outside courier.**  4.1 Document return time on the tape or pink copy in a manner that will be visible  to transfusing staff.  4.2 *For Offsite coolers, document the Return time on card and place in attached*  *plastic sleeve on cooler.* |
| **5.0** | **Attach Cooler Prep flag to the retained white copy of the issue slip.**  5.1 Store cooler prep flag along with white copy of issue slip on the cooler clips at  Front Desk in order of return time.   1. Use the clip labeled “**OR**” for coolers issued to the OR 2. Use the clip labeled “**OTHER**” for coolers issued to all other locations. |
| **6.0** | **When no issue form:**  6.1 In the event of a Trauma or Emergency Release, an issue slip may not be  available. Document the issue date and time for the cooler in the spaces  provided.   1. *Go to Blood Cooler Protocols*   6.2 If an outside courier is picking up a cooler to deliver to an offsite location, then  Document the courier information on the Special Courier Transportation for  WFBH Blood Bank log |
| **7.0** | **Once issued, all coolers will be tracked by the SPOT system.**  7.1 *Go to procedure:: Insites Tracking System (SPOT)*  *a. Verify that Coolers issued to Clemmons appear within the hour.* |

1. **Packing Air Care Canvas blood coolers**

Chemical Risk Assessment: None

Biological Risk Assessment: None

Protective Equipment: Gloves

Supplies: Cooler Prep Flag

Reagents: N/A

Equipment: Cooler Inserts and Panels

Specimen Requirements: N/A

| **STEPS** | **INSTRUCTIONS** |
| --- | --- |
| **1.0** | **Condition panels per procedure and condition cooler interior by filling it with refrigerated gel packs until the panels are ready.**   1. Go to *Section I: Conditioning of Cooler inserts/panels for use- Golden Hour, Credo and Canvas blood coolers*  |  |  | | --- | --- | | Air Care |  | | 4 – Day panels | 6x6 |  1. Condition 5 of the 6 panels to a temperature of 2-5**°**C 2. The **6th panel must remain frozen** until ready to place in cooler 3. Document on cooler prep flag as stated in the procedure in section I.    1. Time removed from freezer    2. Temperature readings when conditioning |
| **2.0** | **Immediately prepare the following units:**   |  | | --- | | **Air Care** | | 2 units: Group O low titer Whole Blood  1 unit: Group O neg red cell  1 unit: Group A plasma |  1. Make certain the units will not outdate during the time they are at Air Care. 2. Apply a Safe-T-Vue to each unit. 3. Attach label to each red cell containing unit, “Uncrossmatched Blood”. |
| **3.0** | **Change the Location for each unit in Sunquest**   1. In Blood Location 2. Scan unit (also scan product code) 3. Select New Location from list:  |  |  | | --- | --- | | AC1 | AirCare 1 | | AC2W | AirCare 2 | | AC3 | AirCare 3 | | ACG | AirCare Ground | | ALG | Aleganey | | BMC | Do Not Use | | DAV | Davie Medical Center | | HPM | High Point Medical Center | | LEX | Lexington Medical Center | | STOK1 | Stokes EMS | | WEMS1 | Wilkes EMS1 | | WEMS2 | Wilkes EMS 2 | | WIN | Winston Main Campus | | RCF | Red Cell Freezer shelves | | WLK | Wilkes Medical Center | | AEMS1 | Alexander County EMS | | YEMS1 | Yadkin County EMS |   **NOTE:** location WIN is for use when units are returned |
| **4.0** | **Fill out a Blood Bank Issue form.**   1. On the Issue form    1. Record all of the unit #s and product codes (E code) in the cooler. (use barcode labels on both top and bottom copy when available.)    2. Record the date to be returned 2. Air Care must sign the Blood Bank Issue slip before removal from the Blood Bank.    1. The pink copy of the issue form goes with AirCare.    2. Record the temperature of cooler at time of issuing from the Data logger 3. Attach the top copy of the Issue form to the cooler prep flag and store in the clip for Air Care at front desk.    1. Any copies of ISBT labels of the units (photocopy or reprinted ISBT label) should be stapled to the form. |
| **5.0** | **Pack the cooler.**   * 1. Remove the gel packs from the cooler interior and return to refrigerator.   2. Place the thawed panels into the cooler, leaving the top frozen off. Place the units into the cooler.   3. The data logger probe must be placed either:   4. between the units and secured to one of the units with rubber band so that the probe remains in contact with the unit.   5. Between the single unit and the gel pack and secured with rubber band to the unit.   C:\Documents and Settings\cisoto\My Documents\New Image.JPG   * 1. Add one of the smaller polar packs with temperature range of 2-5**°**C on top of the two units or single unit/gel pack.   cid:image014.jpg@01CED64B.EC105E30   * 1. Obtain the frozen panel from the freezer and place on the top. *This must be placed on the top and should not come into direct contact with the units (thus the polar pack)*   cid:image017.jpg@01CED64B.EC105E30   * 1. Securely close the inner liner lid. Close the Velcro straps.   cid:image022.jpg@01CED64B.EC105E30   * 1. Zip up the cooler and secure the cooler with a red fastener. |
| **6.0** | **Insert Emergency Release forms, one for each unit in cooler**.   * 1. Fold forms and insert into the top cooler pocket. |
| **7.0** | **Calculate the “Return by” date/time and attach to cooler.**   |  | | --- | | Air Care | | 4 – day return | | Decrease to 3 days during summer  (OR maximum time indicated on inserts) |  * 1. In the clear plastic tag attached to the cooler place the “Return by” card with the date and time that the cooler must be returned to the Blood Bank. |

1. **Preparing and Issuing Blood to Forsyth/Stokes County EMS**

| **STEPS** | **INSTRUCTIONS** |
| --- | --- |
| **1.0** | **Immediately prepare the following units:**   |  |  | | --- | --- | | **Forsyth EMS** | **Stokes EMS** | | 1 Unit: Group O low titer Whole Blood  OR  Group O red cells  Group A plasma  (If WB not available) | 2 units: Group O low titer Whole Blood  OR  Group O red cells  Group A plasma  (If WB not available) |  1. Issue freshest units. Units will be stored in validated refrigerators on supervisor vehicles until they become short dated (5 days before they expire). |
| **2.0** | **Apply a Safe-T-Vue to each unit** |
| **3.0** | **Attach “uncrossmatched blood” label to each unit bag.** |
| **4.0** | **Fill out a Blood Bank Issue form.**   * 1. On the Issue form   2. Record all of the unit #s and product codes (E code) to be sent. (use barcode stickers from units on top and bottom copy when available).   3. Record the date to be returned (5 days before the oldest unit will expire)   4. Forsyth/Stokes County EMS must sign the Blood Bank Issue slip before removal from the Blood Bank.   5. The pink copy of the issue form goes with Forsyth/Stokes County EMS.   6. Store the top copy of the issue form in the clip for Air Care or Forsyth/Stokes/Surry County EMS at front desk.      1. Any copies of ISBT labels of the units (photocopy or reprinted ISBT label) should be stapled to the form. |
| **5.0** | **Change the Location for each unit in Sunquest**   1. In Blood Location 2. Scan unit (also scan product code) 3. Select New Location from list:  |  |  | | --- | --- | | AC1 | AirCare 1 | | AC2W | AirCare 2 | | AC3 | AirCare 3 | | ACG | AirCare Ground | | ALG | Aleganey | | BMC | Do not use | | DAV | Davie Medical Center | | HPM | High Point Medical Center | | LEX | Lexington Medical Center | | STOK1 | Stokes EMS | | WEMS1 | Wilkes EMS1 | | WEMS2 | Wilkes EMS 2 | | WIN | Winston Main Campus | | RCF | Red Cell Freezer shelves | | WLK | Wilkes Medical Center | | AEMS1 | Alexander County EMS | | YEMS1 | Yadkin County EMS |   **NOTE:** location WIN is for use when units are returned |
| **6.0** | **Pack each unit in plastic bag between two small gel packs.**  **Front: Back:**  A bag of blood in a plastic bag  Description automatically generated A white bag with black text  Description automatically generated |
| **7.0** | **Give units to EMS Personnel in transport cooler for storage in validated refrigerator.** |
| **8.0** | **Contact information for Forsyth/Stokes County EMS**  11.1 Primary contact is EMS Supervisor. Management can contact project manager or Wilkes Medical Director if needed.  **Stokes EMS duty shift supervisor: available 24/7: 336-403-3810**  Operations Manager Stokes County EMS: 336-593-5409  Darrell Nelson, MD Associate Professor Department of Emergency Medicine/EMS and Disaster Fellowship Director/Forsyth County EMS and Stokes County EMS Medical Director: 336-716-6912 |

1. **Preparing and Issuing Blood to Alexander County EMS and Wilkes EMS APRU**

| **STEPS** | **INSTRUCTIONS** |
| --- | --- |
| **1.0** | **Immediately prepare the following units:**   |  |  | | --- | --- | | **Alexander EMS** | **Wilkes EMS APRU** | | 2 Units: Group O low titer Whole Blood  OR  Group O red cells  Group A plasma  (If WB not available) | 2 Units: Group O low titer Whole Blood  OR  Group O red cells  Group A plasma  (If WB not available) |  1. Issue freshest units. Units will be stored in validated refrigerators on supervisor vehicles until they become short dated (5 days before they expire). |
| **2.0** | **Apply a Safe-T-Vue to each unit** |
| **3.0** | **Attach “uncrossmatched blood” label to each unit bag.** |
| **4.0** | **Fill out a Blood Bank Issue form.**   * 1. On the Issue form   2. Record all of the unit #s and product codes (E code) to be sent. (use barcode stickers from units on top and bottom copy when available).   3. Record the date to be returned (5 days before the oldest unit will expire)   4. Alexander EMS must sign the Blood Bank Issue slip before removal from the Blood Bank at Wilkes BB.   5. The pink copy of the issue form goes with EMS.   6. Store the top copy of the issue form in the clip for AirCare cooler tracking at front desk upon its return to BB by Wilkes BB staff. |
| **6.0** | **Fill out a return by date card and place inside each unit.**  6.1 Return date should be 5 days before unit expiration.  6.2 The day before this date (noted on card), place reminder on BB Calendar to send  fresh units to Wilkes Blood Bank for exchange. |
| **5.0** | A blood donation sign with a hospital and a drop of blood  Description automatically generated**Change the Location for each unit in Sunquest**   1. In Blood Location 2. Scan unit (also scan product code) 3. Select New Location from list:  |  |  | | --- | --- | | AC1 | AirCare 1 | | AC2W | AirCare 2 | | AC3 | AirCare 3 | | ACG | AirCare Ground | | ALG | Aleganey | | BMC | Do Not Use | | DAV | Davie Medical Center | | HPM | High Point Medical Center | | LEX | Lexington Medical Center | | STOK1 | Stokes EMS | | WEMS1 | Wilkes EMS1 | | WEMS2 | Wilkes EMS 2 | | WIN | Winston Main Campus | | RCF | Red Cell Freezer shelves | | WLK | Wilkes Medical Center | | AEMS1 | Alexander County EMS | | YEMS1 | Yadkin County EMS |   **NOTE:** location WIN is for use when units are returned |
| **6.0** | **Pack each unit in plastic bag between two small gel packs.**  **Front: Back:**  A bag of blood in a plastic bag  Description automatically generated A white bag with black text  Description automatically generated |
| **7.0** | **Pack units in ARC box and send via courier to Wilkes Blood Bank the day before change out is needed by EMS.**  7.1. Send issue slip with units. Wilkes BB will have the EMS crew sign the issue slip.  7.2. Pink copy of issue slip will go with EMS crew  7.3. White copy will come back to Main Campus with any units being sent back after exchange. |
| **8.0** | **Contact information for Alexander County EMS**  11.1 Primary contact is EMS Supervisor. Management can contact project manager or Medical Director if needed.  **Ashlee Patterson, Support Specialist: 828-632-4166**  Kevin Richards, Alexander County EMS Training Officer: (cell) 828-312-4314 |

1. **Preparing and Issuing Blood to Wilkes County EMS (Canvas Cooler)**

| **STEPS** | **INSTRUCTIONS** |
| --- | --- |
| **1.0** | **Immediately prepare the following units:**   |  | | --- | | **Wilkes EMS** | | 2 units: Group O low titer Whole Blood  OR  2 Group O red cells  2 Group A plasma  (If WB not available) |  1. Issue freshest units. Units will be stored in validated AirCare Canvas Coolers. |
| **2.0** | **Apply a Safe-T-Vue to each unit** |
| **3.0** | **Attach “uncrossmatched blood” label to each unit bag.** |
| **4.0** | **Fill out a Blood Bank Issue form.**   * 1. On the Issue form  1. Record all of the unit #s and product codes (E code) to be sent. (use barcode stickers from units on top and bottom copy when available). 2. Record the date to be returned (5 days in winter/4 in summer)    1. Wilkes County EMS must sign the Blood Bank Issue slip before removal from the Blood Bank. Alternatively, Courier will sign at pickup.   The pink copy of the issue form goes with Cooler.   * 1. Store the top copy of the issue form in the clip for Air Care or Local County EMS at front desk.      1. Any copies of ISBT labels of the units (photocopy or reprinted ISBT label) should be stapled to the form. |
| **5.0** | **Change the Location for each unit in Sunquest**   1. In Blood Location 2. Scan unit (also scan product code) 3. Select New Location from list:  |  |  | | --- | --- | | AC1 | AirCare 1 | | AC2W | AirCare 2 | | AC3 | AirCare 3 | | ACG | AirCare Ground | | ALG | Aleganey | | BMC | Do Not Use | | DAV | Davie Medical Center | | HPM | High Point Medical Center | | LEX | Lexington Medical Center | | STOK1 | Stokes EMS | | WEMS1 | Wilkes EMS1 | | WEMS2 | Wilkes EMS 2 | | WIN | Winston Main Campus | | RCF | Red Cell Freezer shelves | | WLK | Wilkes Medical Center | | AEMS1 | Alexander County EMS | | YEMS1 | Yadkin County EMS |   **NOTE:** location WIN is for use when units are returned |
| **6.0** | **Prepare a 5 day cooler.**  6.1 Go to *Section I: Conditioning of Cooler inserts/panels for use- Golden Hour, Credo and Canvas blood coolers*   1. Condition 5 of the 6 panels to a temperature of 2-5**°**C 2. The **6th panel must remain frozen** until ready to place in cooler 3. Document on cooler prep flag as stated in the procedure in section I.    1. Time removed from freezer    2. Temperature readings when conditioning   1.8 If using blood components, a 4 day inserts may be required to fit product. |
| **7.0** | **Pack the cooler.**  7.1 Remove the gel packs from the cooler interior and return to refrigerator.  7.2 Place the thawed panels into the cooler, leaving the top frozen off. Place the units into the cooler.  7.3 The data logger probe must be placed between the units and secured to one of the units with rubber band so that the probe remains in contact with the unit.  (note: image shows PRBCs but WB will typically be packed for Wilkes EMS)  C:\Documents and Settings\cisoto\My Documents\New Image.JPG  7.6 Add one of the smaller polar packs with temperature range of 2-5**°**C on top of the two units or single unit/gel pack.  (note: 6x6 cooler inserts are shown below. Wilkes will require use of 5x5 inserts).  cid:image014.jpg@01CED64B.EC105E30  7.7 Obtain the frozen panel from the freezer and place on the top. *This must be placed on the top and should not come into direct contact with the units (thus the polar pack)*  cid:image017.jpg@01CED64B.EC105E30  7.8 Securely close the inner liner lid. Close the Velcro straps.  cid:image022.jpg@01CED64B.EC105E30  7.9 Zip up the cooler and secure the cooler with a red fastener. |
| **8.0** | **Insert Emergency Release Forms into Plastic sleeve** |
| **9.0** | **Calculate Return time.**  9.1 5 days during the winter, 4 days during summer (OR maximum time indicated on inserts)  9.2 Not to exceed the expiration date of any units packed  9.3 In the clear plastic tag attached to the cooler place the “Return by” card with the date and time that the cooler must be returned to the Blood Bank |
| **10.0** | **Issue Cooler to EMS staff or Blood Courier**  10.1 Double check the temperature of the cooler before issue  10.2 Personnel picking up cooler must sign the issue slip |
| **11.0** | **Contact information for Wilkes EMS**  11.1 Primary contact is EMS Supervisor. Management can contact project manager or Wilkes Medical Director if needed.  **EMS supervisor: available 24/7: 336-927-1043**  Jason Reavis, EMS project manager: 336-957-1067  Jeff Hinshaw Chief Physician Assistant, Emergency Medicine/Assistant Medical Director of Wilkes County EMS: 336-414-2485 |

1. **Returning Air Care and EMS Canvas blood coolers/blood**

Chemical Risk Assessment: None

Biological Risk Assessment: None

Protective Equipment: Gloves

Supplies: Cooler Prep Flag

Reagents: N/A

Equipment: Cooler Inserts and Panels

Specimen Requirements: N/A

| **STEPS** | **INSTRUCTIONS** |
| --- | --- |
| **1.0** | **Check the temperature of the returned cooler using the attached data logger.**   1. If the temperature is 2-6°C the units may be placed back into inventory. 2. If the temperature is 6-10°C quarantine units and consult management. 3. If the temperature is over 10°C discard unit (physically and in BB LIS) and write a QA for management. |
| **2.0** | **Change the Location for each unit in Sunquest**   1. In Blood Location 2. Scan unit (also scan product code) 3. Select New Location from list:  |  |  | | --- | --- | | AC1 | AirCare 1 | | AC2W | AirCare 2 | | AC3 | AirCare 3 | | ACG | AirCare Ground | | ALG | Aleganey | | BMC | Do Not Use | | DAV | Davie Medical Center | | HPM | High Point Medical Center | | LEX | Lexington Medical Center | | STOK1 | Stokes EMS | | WEMS1 | Wilkes EMS1 | | WEMS2 | Wilkes EMS 2 | | WIN | Winston Main Campus | | RCF | Red Cell Freezer shelves | | WLK | Wilkes Medical Center | | AEMS1 | Alexander County EMS | | YEMS1 | Yadkin County EMS |   **NOTE:** location WIN is for use when units are returned |
| **3.0** | **Pull the Issue form from the front desk and file with other issue slips.** |
| **4.0** | **Place all 6 inserts back in freezer and place gel pack in refrigerator.**  Go to *Section I: Conditioning of Cooler inserts/panels for use- Golden Hour, Credo and Canvas blood coolers* |
| **5.0** | **Emergency issue in BB LIS any units transfused by Air Care or EMS if possible.**   1. Patient information should be on the Emergency Release form filled out by the Air Care or EMS team. 2. If units were given to a patient that was taken to another facility:    1. Air Care or EMS will provide the Blood Bank the identity of the other hospital and the patient on the Blood Bank Emergency Release form.    2. Alert BB management to reconcile.    3. Do not tranfer units to any other facility.    4. Do not transfer units in Blood Hub.    5. Place comment under unit with as much information as possible as to who got the unit.   5.3 Complete *BB-FORMS-0008: AirCare EMS Transfused Units Checklist* and turn in to management. |

# References

None

# Related procedures/policies (Navex)

None

# Attachments/Linked documents (title 21)

Blood Bank Issue Form for Air Care Example

Emergency Release Form for Air Care Example

BB-FORMS-0008: AirCare EMS Transfused Units Checklist

BB-POL-0027 Blood Cooler Protocols

# Revision Dates: Review Change Summary as represented in Title 21.