Documentation Guidelines for Transfusion Record and Blood Bank Tag  
FR-139-MWHC

Blood Transfusion Record

1. Place patient identification sticker on Transfusion Record in lower right hand corner.
2. In left upper section, initial Procedure Checklist as completed.
   a. Indicate the type of blood/blood product (i.e., pRBCs, thawed plasma, platelets, or cryoprecipitate) beside Normal Saline used with________.
3. Record the number of unit being infused of the total number ordered, (i.e., Unit 1 of 3 at the top of the form).
4. Record Vital Signs (prior to obtaining blood from Blood Bank) at "0" min.
5. Record Vital Signs (BP, pulse, respirations, temperature) at intervals indicated under Min. with date, time and initials.
   a. "0" minutes indicates baseline vitals prior to obtaining blood from Blood Bank.
   b. All times are monitored from the initiation of the infusion.
6. If transfusion reaction is suspected, check off appropriate symptoms. Follow instructions as indicated if any reaction is noted, including signature of person completing.
7. In bottom right corner, record initials and signature.

Blood Bank Tag

1. Complete right section of Blood Bank Tag as requested during infusion (affixed to blood component during administration).
   a. Co-signatures/title present from identification of blood unit with patient.
   b. Circle yes or no if blood warmed. Record temperature, if blood warmed.
   c. Date/time infusion started.
   d. Date/time infusion stopped/completed.
   e. Check appropriate amount given.
   f. Mark yes or no if reaction occurred.
   g. Signature of licensed personnel completing infusion.
2. Original copy of completed Blood Bank Tag affixed to Transfusion Record once infusion stopped or completed.
3. Carbon copy returned to Blood Bank via pneumatic tube system.