


Blood (Urgent) – Administration


Quick reference guide


This QRG outlines the process for documenting urgent blood administration and associated checks.



Blood is still ordered via blood bank and collected with appropriate patient identifiers; however the doctor will create an order in ieMR for *Urgent Packed Cells – Administration* which will include the number of bags, reason for transfusion & rate of transfusion which the nurse can view & action via *ED Tracking List*, *Orders* or *Activities and Interventions*.

1. Navigate to the *ED Tracking List* and view the activities column.
2. Click the green cross  associated with your patient's activities to open the *Document Activities* window.
3. Select the *Urgent Packed Cells – Administration* task by ticking the box and selecting document.

 Urgent Packed Cells - Administration
 Number of Units Requested 2, Rate STAT.

Document
4. This will open the **Blood Product Administration** window in **Interactive View**
5. Enter the patient's baseline vital signs as per hospital policy and procedure.
6. Create a dynamic group by selecting  next to the *Blood Product Transfusion Information* heading.
7. Select the relevant *blood unit product*, enter the *blood unit ID number* then select the *blood unit group* and *patient blood type*.
8. Click *OK* to create this dynamic group.
9. Perform your patient ID checks then enter in the relevant details required with your nurse witness present.

Blood unit verification checklist:

Blood consent form documented:

Blood unit time commenced:

Blood unit volume to be infused:

Blood unit rate infused:

10. If no written consent was obtained from the patient you would select emergency from the *blood consent form documented* field.
11. If the documentation was being done in retrospect, you would enter the actual time and date that the transfusion commenced.
12. Your witness will need to enter their Novell username and password to co-sign this documentation.

*Witnessed By

Witness Sign

13. At the time of completion enter in the *blood unit time completed*, *blood unit volume infused*, *blood unit treatment outcome* (including any adverse events or if no issues then document nil concerns) and if applicable *blood unit reason not completed*.

Blood unit time completed:

Blood unit volume infused: mL

Blood unit treatment outcome:

⏚ Blood unit reason not completed:

14. To finalise your documentation you need to inactivate this field by right clicking on the **light grey heading** and selecting **Inactivate**.