## Transfusion Checklist for every transfusion

<table>
<thead>
<tr>
<th>Transfusion Request</th>
<th>Signature to confirm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure that the reason for transfusion is documented in the patient record</td>
<td></td>
</tr>
<tr>
<td>Complete the details on the prescription sheet and document any special requirements</td>
<td></td>
</tr>
<tr>
<td>Complete and sign the transfusion request form</td>
<td></td>
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<tr>
<td>Ensure the identity details on the transfusion sample are correctly completed</td>
<td></td>
</tr>
<tr>
<td>Ensure that the patient has received information, has agreed, and this is documented</td>
<td></td>
</tr>
<tr>
<td>Ensure that the laboratory is informed of the degree of urgency of the request</td>
<td></td>
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<tr>
<td>Ensure that the blood is ready to be collected</td>
<td></td>
</tr>
</tbody>
</table>

### Collection

- Ensure that the Patient Identity details are correct and match the details on the unit
- Ensure that the Patient blood group matches the group of the unit
- Ensure that the unit is in date and is in good condition (i.e., not leaking or discoloured)
- Ensure that the unit is signed for by a competent person
- Record the time the component was received in the clinical area

### Administration

- Ensure pre-transfusion observations are taken and recorded:
  - Temperature
  - Pulse
  - Blood Pressure
  - Respiration Rate
- Ensure that documentation for the transfusion record is complete and accurate
- Ensure that the correct administration set is used, (and a fresh set if transfusing platelets)
- Perform pre-administration identification checks at the bedside
- Ensure that a blood warmer or infusion device (if used) is set correctly and monitored
- Ensure observations are carried out, as a minimum at 15 minutes:
  - Temperature
  - Pulse
  - Blood Pressure
  - Respiration Rate
- Ensure any adverse events are reported to a medical officer and the transfusion laboratory
- Ensure the finish time of the transfusion is documented

### Post-Transfusion

- Ensure post-transfusion observations are taken and recorded:
  - Temperature
  - Pulse
  - Blood Pressure
  - Respiration Rate
- Ensure the traceability record is completed and returned correctly
- Ensure the component pack and other equipment is disposed of correctly
- Ensure the outcome of the transfusion is documented in the patient record
- Ensure that a post-transfusion information sheet given to the patient (if a day-case)