

Process Flow Chart for Cord Blood Accident and Near Miss Reporting

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The following is an overview of the system which must be followed in the event of an accident, near miss, and blood contact or needle stick injury. Its purpose is to provide additional information and support for Cord Blood Bank staff to ensure compliance with the requirements of [SOP429](#), associated form [FRM1373](#) (now completed electronically on Datix) and completion of other paperwork as required. It is to be used in conjunction with [SOP429](#), which provides full process details.

<p>Accident</p> <ol style="list-style-type: none"> 1. Inform Cord Blood Manager (Team Leader or Regional Manager) of accident immediately. 2. If it occurs at someone else's premises (e.g. hospital, serviced offices) and involves the facilities provided by them then you must make them aware, completing the necessary local documentation in addition to FRM1373. 3. Fill in FRM1373 on Datix identifying your Cord Blood Team Manager, who will complete the Management Review and CAPA section on Datix after receiving e-mail notification of an incident for their review. 4. In the event of a fatality, major injury or lost time accident (as specified in SOP429), the Cord Blood Team Manager must contact HR Direct on (2)7700 or 0117 3227700. Out of hours, fatalities and major injuries must be escalated via the National Critical Incident Manager on 0845 8500 911.
<p>Near Miss</p> <ol style="list-style-type: none"> 1. If serious accident potential then report immediately to your Cord Blood Team Manager otherwise report as soon as possible. 2. If it occurs at someone else's premises (e.g. hospital, serviced offices) and involves the facilities provided by them then you must make them aware, completing the necessary local documentation in addition to FRM1373. 3. Fill in FRM1373 on Datix identifying your Cord Blood Team Manager. 4. Team Leader / Regional Manager to review submitted FRM1373 and complete the Management Review and CAPA section on Datix after receiving e-mail notification of an incident for their review.
<p>Contact with Blood / Needlestick</p> <ol style="list-style-type: none"> 1. If broken skin, proceed with standard first aid (wash under running water). 2. Contact sharps line on 0845 371 0572, providing as much detail on the incident as possible along with whether results from potential donor are known at this time, if not likely timescale and how they will be provided – by yourself or via Occupational Health (OH) department. Agree call back arrangements based on this. 3. To ensure the 'blood source' can be tested there must be a minimum size donation sample, at least 1 full tube available for testing which must be of reasonable quality. Inform Hospital's ward manager if it is clear there is insufficient sample for testing, the donor needs to be approached at the time to request a further sample. The manager should assist with this providing the necessary explanations and reassurances. 4. Obtain placenta ID form (FRM2318) for the donor mother (blood source). 5. The Hospital's OH department should liaise with NHSBT OH to ascertain the risk such as reviewing the medical history, any previous testing results which are available and using external experts. 6. Inform Cord Blood Team Manager of accident immediately. 7. Arrange with local Blood Donation team for serum save to be taken. Agreements are in place to do this. Serum save must be taken in a <u>plasma partition tube</u> supplied by the team and labelled with your details. Then in accordance with MPD326, it must be put in a secondary container with absorbent material, in case of leakage, along with completed serum save form (FRM820) and put in outer packaging marked with UN3373 and Biological Substance Category B. The secondary or outer packaging must be rigid. The sample should then be sent by Royal Mail or Courier to: Testing Dept., NHSBT Manchester, Plymouth Grove, Manchester. M13 9LL You should check safe receipt with them the following day on 0161 423 4256. 8. Fill in FRM1373 on Datix identifying your Cord Blood Team Manager. 9. Team Leader / Regional Manager to review submitted FRM1373 and complete the Management Review and CAPA section on Datix after receiving e-mail notification of an incident for their review.
<p>Disease</p> <ol style="list-style-type: none"> 1. Inform Cord Blood Team Manager of work related disease immediately. 2. Fill in FRM1373 on Datix identifying your Cord Blood Team Manager. 3. Team Leader / Regional Manager to refer individual to NHSBT OH for further investigations. HR Direct can provide support for this process if required. 4. Team Leader / Regional Manager to review submitted FRM1373 and complete the Management Review and CAPA section on Datix after receiving e-mail notification of an incident for their review.

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Author(s): Catherine Smith

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Cross-Referenced in Primary Document: SOP429