



Government of South Australia

SA Health



Blood Refrigerator Checking and Documentation – HOW TO GUIDE

Guide to assist in the use and completion the Blood Fridge Maintenance Record, Temperature Recording Chart and performance of ongoing Blood Fridge checks.

Record fridge temperature
- must be done daily (easy, takes only few seconds)

Write Hospital name
- identifies your hospital

Month and Year
- one sheet per month

Asset No.
- identifies your blood fridge, usually found on asset label

Check temperature chart
- daily, look for any spikes (easy, takes only few seconds)

Check fridge for any blood returns
- daily, look for unused crossmatched blood or emergency blood that needs to be rotated back to supplier (easy, takes only few seconds)

Initials
- must be completed, identifies person performing tasks

Temperature Chart replacement
- Chart must be labelled and any spikes explained
- Copy sent to partnering transfusion lab (easy, takes about one minute)

Fridge Identification		Hospital Name: <i>Moonaroo Hospital</i>	Asset No: <i>12332</i>	Month: <i>September</i>	Year: <i>2014</i>																												
Daily maintenance checks																																	
Record blood fridge temperature on digital display or internal thermometer (Acceptable Range: 2-8°C)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Check temperature recording chart operation and for out of range temperatures	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Document reasons for spikes on temperature chart and in Problem Log below																																	
Check fridge for blood that can be returned to the Transfusion Service Laboratory (segregate blood and contact Lab regarding return (producing advice on packaging/transportation of blood as required))	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Initials of staff member performing check	<i>RT</i>	<i>MD</i>	<i>DR</i>	<i>SW</i>	<i>DR</i>																												
Weekly maintenance checks (See procedure on right)																																	
Change temperature chart	✓	✓	✓	✓	✓																												
Temperature chart copy sent to Partnering Transfusion Laboratory	✓	✓	✓	✓	✓																												
Test all alarms to ensure correct functioning	✓	✓	✓	✓	✓																												
Initials of staff member performing check	<i>RT</i>	<i>MD</i>	<i>DR</i>	<i>SW</i>	<i>DR</i>																												
Monthly maintenance checks (See procedure on right)																																	
Battery backup check	1/9/14	Pass	✓	Fail	✓																												
High Alarm activation check	1/9/14	Pass	✓	Fail	✓																												
Low Alarm activation check	1/9/14	Pass	✓	Fail	✓																												
Check door seals & clean internally	1/9/14	Performed	✓																														
Problem log																																	
Record problem dates and corrective actions taken (continue on reverse if required)																																	
Blood fridge maintenance procedures must be performed according to the schedule above.																																	
Blood Fridge Maintenance Record																																	
South Australian Public Hospitals Retention Schedule requires this form to be archived and stored for 25 years by the health unit.																																	
BLOOD FRIDGE MAINTENANCE PROCEDURES																																	
TEMPERATURE CHART (CHECK DAILY - REPLACE WEEKLY)																																	
ALARM HIGH AND LOW TEMPERATURE ACTIVATION CHECKS (PERFORM MONTHLY)																																	
BATTERY BACKUP CHECK - refer to manufacturer's instructions (PERFORM MONTHLY)																																	
CORRECTIVE ACTION MUST BE TAKEN IF ANY BLOOD FRIDGE MAINTENANCE TEST FAILS																																	
VERIFICATION																																	
Reviewed by CSC/DON	Name	<i>Jane Smith</i>	Sign	<i>Jane Smith</i>	Date	<i>1/10/14</i>																											
Copy Sent to Partnering Transfusion Laboratory	Name	<i>Sam Brown</i>	Sign	<i>Sam Brown</i>	Date	<i>1/10/14</i>																											
Reviewed by Laboratory (Lab use only)	Name		Sign		Date																												

Weekly Alarm tests
- Tests that alarms are working
- (easy, takes about one minute)

Monthly Tests
- Tests that temperature alarms are working
- Battery check (for backup)
- easy, takes about 5 minutes
- Door seal check and light clean

Problem Log
- Record any problems detailing event, date and corrective action taken

Verification
- Sheet must be reviewed and signed off by a senior staff member eg. CSC or DON
- If any omissions or deviations are present, then corrective action is required
- Once verified, copy must be sent to your partnering Transfusion Service Lab

MAINTENANCE PROCEDURES – TASKS AND FREQUENCY

• Most tasks performed by Nursing Staff, some may be performed by hospital maintenance staff

DAILY CHECKS AND TASKS

• Record temperature, check for spikes and any possible blood returns to Transfusion Service Laboratory

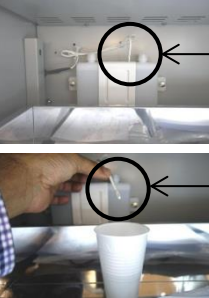
WEEKLY CHECKS AND TASKS

• Check and change temperature chart
• Test alarms – use test button
• Test Power Off alarm
• Archive original temperature chart and send labelled copy to partnering Transfusion Service Laboratory



Charts must be labelled with:
• Hospital Name
• Installation date and person's initials
• Replacement date and person's initials
• Charts must be checked for spikes, any to be explained and actioned

MONTHLY CHECKS AND TASKS



High and Low Temperature Alarm Tests
• Use ice water and room temperature water to test temperature alarms
• Use white probe (Sanyo/ Panasonic models). Do not use the grey probe
• Refer to Manual for other makes and models

Blood Fridge Maintenance Record

• check, sign, date sheet. Senior staff verification
• send copy to partnering Transfusion Service Laboratory

Battery Check

• Battery backup is checked by power loss test alarm activation or other (see manufacturer's manual)

Door Seal Check and Internal Clean

• Check and clean seals and internal surfaces

For detailed instructions, refer to current hospital policies and procedures