

Title of HWBGM Guidance Note: **Blood Sampling within the Centre**

Cross Ref. to University of Oxford Occupational Health Policy: OHS1/03

Introduction

Collection of blood samples from colleagues presents the same risks as any other blood sample brought into the Centre. Therefore the same requirement for assessment is needed, with the added consideration as to the health & safety of the donor and the person sampling. The following rules & guidelines therefore apply to the collection of such samples within the Centre.

Responsibilities

All **Users** must ensure they are fully aware of the risks associated with working with Blood & understand the appropriate actions to take before they begin.

NOTE: This guideline should be read in conjunction with other University guidelines such as S5/09 and OHS1/03

Who is likely to be affected

Research Staff

Support Medical Staff

Risk Assessment

The hazards associated with handling blood are predominantly from the risk of blood-borne viruses or other infectious agent. Therefore there is an absolute requirement for specific Risk Assessments each time a project is undertaken. This Risk Assessment must be carried out with the advice of the Biological Safety Officer (BSO). Both the User & the BSO must keep a copy of this assessment.

The other significant risk is associated with the potential of a worker to come into contact with their own cells if they were transformed. No-one must ever provide blood for the intention of transforming their own cells or even if they are likely to be in the close vicinity of such work. The BSO must be contacted if there is any doubt.

Finally the last concern is of an ethical nature. No one must feel pressured into providing blood for this kind of work. They must be informed of the exact use of the blood sample and must feel able to withdraw their consent at any time during the work.

Overall it is recommended that anonymous and low risk sources be used wherever possible. However if this is not the case then the following rules must apply within the Centre.

Do's & Don'ts

- All individuals coming into contact with blood must be registered with the Occupational Health Service. Staff handling material that may be infected with Hepatitis B Virus will be offered vaccination against the virus and have their response checked.
- No one is allowed to work on their own blood samples if the intention is to carry out transformation of the cells.
- Only a trained and competent person may withdraw blood. A competent person is a registered medical practitioner, trained phlebotomist or anyone who has been trained within the UK and has been certified in writing by a recognised authority as being deemed competent.
- Blood must never be taken within the laboratories.
- Blood must only be sampled within one of the office areas – It is recommended that one of the small meeting rooms be booked out & used for this purpose.
- Guidance for sampling is provided by the University Occupational Health Service in OHS1/03. In summary though, the donor should be seated and with sufficient space immediately adjacent to lie the donor down should they faint. If samples greater than 20ml are being taken, it may be necessary to lie the donor down anyway. If samples greater than 50ml are being taken samples should be taken within an approved clinical room and so the BSO must be consulted before this is started. For samples greater than 200ml, haemoglobin estimation should be carried out prior to collection. Therefore the University Occupational Health service must be consulted before this is started.

Title of HWBGM Guidance Note: **Blood Sampling within the Centre**
Cross Ref. to University of Oxford Occupational Health Policy: OHS1/03

- A record of donations, the total collected and the purpose for which the blood is to be used should be maintained, together with any study identification numbers.
- If blood is taken regularly, the total (including donations elsewhere) should not exceed 500ml in a 6 month period for men or 250ml for women.
- Volunteers should not donate if they may be infected with a blood-borne virus and should not become a regular donor if they may be at risk of infection. Individuals must never feel pressured into donating or giving reasons for not volunteering. Therefore the attached information sheet should be used to obtain consent. The sheet only lists exclusion criteria relating to infection control and donor protection. Depending on the project, the Group may wish to add specific exclusion criteria to avoid the use of samples that may affect results e.g. taking of drug treatment.
- Blood donation is purely on a voluntary basis only. Written consent must be obtained and all potential donors are able to refuse to give blood, without having to give an explanation.
- Any personal information obtained in connection with the collection or use of a sample must be held in confidence.
- Volunteers must be informed of the total amount of blood to be taken, what it is to be used for, what tests for markers of disease (if any) will be undertaken, whilst it remains traceable back to the donor. Further guidance on ethical considerations can be found on the MRC website www.mrc.ac.uk/ethics_a.html.
- In addition to the normal equipment required to take blood the following must be to hand during the process:
 - Sharps Bin
 - Autoclave bag
 - Absorbent pad or material (i.e. Benchkote) to collect any possible spills.
 - Blue Kimwipe Tissue
 - 1% Virkon
 - First Aid Kit
 - Consideration of nearest Emergency Tap or Shower.
 - Disposable Gloves
 - Sign on the door. 'Do not disturb – Please knock before entering'
 - Telephone including emergency numbers such as Reception (87500), Health & Safety Officer (87506) or lab-support (87504).

Emergency Procedures

Fainting:

Lie the person down on the floor and raise legs if necessary. Monitor and contact a First Aider if necessary.

Needle-stick type injury:

- In the event of an accident resulting in a wound, it should be encouraged to bleed by vigorous irrigation under a running tap and the area washed with soap and water but without scrubbing.
- Wounds should not be squeezed or pressed to promote bleeding since this may cause tissue trauma leading to spread of any infection.

Further Information

If you have any difficulties or concerns relating to blood sampling within the HWBGM, then please contact lab-support@well.ox.ac.uk for further help & advice.

Title of HWBGM Guidance Note: **Blood Sampling within the Centre**
 Cross Ref. to University of Oxford Occupational Health Policy: OHS1/03

Appendix A –

Donor Information & Consent form for Sampling Blood from Colleagues in the Centre.

Donation of blood for research or teaching is voluntary and you should not be placed under any pressure to do so. You do not have to agree to give a blood sample nor explain if you choose not to donate. Refusal will have no effect on your employment or your status. You will be given an explanation of what your blood will be used for before it is taken. Any personal information provided by you in connection with the donation will be held in confidence.

For reasons of safety, you should not donate if:

- You know you are, or think you might be, infected with hepatitis B or C.
- You know you are, or think you might be, infected with HIV.
- You have a sexual partner who is infected with hepatitis or HIV.
- You are unwell at the moment.
- You are anaemic or receiving treatment for anaemia or iron deficiency.
- You are, or may be, pregnant.
- You have given blood in the last 1-month (if more than 100ml is requested).

Donor details:	
Surname	First Name(s)
Date of Birth	Sex
I agree to provide a blood sample for use by:	
I have been informed of the following:	
The quantity of blood to be taken	(specify amount)
The frequency of blood donations	(specify frequency)
The use that will be made of the sample	(specify use)
Any tests for disease, or markers of disease, which will be undertaken while the sample can be identified as originating from me	(specify which, if any)
I agree to the sample being stored for possible further uses in future	YES/NO
(For regular donors) I agree to inform (<i>name</i>)	
if I donate blood elsewhere, including the National Blood Service, or develop one of the conditions listed in (6) of the Donor Information sheet	
	YES/NO
Donor signature:	Date:
Signature of person taking blood:	Date:
Name and contact details of person taking blood	