

NATIONAL GUIDELINES

for

Blood Donation Camps

2017



Blood Safety Program
Health Care and Diagnostic Division
Department of Medical Services
Ministry of Health

FOREWORD

As the Blood Transfusion Service is an indispensable medical intervention it is essential to have sustainable and effective blood donation programming throughout the year to maintain continuous supply of blood, meeting the increasing demand with the development of modern medicine. To have such successful program it is important to have well organized blood donation camps to retain blood donors and to encourage such blood donation camps for future by giving them pleasant experience. Likelihood of voluntary blood donation is stronger as the donor bed moves closer to the potential donor. Over all, most of the voluntary blood donation is made from the outdoor camps around the world.

Proper treatment and systematic management of the Blood Donors during Blood Donation Camps helps retaining blood donor thus forming good Blood Donor pool and also encourages first time donors.

Successful blood donation camps keep an impression and satisfaction for both the blood donor organization and the blood center enhancing future provision for such program. Blood Donor care, safety and confidentiality are important component in outdoor camps while blood collection is still done following quality standards.

I hope this guideline will benefit the Blood Center professionals to organize successful mobile blood donation camps in various institutions and blood donor organizations in collaborations with donor motivators, volunteers and donation organizers.

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Director General

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INTRODUCTION

Human blood is an essential element of human life with no substitute. Blood transfusion has been responsible for saving millions of lives each year around the world. Yet the quantity and quality of blood donor pool available for transfusion is still a major concern across all the blood centers in Bhutan.

According to the Annual Blood Transfusion Service report, the estimated blood requirement for the country is 10,000 units in a year. However, total collection of blood is 8500 units, leaving a gap of 1500 units. The report also showed that majority of the blood centers depends on replacement and family donors due to lack of awareness in the local community on the importance of voluntary blood donation and also due to shortage of human resource available in the blood center to conduct mobile blood donation camps.

Replacement and family donors may be compelled to donate blood when their relatives or loved ones are in need of blood even though their health conditions make them unsuitable or unsafe or both to donate blood. Also, they do not help maintaining a stock of blood for emergency situations. These points indicate the need and importance of voluntary blood donations.

Voluntary donors are non-remunerated donors and donate blood voluntarily without any compulsion or inducements such as money or any other substitute of money. Such donations are the source of safe blood in routine and during emergency situations. Although voluntary blood donations are increasing (56% in 2010 to 77 % in 2016), it is insufficient to meet the increasing demand of blood in the country.

Development of this document has been prompted by regulatory requirement under sections 29, 30, 31 and 32, chapter IV of Blood and Blood Products regulation of Bhutan 2016.

a. Objectives of the Guideline

1. Guide the Blood Center team and the Blood Donation camp organizer to organize the mobile voluntary blood donation camp efficiently
2. Ensure that the donor safety and care is not compromised during the blood donation camp away from blood center.
3. Strengthen the co-ordination between blood center personnel and the camp organizer

b. Scope and target audience

1. This document can be used as a guiding material for the following target audience:
 - Blood Donation Camp Organizers
 - Blood Donor Motivators
 - Blood Donors
 - National blood safety program personnel
 - Blood Center personnel

ORGANIZING BLOOD DONATION CAMP

Usually, the mobile outdoor camps are organized in places faraway from blood centers. Standard procedure and a checklist of all the requirements to be made available by the organizer and the blood center team should be developed, maintained and carefully checked during the preparatory phase. Any omission to carry even a small item before the departure of the vehicle from the blood center to the camp site may frustrate the noble effort of the organizers and the donors.

The following are the requirements to be provided by the blood center to the organizer prior to the date of camp:

- List of blood center staff attending the camp (Medical officer, blood center technicians, Technologist, volunteers and driver).
- List of requirements by the organizer for the blood donation camp (annexure I)
- The list of requirements to be kept ready by the blood center (annexure II)

Procedure

Mobile voluntary blood donation camps should be organized in three following phases:

1. Pre-Camp Phase
2. Blood donation camp
3. Post-camp Phase

A. Pre-camp phase

First, the organizer of blood donation camp has to contact the In-charge of blood center with official letter or through online using blood transfusion service website (<http://dms.bloodsafety.gov.bt/online/campaign-request>), requesting to conduct the camp on mutually agreed date, time and place. If target segment is a residential community, it is best to conduct the camp on holiday. However, if the target segment is a college campus, factors like exam schedules and holidays should be kept in mind. Similarly, if a camp is for office goers, it can be held on a working days at the work place to make it convenient for donors.

Following the blood donation camp request, identify a focal person from the Donor organization and get contact details like email address and contact number for further planning and co-ordination for the pre-donation and post-donation phase.

Seek approval and release orders for the staff going on camp from the concerned authority as the activity conducted is away from the center.

Get an approximate number and name list of prospective donors in order to arrange the personnel and other requirements.

Arrangements of donor refreshments and the working lunch for the staff should be worked out with the organizer according to their convenience and availability of budget.

Inspect the proposed camp site along with the focal person (especially when conducting the camp at a new site or with a new organizer)

Following are the requirement that need to be checked before the camp:

- adequate space for waiting, donor screening, collecting blood, post-donation care and offering refreshments
- electricity and power sockets and plug points
- lighting and ventilation
- Sanitation facilities like water, wash basins and toilet
- Furniture like tables and chairs

Based on the availability of blood units in the stock, the blood center will determine the number of blood units to be collected through camps and the components to be prepared.

The Blood Center focal person along with the organizations focal person visits the venue to inspect the suitability and plan the arrangements of the furniture for smooth and unilateral flow of the donors (Annexure III)

If possible donor motivator can arrange a talk on the importance of voluntary blood donation to the potential donors few days prior to the camp.

Media may be approached to give adequate coverage and support to the camp especially when the camp is organized during special occasion and events.

B. Blood Donation Camp

The blood center team should arrive at the camp site earlier to the blood donors. The team should arrange the furniture, equipment and consumables as required. The signage and banners if available should be displayed at the entrance for the donor reference and visibility. All the requirements of blood donor screening, blood collection and post donation care should be in accordance with the National Standards for Blood Transfusion Service and developed Standard Operating Procedures (SOP).

The path of the donor: It refers to the areas in the voluntary blood donation camp through which the donor need to pass. (Annexure III)

The flow chart for organizing a voluntary blood donation camp (Annexure IV):

- a. **Entrance/Exit:** The donors are given a warm welcome and hearty exit
- b. **Waiting area:** Common area for donors to wait for registration
- c. **Registration area:** Blood donor's personal details such as name, age/ DoB, address-physical and email, CID no. telephone no., etc. is recorded and the questionnaire is given to donors to assess their present and past health status. The purpose is to select a suitable donor whose blood will be safe for a recipient.
- d. **Donor screening and Medical examination:** The staff reviews the answered screening questions to ascertain that blood donor is fit to donate blood and will examine donor for weight, blood pressure, pulse and temperature. Only good health, mentally alert and physically fit individuals are accepted as blood donors. Acceptance criteria as mentioned in the National Guidelines on Blood Donor Assessment and Selection Procedures will be applied for selection or deferral of donors.
- e. **Hemoglobin test area:** This has to be done in the blood donation camp itself and by the technician on duty before the donor is declared fit. Blood donor's hemoglobin level will be checked to ensure that he/she is not suffering from anemia and can safely donate a unit of blood.
- f. **Registration of donor and selection of blood bag:** Make necessary entries in the donor register, select appropriate blood bag, inspect bag for any defects and discoloration, and apply pressure to check for any leaks. Prepare bag label with, blood bag no., date of collection and expiry.

- g. Donation of blood:** Phlebotomist will recheck the identity of the donor with the information sheet and the blood bag number provided must be ascertained before the phlebotomy is started. Keep the donor under observation for some time. Avoid crowding and onlookers surrounding the donors. Talk with the donor, divert his attention and keep the donor comfortable. Cool and friendly environment keep the donor comfortable. After donation, allow donor to sit.
- h. Resting area:** Arrange one cot for management of any donor adverse reaction. When reaction occurs to a donor, the staff should remain calm and try not to get other donors upset and manage with confidence. Adhere to SOPs on management of donor adverse reaction. Also document it in the information sheet and in the donor register.
- i. Post donation care and Refreshment area:** After donation, allow donor to sit in the refreshment area under observation and serve with some light refreshments. The donors should be advised to remain in refreshment room for at least 15 minutes and should be advised to increase their water consumption during the day and refrain from smoking for half an hour at least. A hearty good-bye with a request to the donor to donate again after three months is destined to inspire a donor to become a regular donor. The problems faced by donor in camp should be handled with tender, love, care and compassion.

This is the last stage of the camp; it leaves a permanent impression in the mind of the donors. Talking with the donor throughout all the stages is extremely important, as it helps donors to feel happy and also helps the first-time donors to get rid of their fear

C. Post camp phase:

After the blood donation camp closes, it is important for all the blood center team and the organizers to follow the below steps for the safety:

- a) All the discarded blood bags, tubing and syringes have to be segregated for disposal using bio-hazard bags as per waste management and bio-safety protocols. They should never be left unattended
- b) Needles, lancets and any sharps to be discarded in sharp boxes.
- c) The entire area should be cleaned especially blood stained area with a disinfectant- after the camp is over.
- d) Camp should be completed at the stipulated time.
- e) The blood bank team should reach their destination on time
- f) The blood units collected must be transported to the blood center within 6 to 8 hours and maintaining blood cold chain. The temperature should not exceed +10° C.
- g) The Blood Center In charge must send letters of appreciation and a brief summary or report to the organizer for arranging the camp
- h) They should be encouraged to organize similar camps on a regular basis.

Blood donors should receive thanks giving letters, blood group identity and all mandatory tests results like HIV, HBV, HCV and syphilis which would indicate that donors are not forgotten after the event. Further investigation and treatment will be provided with any counseling if necessary.

CONCLUSION

The purpose to organize a blood donation camp is to motivate people to donate blood as a social responsibility. Holding blood camps at the work place or at the institution site usually results in higher number of turn over because it encourages the organization staff who are hesitant or have fear to donate blood after observing their colleagues donate blood. Also, the donation camp motivates the public to donate blood by oral communication, which is the most effective method of recruiting donors. Conducting voluntary blood donation camp efficiently and regularly will provide adequate availability of blood units round the clock during routine and emergency situations and they are the sources of safe blood as well. Way to achieve such effective and sustainable mobile blood donation camp is to approach the task systematically and professionally.

REFERENCES

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2. National Guidelines on Blood Donor Assessment and Selection Procedures 2016
3. Ahmed N, Kumar SR. A guide to organizing a voluntary blood donation camp. *International Journal of Blood Transfusion and Immunohematology* 2013; 3: 13-18
4. Britten, A.F.H and W.N. Gibbs. *Guidelines for the Organization of Blood Transfusion Service*. N.p.: n.p, 1992. Print
5. *A Text Book for Blood Donor Motivators*, Association of Voluntary Blood Donors, West Bengal 2010
6. Blood and Blood Product Regulation of Bhutan 2016

Annexure I

INSTRUCTIONS AND REQUIREMENTS FOR THE BLOOD DONATION CAMP

(Blood Donation Camp Organizers)

Instructions for prospective blood donors:

- All blood donors to carry pens, citizenship identity card/ Blood donor card and have breakfast on the day of donation.
- Ladies staff if in their periods on that day should not be donating blood.
- If under treatment for any disease, to bring along the medical prescriptions on the donation day.

Instructions for focal person from the organization

- The area that is selected for blood donation camp should be well lighted, well ventilated, and spacious.
- Arrangement of sufficient tables with chair for registration, donor interview & medical checkups, and for blood donation procedures.
- Availability of water (washing and drinking) in camp area and donor refreshment.
- Volunteers to help in registration of donor, medical checkups and refreshment after donation.
- Placing blood donation banners at the entrance, registration areas and donation areas, etc. to guide the members of the blood donation camp and donors. A communication plan should be designed according to a good strategy like displaying posters and distributing informative leaflet at the public areas a week in advance to motivate the blood donors.
- Donor can come in batches to reduce crowding and smooth work flow and time management

Furniture needed: -

- Tables and chairs for reception, blood donor screening process , and area for refreshment.
- Chairs for volunteers to wait.
- Fans /heaters
- Refreshment:
 - Tetra pack of juice
 - Packed snacks (cakes, etc.)
 - Drinking water/ bottled water

Annexure II

(Requirement list for the Blood Centers)

A. General

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Donor cots/ beds ✓ Donor couches and sitting stools ✓ Bed sheets and pillows ✓ Electric fans/heaters ✓ Extension cords ✓ Donor refreshments(optional) ✓ Information and educational materials (pamphlets, posters, banners) | <ul style="list-style-type: none"> ✓ Donor certificates, donor badges or pins (optional) ✓ Marker pens and writing pens ✓ Signage ✓ Laptops ✓ Blood donor register ✓ Donor Questionnaire |
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B. Laboratory consumables

- | | |
|--|---|
| <ul style="list-style-type: none"> ✓ Rubber gloves ✓ 70% isopropyl alcohol disposable swabs/ spirit swab ✓ Tourniquet ✓ Lancets ✓ Blood Bags ✓ Hemocue cuvettes ✓ Cotton/gauze swabs, adhesive tapes ✓ Ice packs | <ul style="list-style-type: none"> ✓ Biohazard bags ✓ Sharp boxes ✓ Normal Saline ✓ Pilot tubes: Plain red capped vial ✓ Band-Aids, bandages ✓ Hand sponges |
|--|---|

C. Laboratory equipment

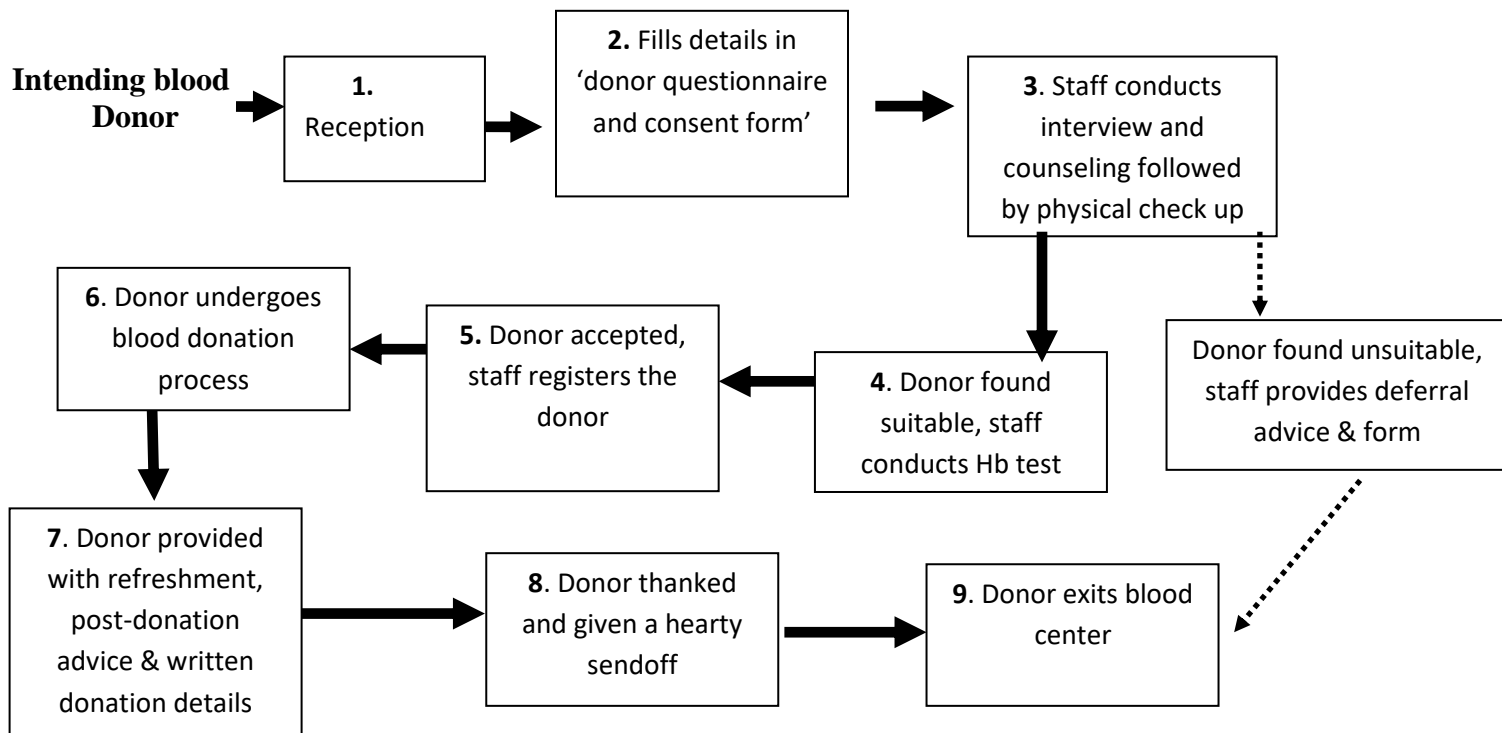
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|---|--|
| <ul style="list-style-type: none"> ✓ Hemocue machine or any other Hb measuring equipment ✓ BP instrument and Stethoscope ✓ Body weight measuring scale ✓ Artery forceps | <ul style="list-style-type: none"> ✓ Scissors ✓ Tube stripper ✓ Tube sealer ✓ Blood transportation box ✓ Blood measuring spring scale |
|---|--|

(Note: Depending on the estimated collection of blood units, the number of each equipment varies.)

(Note: Depending on the estimated collection of blood units, the number/volume/quantity of each consumable/ disposable varies.)

Annexure III

Path of the prospective blood donor



Requirements for the Area

1. Reception-
 - 1.1. One Table.
 - 1.2. One Chair
 - 1.3. Pamphlets and education materials
 - 1.4. Registration form and laptop

2. Filling in details
 - 2.1. Two to three Tables
 - 2.2. Four to six chairs
 - 2.3. Donor questionnaire forms and pens

3. Donor interview
 - 3.1. One Table
 - 3.2. Two chairs
 - 3.3. BP instrument and Stethoscope

(Note: the area should be isolated from the crowd to maintain donor confidentiality)

4. Hemoglobin (Hb) test
 - 4.1. One or two tables
 - 4.2. Four chairs
 - 4.3. Spirit swab
 - 4.4. Lancets
 - 4.5. Hemocue machine with Hemocue cuvettes or any other instrument to estimate Hb.
 - 4.6. Infectious, non-infectious and sharp disposal dust bin

5. Accepted Donor registration
 - 5.1. One Table
 - 5.2. Two chairs
 - 5.3. Donor register
 - 5.4. Blood Bags
 - 5.5. Markers and pens

6. Donation process/ Blood collection
 - 6.1. Blood donor cots/ beds as per the no of estimated blood donor and staff
 - 6.2. Spirit swab
 - 6.3. Scissors and artery forceps
 - 6.4. Tourniquet
 - 6.5. Infectious waste bins and sharp disposal safety box

7. Refreshment area or corner
 - 7.1. Chairs
 - 7.2. One Donor cot
 - 7.3. Refreshments

Annexure IV

A floor plan for organizing a voluntary blood donation camp

