



HIGH SCHOOL BLOOD DRIVE HANDBOOK



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Introduction Letter

Thank you for volunteering your time, energy and talent to make your school's blood drives successful. You are one of the most important links to our volunteer donor base. Largely because of you, the Northern California Community Blood Bank (NCCBB) is able to meet the needs of Humboldt and Del Norte Counties. An average of 60 to 70 pints of blood products must be collected each and every day. More than half of that blood comes from mobile blood drives like yours.

This handbook is designed to help you organize a successful blood drive from start to finish.

It includes:

- Information about NCCBB
- Information about organizing a successful blood drive
- Donor recruitment materials
- Educational materials
- Blood Facts

Each of us, in pursuit of a safe and adequate blood supply, truly makes a difference in people's lives. The hope you give to a patient or their family when you donate blood is perhaps the most precious gift of all. Through your dedication and determination you provide hope for tomorrow.

Thank you again for your valuable participation.

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Blood Facts – Did You Know?

- Less than 5% of the eligible population donates blood.
- Each day over 60 pints of blood and blood components are required to meet the needs of hospitals served by Northern California Community Blood Bank.
- People with O Negative blood are potential universal donors. This means that their red blood cells can be transfused to patients of any blood type.
- Between 5 and 8 pints of blood are needed for the average open-heart surgery.
- Whole blood donors can give as often as every 56 days.
- The actual blood donation process (needle in arm) takes about 5 to 7 minutes.
- The average adult has about 2 pints of blood for every 25 pounds of body weight.
- It is not possible to contract AIDS or any other disease from donating blood – all equipment is sterile, used only once, and then discarded.
- Someone in the United States receives a blood transfusion every 3.5 seconds.
- After donation, the donor's normal volume of blood is restored within 24 hours. However, it takes up to 6 weeks for all the red blood cells to be replaced, which is why a donor can only give whole blood every 8 weeks.
- Blood makes up about 7% of your body weight.
- One pint of blood can be separated into several components (red blood cells, plasma, and platelets).
- Red blood cells must be used within 42 days.
- Approximately 1 out of every 10 people entering the hospital needs blood.
- Nearly 40,000 pints of blood are used each day in the United States.
- 1 in every 3 persons will need blood in their life.
- High School donors make up 10 to 12% of all blood donations nationally.



How to Have a Successful Blood Drive

Organizing your blood drive is relatively simple and your NCCBB Donor Recruiter will be there to help every step of the way.

1. **Set the date(s)** – Work with your Advisor, office staff, and your NCCBB Donor Recruiter to select available dates and times for your school's blood drive(s). When scheduling your blood drive, be sure it does not conflict with other school activities (testing, dances, major sports events, etc.). Schedule your date(s) for your blood drive as early as possible to ensure availability.
2. **Location** – Select a location large enough to accommodate Blood Mobiles, equipment, staff and donor needs. Be sure to secure the location with your school and arrange to have tables and chairs available if needed.
3. **Know your goal** – It is important to know how many donors participated in your previous drives so that you can increase donor turnout.
4. **Promote the drive and recruit donors** – Distribute fliers, place ads, make speeches and announcements, add information to your school's bulletin, schedule appointments, wear a NCCBB t-shirt during sign ups, and remind donors of their appointment times. Have your committee assist with face to face recruitment. Encourage donors to bring a friend, and let people know drop-ins are okay.
5. **Make consent forms available** – To donate blood, you must be at least 16 years old (with a parent consent form) or 17 with no parental consent form required. Make sure you have plenty of NCCBB consent forms available for donors when you sign them up, and make sure to have extras on hand. At the age of 16, donors must have a consent form every time they donate.
6. **Oversee the drive** – Be available the day of the drive to oversee set up, answer any questions the NCCBB staff may have, and assist with the flow of donors. It will also be helpful to have volunteers to assist.
7. **Recognize donors** – Keep donors coming back by thanking them and encouraging them to participate in the next scheduled blood drive. A little thanks goes a long way. Take photos of donors during the drive and post them. Write a thank you article for the newsletter or bulletin and use names. Use holiday themes, for example: a thank you Valentine, a Thanksgiving greeting with their scheduled time on it, or a Christmas tree with donors names on it for everyone to see.
8. **Refreshments** – Have plenty of water and juice on hand as well as cookies, pretzels, bagels and snacks. You can ask local stores for donations to cover the expense.



Blood Drive Checklist

Drive Date: _____ Donation Goal: _____ Location: _____

Ideas to increase participation:

Set-up a sign-up table in the quad during lunch to schedule appointments:

- Make sure the donor lists what class they are in at the time they are scheduled to donate.
- Give each student an "admit one ticket" (or a holiday postcard) with their scheduled donation time.
- Hand out consent forms for 16 year olds, and remind them to have the forms signed in advance by a parent or guardian.
- Ask to go to classes to sign-up donors, use the Blood Facts sheet to help you recruit, and fill out sign up sheets to the max. Remember that some donors may not be able to make their appointments.

Advertise the drive:

- Bulletins
- Posters
- School marquee
- Talk to classes
- Morning announcements
- Student rallies
- School newspaper
- Parent newsletter
- Have a NCCBB recruiter visit classes with you

Reminders for Donors:

- Eat well and drink plenty of fluids prior to donating!!
- Bring Photo I.D. (school I.D. or driver's license)
- Bring signed consent form if one is needed

Supplies and information needed for the day of the drive:

- Birthday list (from attendance office) so only people 16 years old and up, as of the day of the drive, are able to donate
- Current Yearbook for those students with no photo ID
- Room Accessibility (confirm with custodian and teacher)
- Tables - quantity ____
- Chairs - quantity ____
- Trash Cans - quantity ____
- Student volunteers to help throughout the day with set-up, refreshments, and clean-up
- Signup sheet – Your recruiter will provide this for you in this packet
- Passes to get in and out of classes if required by attendance



About the Parental Consent Form

By law, consent forms are required for all 16-year-old students. Your Donor Recruiter will provide you with forms before each drive. (This form is also available on our website: www.nccbb.org.) Please note that this form is two sided. Parents must receive both sides.

Your school's administration decides whether or not consent forms are required for all students. Please review your school's policy with your Donor Recruiter.

Please verify that all consent forms are the most current version available. Your Donor Recruiter will provide you with this information.

IMPORTANT: Outdated forms will not be accepted. Verify with your Donor Recruiter that you have the most current form.

Ways to distribute consent forms:

- Hand out in classes – distribute while speaking to junior and senior classes
- Hand out during breaks and at lunchtime sign-up tables
- Have them available in the office, advisor's office, nurse's office, etc.

Ways to collect consent forms:

- Ask students to bring forms on the day before and the day of the drive – 16 year old students without a form cannot donate
- Require students to turn in forms in order to sign up for an appointment
- Have students turn in forms to office or student advisors



Here we will use the most current approved SOP version of the parental consent form.

The Blood Donation Process



Giving blood is safe, easy, and takes approximately one hour from start to finish. The blood donation process consists of four easy steps:

Step one: Registration (7-10 minutes)

When you arrive to donate, you will be asked to give your name, address, and telephone number, Photo I.D. and Parental Consent if required.

Step two: Medical History (15-20 minutes)

You will answer some confidential questions about your medical history to confirm that you are eligible to give blood. Then your temperature, pulse, blood pressure and hematocrit will be checked. Next, you're ready to give blood!

Step three: The Blood Donation (15-20 minutes)

After cleaning and sterilizing your arm, a phlebotomist will insert a needle – don't worry, you should feel only a slight pinch. The needle is completely sterile, is used only once and is then discarded. Approximately one pint of blood will be drawn. Because the equipment is sterile and disposable, you cannot contract any disease from the blood donation process.

The actual donation process only takes 5-7 minutes.

Step four: Rest and Refreshments (10-15 minutes)

After the blood donation, you will be asked to rest for 10-15 minutes and have some light refreshments before resuming your normal activities.

Information About Donating Blood



You must be at least 16 years old, weigh at least 110 pounds and be in good health. 16 year old students must have a parent or guardian sign a Parent Consent Form. Some schools require consent forms from 17 and 18 year old students.

How much blood do they take?

You will give about one pint of blood with each donation. For every 25 pounds of body weight, you have about two pints of blood. Your body replenishes the lost fluids within about 24 hours.

Is giving blood scary?

It's natural to feel a little nervous about your first blood donation, but giving blood is safe and easy! You'll feel a quick pinch for a moment- a minor obstacle compared to the help you're offering a patient.

Is giving blood safe?

Yes. Sterile, disposable needles are used only once for each donation. The only blood you are exposed to is your own.

How often should I give blood?

You can give whole blood as often as every 8 weeks (56 days).

Is the blood supply safe?

Several measures ensure the safety of the blood supply: the use of volunteer blood donors, the confidential medical history interview, and confidential testing for infectious diseases.

Can I find out my blood type?

Yes. After your first blood donation, we will mail you a blood donor card with your blood type.

POST DONATION INFORMATION

The pint you give helps someone live

During and after giving blood, most donors feel fine. Sometimes a donor may feel tenderness or have bruising at the site where the needle was inserted. Occasionally a donor may feel weak, dizzy, or faint. This may often be avoided by eating a good meal and drinking water within four hours prior to donating. On rare occasions, a donor may experience some bleeding or infection at the site where the needle was inserted.

SPECIAL CIRCUMSTANCES

The following are potential limitations to your eligibility to give blood:

Acne Treatment – OK if taking antibiotics for acne, but one month wait after taking Accutane, Amnesteem, Claravis or Sotret (isotretinoin).

AIDS – You cannot give if you are in a high-risk group for contracting AIDS.

Allergy – Antihistamines and/or allergy injections are okay.

Body Piercing – All piercings are okay if performed in a jewelry store, mall shop, or doctor's office and are healed. Otherwise, the person will be deferred until the piercing is healed.

Cancer – Healed skin cancer or cured cervical cancer are OK. Eligible one year after treatment is complete for most cancers. Ineligible after leukemia or lymphoma.

Cold/Flu – Must be symptom free for at least 48 hours. Do not give blood if you have a fever, stomach or body aches, chills, diarrhea, or sore throat.

Diabetes – Acceptable if controlled by diet or medication, with no complications, and no medication changes for two weeks.



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Drugs/Alcohol – I.V. drug users are at risk for hepatitis and AIDS and are not eligible to give blood.

Hepatitis/Yellow Jaundice – Ineligible if infected after age 10.

Pregnancy – Cannot donate during pregnancy. Six week wait after end of pregnancy. Nursing mothers may give blood at their own consent.

Tattoos – 30 day wait from time of procedure as long as tattoo is done in a CA licensed shop.



Sample Speech or Newsletter Article

Give us an hour. Save a life.

Did you know you can save someone's life in less time than it takes to watch a movie?

It's true. Giving blood takes about an hour, from start to finish. Your donation is used to help people who need it urgently: children with leukemia, mothers and their newborn babies, burn victims, transplant patients, accident victims, and more.

Giving blood is safe and easy. To donate blood, you must be at least 16* years old (with parental consent), weigh at least 110 pounds, and be free from cold or flu symptoms for at least 48 hours.

You can't contract an infectious disease from donating blood. NCCBB uses sterile, single-use needles which are discarded after each donation.

We've all heard the excuses not to give blood, like "I'll pass out" or "I'm afraid of needles." But because so many of us have used one of these excuses at one time or another, less than 5 percent of those eligible to give blood actually donate. The lives of so many people depend on the generosity of just a few of us.

At our last blood drive, ___ students and teachers donated a total of ___ pints of blood! (***Your Donor Recruiter can provide your collected numbers.***) I know we can beat that number this time! But we need your help.

There are just a few requirements if you want to give blood. You must:

- Be at least 16 years old* (with a signed consent form)
- Weigh at least 110 pounds
- Be in good health – no cold or flu symptoms for at least 48 hours
- No tattoos within the last 30 days (ear piercing is okay if performed in a jewelry store or doctor's office with new, sterile earrings)

On the day of the drive, please:

- Bring a picture I.D. (student I.D. or driver's license)
- Eat and drink extra fluids
- Bring your signed consent form if necessary

***Your school may also require consent forms for 17 and 18 year old students.**

Check with your Donor Recruiter.



Excuses for Not Donating

- ♥ **No one ever asked me to donate:** Consider yourself invited. There are no substitutes for human blood. Your donation could help three different patients.
- ♥ **I am too young:** If you are at least 16 years old, you can become a blood donor.
- ♥ **I am too old:** There is no upper age limit! If you are in good health and feeling well, you may donate.
- ♥ **My blood is not rich enough:** A sample of your blood is checked for iron levels before you donate.
- ♥ **I already gave this year:** You can donate blood every eight weeks, up to six times per year.
- ♥ **I am too busy. It will take too much time to give blood:** Donating takes less than ten minutes, the entire visit, less than an hour.
- ♥ **I am worried about the AIDS test results:** If you are healthy and do not engage in high-risk behavior, the possibility of having a positive AIDS test result is very small. All test results are highly confidential, released only with consent of the donor or as required by law.
- ♥ **I have high blood pressure:** You can donate blood if your blood pressure is under control, even if you are taking medication for it. If you have high blood pressure, you should talk to your doctor.
- ♥ **I do not weigh enough:** If you weigh 110 pounds or more, you can become a blood donor.
- ♥ **I am nervous about giving blood:** That is normal. Almost everyone feels that way the first time. Once you realize how easy it is, you will wonder why you waited so long.
- ♥ **I cannot possibly spare a pint of blood; it will make me weak:** The average adult has 8-12 pints of blood. You replace the fluid part of your blood within 24 hours of donating. Your donation should not affect your daily routine.
- ♥ **I might get a disease from donating blood:** All equipment is sterile, brand new, and disposed of after use. You *cannot* get any disease from donating blood.
- ♥ **You would not want my blood because of the illness I have had:** If you have some doubts, call the Northern California Community Blood Bank at (707)443-8004 to talk with a nurse. Many illnesses such as cold and flu require you to be temporarily deferred.
- ♥ **My type is not the right type:** Every type is the right type. All types, especially common ones like O Positive and A Positive, are needed by patients all the time.