

# Guidelines to Groups/Organizations/Schools for Organizing Blood Drives

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Thank you for planning and organizing a blood drive in Macao, opening the doors for your group members to participate in blood donation and contribute to the blood supply in Macao.

Although many people are aware of the importance of blood in medical procedures, few realize that a patient's life often depends on a transfusion. To find enough blood for all those in Macao who need it, we must rely on volunteer donors to give blood on a regular basis.

It is our mission to make your donation as convenient as possible. Please find the following guidelines for assisting you to organize the blood drive. If you are having difficulty in the process of recruiting donors, let us know and we will try to help, please contact the Macao Blood Transfusion Service representatives.

## Responsibilities of a Blood Drive Coordinator

Dedicated Blood Drive Coordinators are the key to successful blood drives. They recruit, educate and encourage people to donate.

Please complete the form (Blood Drive Appointment Form for Organization or School) and return by fax at 28573976 or email: [cts@ssm.gov.mo](mailto:cts@ssm.gov.mo). Our representatives will contact you as soon as possible to arrange the blood drive.

It is a challenge to organize a successful blood drive and we don't expect you to do it alone. Macao Blood Transfusion Service representatives will help you at any point during your planning process.

## Important Information About Donating Blood

The accompanying leaflets, "Have You Donated Blood Yet?" , "Important Information for Blood Donors", etc., give general guidelines on blood donation. Please circulate it with your "Blood Donation Participation List".

The donation process from the time the donor arrives until the time he/she leaves takes about 45 minutes. The donation itself is only about 8-10 minutes on average.

### 1. Registration:

The donor will be signed in, asked to show a donor card or ID card and fill out the "Blood Donor Session Form" and the health questionnaire attached therein. To speed up registration, we can provide the "Blood Donor Session Form" in advance for potential blood donors to fill in the personal information part at home and leave the rest of the form, including the health questionnaire, to be filled out on the exact donation day.

For donors aged between 17 to 18 years old, the "Consent Form for Parent/Guardian of 17-Year-Old Donors" must be signed by their parent/guardian before they give blood.



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## 2. Health Consultation:

After registration, we will check the donor's weight, blood pressure and hemoglobin level. The doctor will then inquire the health and travel history of the donor and perform a brief physical check during a private interview in order to assess the donor's suitability to donate blood. All content of the interview will be kept in strict confidence.

## 3. The Donation:

Our nurse will disinfect an area on the donor's arm and insert a sterile needle for the blood draw. The actual donation takes about 8-10 minutes. When 350ml or 450ml of blood has been collected, the donation is completed and the nurse will place a bandage on the venipuncture site.

## 4. Refreshments:

After donation, the donor may rest or have a snack and drink in the refreshments area. He/she can leave after 10-15 minutes and continue with normal daily activities.

## Common Reasons for Deferral

1. Lack of sleep the night before blood donation
2. Having cold or flu symptoms
3. Had any dental procedure in the past 3 days
4. Intake of antibiotics in the past week
5. Tattoos or any body piercing in the past 12 months
6. Travelled to areas affected with malaria in the past 12 months
7. Received endoscopy in the past 4 months (e.g., gastroscopy, colonoscopy or nasopharyngoscopy)

## Scheduling

A minimum of 25 donors are required for a blood drive, therefore a pre-registration is essential to determine the feasibility of the event. If more than 60 donors are expected to participate, the blood drive may need to be held over more than one day to avoid a large amount of blood sharing the same expiration date.

"Blood Donation Participation List", promotional posters and leaflets and other information will be sent to you six weeks prior to your event.

In order to know the number of people interested in the blood drive and schedule the time and order of the blood drive better, please kindly fill up the full names of potential donors on the "Blood Donation Participation List" and return to us by fax at 28573976 or email:



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cts@ssm.gov.mo 2 to 3 days prior to the blood drive. Of course, adoption of the “Blood Donation Participation List” is optional upon your actual situation.

Please notify us as soon as possible if a cancellation or rescheduling is needed.

## Blood Drive Site Requirements

### 1. Registration and Refreshments Areas:

- Reserved indoor areas
- Adequate lighting and heat/air conditioning
- The area should be clean and quiet with adequate room for the donors to register and wait.
- 2 long tables, several chairs and electrical outlets are required for refreshments area.
- 2 long tables, 6 to 10 chairs and electrical outlets are required for registration area.

### 2. Blood Donation Area:

Around 100 m<sup>2</sup> space is required for:

- 6 to 8 blood donation chairs and 4 to 6 resting chairs
- 1 long table for our staff to manage the blood bag and pack the blood units
- Electrical outlets

*Note: The registration and refreshments areas and blood donation area may share the same space.*

## Prior to the Blood Drive

If your organization is hosting its first blood drive or the donation site is different from before, we shall pay you a visit for inspecting the suitability of the location. You will be contacted to set up a convenient time for you or another representative to meet with our staff member.

On the other hand, it is important for blood donors to have adequate sleep and drink enough water prior to blood donation. Avoid alcoholic drinks and strong tea or coffee. Eating a healthy meal before your blood donation is also recommended. Avoid oily food such as deep fried foods, ice-cream, hamburger, French fries, etc. Don't give blood with an empty stomach. Avoid wearing tight-sleeved clothing in cold weather.



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## Blood Drive Coordinator 6 Week Plan

### 1. 6 weeks before drive:

- Talk with our representative to review your blood drive and discuss any concern or changes.
- Start brainstorming a recruitment plan with our representative.
- Receive your blood drive packet with “Blood Donation Participation List”, promotional posters and leaflets and other information; finalize the date, time and number of donors.
- Decide how you’d like us to assist your organization and refer to Resources Available Upon Request.

### 2. 4 weeks before drive:

- Decide on your recruitment goals and strategy.
- Start recruiting donors!

### 3. 2 weeks before drive:

- Ask Macao Blood Transfusion Service for any assistance you need at this time.
- Your Participation List should be nearly full.
- Call or email our representative for help in recruiting for your drive if your Participation List is not full or you need any help.

### 4. 1 week before drive:

- Expect call or email from our representative to verify details (parking spaces, room reservation, number of donors expected, time of arrival and snacks; if you want to provide your own refreshments, please inform our representatives).
- Let us know if you have any questions or concerns.

### 5. 2-3 days before drive:

Finalize the Participation List and return by fax at 28573976 or e-mail: [cts@ssm.gov.mo](mailto:cts@ssm.gov.mo).

### 6. 1-2 days before drive:

Make reminder calls and/or send emails to all donors with appointments.

### 7. Day of blood drive:

- Our contracted delivery company will arrive ahead of our staff on the day of blood drive. Please instruct them where to unload the equipment and materials.
- Our blood mobile team will arrive 90 minutes earlier on the first blood drive day or 30 minutes earlier if for the second day. Please have someone to meet our staff to verify location and to help answer any questions.
- It is important that you (or another representative) be either at the blood drive site



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during the entire event OR that we have a phone number so that we may contact you should the need arise.

- After giving blood, donors will be asked to relax for 10 to 15 minutes while they drink juice and have a snack.
- We shall provide fruit juice, water, cakes, cookies, biscuit, etc.

## Policy for souvenir and promotional materials

- According to the recommendations of WHO (World Health Organization), if your organization would like to distribute souvenir to the colleagues or members participated in the blood drive in order to commemorate and promoting the blood donation event, the souvenir should not involve a monetary nature. For example, cash, cash coupon, gift coupon, raffle tickets, etc.
- If the blood donation event is planning to be held at Macao Blood Transfusion Service (MBTS) and your organization would like to bring along the banners and other promotional materials with you or would like to have a media interview, please give advance notice to and obtain prior approval from the MBTS. MBTS reserves the right of final interpretation.
- For group donation at MBTS, if there is a need, we can provide a designated area for your colleagues or members for preparation and resting purpose.

## Resources Available Upon Request

### 1. Posters:

- Have You Donated Blood Yet
- Why Are You So Important
- Give Blood, Save Lives!
- Wanted
- Please Give Blood and Save Lives!
- Give Blood, Give Love
- Blood Donation Service Hour

### 2. Leaflets:

- Who Should Not Give Blood
- Important Information For Blood Donors
- Have You Donated Blood Yet?
- Are You Negative?
- Iron Nutrition For Blood Donors



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- Bruising – Advice for Donors
- Register as a Bone Marrow / Haematopoietic Stem Cell Donor (Leaflet)
- Register as a Bone Marrow / Haematopoietic Stem Cell Donor (Booklet)

### 3. Forms:

- Blood Drive Appointment Form (Organization)
- Blood Drive Appointment Form (School)
- Blood Donation Participation List
- Consent Form for Parent / Guardian of 17-Year Old Blood Donors
- Blood Donor Session Form

### 4. DVDs:

- About Blood Donation
- My Blood, Your Blood

## Contacts

E-mail: [cts@ssm.gov.mo](mailto:cts@ssm.gov.mo)

Tel: Monday to Friday: 66812224, 87914339 or 28286699

Saturday & Sunday: 66812224 or 28286699

Fax: 28573976

**Just let us know what you need and we'll make sure you get it!**

