

High School Blood Drive Handbook



**Your High School
&
Lane Blood Center**

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Introduction

Your High School and Lane Blood Center— Partners in the Community

Thank you for showing your concern and sense of community responsibility by organizing a blood drive at your school.

The purpose of these guidelines is to provide information for student leaders and faculty members so you can get the most out of your blood drive.

Why are High School blood drives so important?

High school donors make up 10-12% of all blood donations nationally. People who begin donating as young adults are more likely to remain blood donors for life. This is important because many long-time, regular donors are aging and will no longer be able to donate due to health problems. These donors must be replaced.

Nationally, about every three seconds someone needs blood. All blood banks face an on-going struggle to find enough donors to keep the blood supply at a level that meets all needs.

High school blood drives are an essential part of finding enough blood for the patients in Lane County medical facilities.

On behalf of the patients of Lane County who depend on lifesaving transfusions of blood and blood products, THANK YOU for committing your time, interest, energy and —most importantly— YOUR BLOOD.

How to Organize a Successful Blood Drive

Set a date

Schedule a date with Lane Blood Center at least *three months ahead* of time. Check with your school to make sure that the date does not conflict with any breaks, teacher in-service days, major school events, etc. Make sure that there will be space available for registration and bloodmobile parking on that day.



It is best to schedule the entire year at one time. This assures that you will be able to pick the days best for your school. The sooner you schedule the better.

Form a committee

Find a group of students interested in helping with the blood drive and assign each person a position. Read "Forming your Committee" (page 5) for examples of positions. Meet a few times during the planning to make sure all aspects of the event are being covered. Also, remember to have a teacher or faculty member oversee your committee and the blood drive.

Publicize

Get the word out! Use every way you can think of: posters, morning announcements, classroom speeches, flyers, banners, assemblies. Be creative!

BLOOD DRIVE TODAY!

Recruit!

This is probably the most important piece of putting together a blood drive. You need to schedule appointments and the best way to do this is by asking people one-on-one. Talk to them, answer their questions and get them to commit. Remember to include everyone: students, teachers, faculty, etc. Give them appointment cards and call the day before to remind them of their appointment times.

Be there

A representative from the committee should be at the blood drive at all times to make the event run smoothly. Take turns so that one person does not have to be there for the whole blood drive. This person can also be in charge of finding alternates when someone is deferred or does not make it to his or her appointment.

Timeline

At least three months prior to blood drive:

- Meet with your designated faculty advisor
- Schedule a date and time with LBC
- Inform your school administration
- Place your blood drive on your school's event calendar

Two months prior to blood drive:

- Confirm your date and time with LBC and your school
- Arrange for a room for registration and refreshments
- Form your blood drive committee and designate positions
- Discuss plans and promotions
- Review and revise as needed

Four to six weeks prior to blood drive:

- Hold a committee meeting to develop and discuss a plan
- Plan and discuss promotions, recruitment, media and community awareness
- Start recruiting; designate one person to be in charge of the master sign up list

Three to five weeks prior to blood drive:

- Create and display posters, banners, signs and/or decorations
- Contact the PTA, Parent Forum and booster clubs for support and awareness

Two weeks prior to blood drive:

- Continue recruiting
- Confirm appointments
- Finish filling gaps in master appointment sheet
- Arrange for refreshments to be provided
- Send brochures to parents of involved students

One week prior to blood drive:

- Inform all teachers/staff of the details
- Arrange for Maintenance to set up tables and chairs

Two days prior to blood drive:

- Fax appointment sheet to LBC
- Call everyone on the appointment sheet and remind them of their appointment time and the registration location. In addition, remind them to eat a good meal before they arrive and to bring a picture ID with proof of birthdate.

Day of the blood drive:

- Make sure that someone arrives at least 30 minutes before the start of the drive to help set up and unlock doors.
- Set up the refreshments and monitor to replenish when necessary
- Bring the appointment sheet
- Have someone working at the blood drive at all times

The day after:

- Thank all donors and volunteers!
- Send thank you cards, thank in person, make a poster with names of people who participated, hang a banner. Be creative!



Donating is easy!

Thank You!



Forming Your Committee

No matter what the size of your school, a committee with support from a faculty advisor is essential. The following are examples of positions to be filled:

Blood Drive Chair and Co-Chair

- Work closely with your LBC representative.
- Coordinate bloodmobile location, date and time with school administration and LBC representative.
- Oversee all committee members' activities and responsibilities. Have meetings with the committee to assess progress and maintain communication with the committee and your LBC representative.

Recruiting Coordinator

- Find two or three other people to help recruit donors.
- Recruit students, faculty, parents and members of the community to donate blood.
- Schedule donor appointments and maintain the master sign-up sheet sent by your LBC representative. (Refer to scheduling on page 6.)
- Give donors appointment cards with their donation times noted and make reminder calls

Publicity Coordinator

- Publicize your blood drive to the students, faculty, parents and the community.
- Use posters, email, voice mail, reader boards, newsletters, bulletin boards, PA announcements, banners, etc.
- *This position may require more than one person*

Bloodmobile Site Coordinator

- Confirm site for bloodmobile with school administration
- Confirm site for bloodmobile and registration/refreshments with LBC representative. If necessary, schedule a site inspection with LBC representative.
- Coordinate site preparation with custodial staff. Make sure tables and chairs will be set up and that parking will be reserved for the bloodmobile.

Refreshment Coordinator

- Plan post-donation snacks such as cookies, fruit, granola bars, pizza. The blood bank supplies fruit juices.
- Solicit food donations from surrounding businesses such as pizza parlors, donut shops, etc.
- Monitor refreshment supplies during the blood drive and replenish when needed.

Recognition Chair:

- Thank everybody who helps or donates.
- Find ways to recognize donors and volunteers. Say thank you in a creative way (colorfully, personally, electronically, seasonally, etc.)
- *Some fun ideas: list names in the school newspaper, make a poster, send thank you cards, make a morning announcement, list names in the yearbook, etc.*

Scheduling Your Blood Drive

Every 33 minutes a patient in Lane County needs a blood transfusion.

The blood bank needs to know that enough blood will be donated every day to meet all patients' needs. This is why all groups wanting to host a blood drive are asked to schedule and commit to their blood drive several months in advance.

Before setting your dates, consider the following:

- What time does your school open and close?
- How will the bus schedules affect the donation times? (Remember, at a busy high school blood drive, it may take each donor about an hour to complete the process.)
- What hours of the day have the highest student attendance?
- What activities are scheduled during the year (dances, assemblies, athletic events, late start days, early release days, tests, plays, concerts, etc.)?
- What are the scheduled school holidays and teacher in-service days?
- Is the room you want to use for registration and refreshments available on the date and time you schedule your blood drive?
- Is the parking for the bloodmobile reserved for the date of your blood drive?

Remember to call
your LBC
representative well
in advance



Recruiting—Get People to Commit!

The most effective way to recruit is face-to-face. Personal contact is the key. If your blood drive is scheduled for three hours, you will need to find 21 people to fill the spaces. Sign these people up in advance using the appointment sheet you will receive.

How

- Set up a table in the cafeteria, main hallway or other high traffic areas. Crowds draw attention so get groups to sign up at the same time.
- Use the name of a coach, teacher or administrator. “How about donating with Mr. or Ms. X?”
- Ask family, friends and others in the community to support your blood drive. Remember that many people say they would have donated before but “nobody asked me to.”
- Know the most common reasons why people say “no” to giving blood and be confident in responding to their objections. (See page 14)
- Give an appointment card to everyone who signs up. Call them the day before to remind them. Make a general announcement the day of the drive to remind those who have appointments.
- Space donors throughout the blood drive, using the pre-set appointment times.
This helps avoid long waiting periods, keeps lost class time to a minimum and maintains an even flow of donors for the bloodmobile staff.

Key Points

- Assign a time slot for every donor (make sure that they come at their assigned time).
- Drop-in donors should be accommodated when there is a cancellation, deferral or gap in the schedule. Drop-ins run the risk of having to wait longer.

REMEMBER! You can *SAVE LIVES* by signing up blood donors. At the same time, you need to realize the people you are asking to donate may be nervous about needles, fainting, blood, etc. The best thing you can do is BE INFORMED. Know the donation process and how it works. Read this handbook carefully and call your LBC representative with any questions.

Have a Positive Approach

- “You can save a life.”
- “You’ll feel fine after you give blood. You can go on with your daily activities.”
- “It doesn’t hurt anymore than getting pinched in the arm.”
- “_____ (a friend) will be donating too. Why not join him/her?”

Promotion

Use your imagination

- Use everything you can think of to promote your blood drive.
- Make announcements over the PA.
- Go to classrooms and give a short speech about blood donation.
- Make banners and posters to hang in the halls.
- Get a story in your school newspaper about the blood drive.
- Find someone in your school who has used blood and have them tell their story.
- Use holidays to promote. (Common examples are Valentines Day and Halloween.)
- Use your school's TV and/or radio station to promote.

The list of ideas is endless...

Create excitement!

You can have a theme day where everyone wears red to promote the blood drive. You can have tables set up in high traffic areas with balloons and posters. Having people sign up in groups can help draw attention. You can have blood drives sponsored by certain clubs. There are countless ways to generate excitement within your school. Just be creative! If you are at a loss for ideas, ask your representative for some.

Take advantage of LBC materials

LBC can offer you appointment cards, brochures, extra sign-up sheets, blood drop costumes and small posters. Just ask your LBC representative for any of these items.

Hang Posters

Send Postcards

Hand Out Flyers

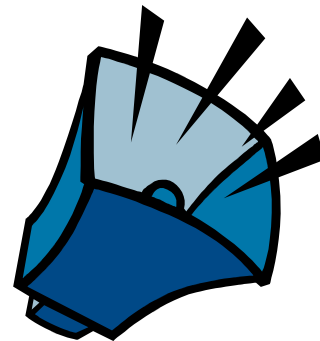
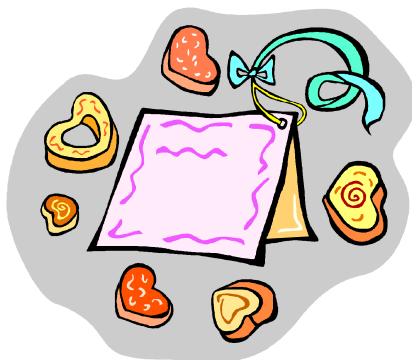
Make Announcements

Make Banners

Saying Thank You!

One of the most important aspects of your blood drive will be wrapping it up and deciding how to thank the donors and other volunteers. Below are some suggestions.

- List the names of donors on a poster, wall or window in a busy area for all to see.
- Have the principal recognize all participating donors.
- Print their names and photos in the school newspaper and maybe even the yearbook.
- Send thank you cards to all who participated.
- Be creative when you say thank you. Use the season, a holiday, their club, your school colors or another theme.
- Make a note of those who are eager and supportive and who may want to be involved in the next drive.



Be Imaginative!!!

Basic Requirements For Blood Donors

YOU MUST:

- Be in good health
- Be at least 16 years old
- Weigh at least 110 pounds
- Wait 8 weeks between donations
- ***Eat a meal with protein (milk, eggs, meat, cheese) and carbohydrates within 2 hours before donating (within 4 hours if you have donated previously.)***
- Present your photo ID with proof of birthdate at your first donation

Common Reasons For Deferral

You cannot donate blood if you have:

- AIDS, positive test for HIV virus, or participated in high-risk behavior
- History of hepatitis
- Insulin dependent diabetes
- Certain respiratory or cardiac conditions
- Traveled or lived in the UK for 3 or more cumulative months between 1980-1996

You must wait 12 months if you have had:

- Body piercing, tattoos or permanent make-up if procedure was not performed in an Oregon state licensed facility
- Exposure to anyone with hepatitis or jaundice
- A shot for hepatitis exposure
- Blood transfusion or organ transplant
- Travel to a malaria endemic area

You need to wait 6 months after:

- Serious illness
- Major surgery

You need to wait 1 week after:

- Cold or flu symptoms
- The last dose of antibiotics

*Weight must be stable for 2 weeks if dieting

Many medications such as aspirin or those for allergies, blood pressure, acne, etc. do not necessarily prevent you from giving blood.

If you have any questions about medications or criteria for donating, please call 541-484-9111 and talk to a nurse.

Bloodmobile Guidelines

Please notify the blood center **as soon as possible, but NO LATER THAN one week in advance**, if you need to cancel or reschedule your blood drive. LBC is responsible for providing a specified amount of blood each day, so it must adjust accordingly if your schedule changes.

SCHEDULING

The bloodmobile can be scheduled Monday through Friday or on weekends by special arrangement. Each trip is planned for a minimum of three hours during which an average of seven donors per hour can be drawn. Please have approximately 21 people willing and eligible to donate during the three-hour period. You should try to have several additional donors willing to fill in at the last minute if some individuals are unable to donate.

Please return a copy of the appointment sheet to LBC **at least two days** prior to your blood drive. When recording names, use legal names and include middle initials and date of birth, if possible.

BLOODMOBILE SITE REQUIREMENTS

For the bloodmobile

- Level parking space near the building
- Area that is approximately 60 feet long (about 6 parking spaces)

For the Registration area

- A room as close as possible to where the bloodmobile is parked.
- Two tables at least 6 feet long (one for registration and one for refreshments)
- At least 6 chairs
- A nearby restroom
- A 110 electrical outlet within 6 feet of the tables

If you are hosting your first blood drive, or the location has changed, an LBC staff member will make arrangements for a site inspection prior to your scheduled blood drive.

PROMOTIONAL MATERIALS AVAILABLE FROM LMBB

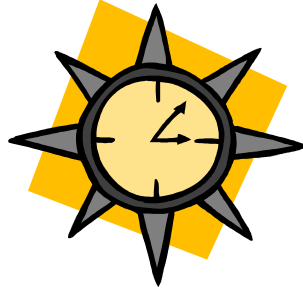
- Posters
- Fliers
- Appointment cards
- Informational brochures
- Blood drop costumes

DONOR ELIGIBILITY

The sheet “BASIC REQUIREMENTS FOR BLOOD DONORS” on the previous page gives general donation guidelines. Please post it somewhere accessible or circulate it with your appointment sheet. Prospective donors with questions regarding their specific health history or medication should call **541-484-9111** and speak to a nurse.

ARRIVAL TIME

The bloodmobile will arrive one-half hour prior to first appointment time. Please have someone there to meet the staff to verify location and to help answer any questions.

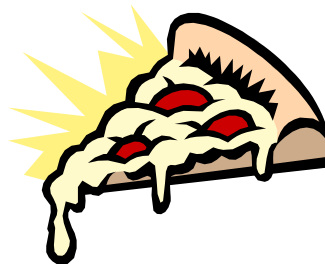


REFRESHMENTS

After giving blood, donors will be asked to relax for 10-15 minutes while they drink some juice and have a snack.

- LBC will provide fruit juices and water
- Please provide at least one of the following: cookies, cheese & crackers, fruit, small sandwiches, etc.

Other ideas include breakfast for morning donors or pizza for afternoon donors.



Frequently Asked Questions

No doubt you will be asked many questions about donating blood. Following are several of the most frequently asked questions.

Q: Why should I give blood?

A: Because blood is needed to **save lives**. Medical technology has provided many lifesaving discoveries over the years, but there is still no substitute for human blood. In a medical emergency, often the most important element is availability of blood.

Q: Aren't there plenty of donors? Do you really need me?

A: Lane Blood Center services three area hospitals requiring us to collect 80 units of blood **every day** to meet their needs. To maintain a safe, adequate blood supply for family, friends and community members, new and repeat donors are extremely important.

Q: Can I get AIDS or any other disease from donating blood?

A: It is **IMPOSSIBLE to get AIDS or any other disease from donating blood**. A one-time disposable needle is used to collect blood. It remains in a sealed sterile casing attached to a collection bag until the time your donation is made. The needle is disposed of immediately after use. The only thing you get when you donate blood is the satisfaction of knowing you have helped someone in need.

Q: How will I feel after I donate blood?

A: The majority of donors feel fine, especially knowing that they have helped to save a life. All donors must eat a good protein meal and drink liquids (water and juice) within two hours before donating. If you do feel light-headed after giving, a snack and juice will help you recover within a few minutes. It is important that you eat well and drink plenty of fluids during the next 24 hours.

Q: How long does the donation take?

A: The entire process—registration to refreshments—takes about 45 minutes to an hour. The actual donation takes less than ten minutes.

Q: How quickly does my body replace the blood I donate?

A: Your blood volume is replaced within a few hours. Plasma is restored following a meal. Your red cells replace themselves more slowly, usually in about 4-8 weeks.

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 or four 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 level 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:

If you have high blood pressure, you should see your doctor and get it under control with medication. Once your pressure is under control, you can donate blood, even if on high blood pressure medication.

♥ 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:

No it won't. 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, check with your physician or call Lane Memorial Blood Bank at (541) 484-9111 to talk with a nurse. Many illnesses such as cold and flu require you to be temporarily deferred.

♥ MY INSURANCE COVERS THE BLOOD I MIGHT NEED:

Insurance policies cover the fees for collection and transfusion, but only volunteer blood donors can supply the blood you need.

♥ 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.

Your Donation Can Help Several Patients

Thanks to advances in medical technology, the preparation of blood components at LBC enables more than one patient to benefit from the life-giving properties of blood.

- ♥ **Whole Blood** is separated into components for patients needing a particular product. The main blood collection bag has up to 3 satellite bags attached to it. The blood is spun and separated into red cells, platelets and plasma in a sophisticated centrifuge process.
- ♥ **Red Cells** carry oxygen to the body and remove carbon dioxide. They are needed for accident victims, certain surgeries, and patients with anemia and blood disorders.
- ♥ **Platelets** are tiny cells that control bleeding by helping the blood to clot. Leukemia and cancer patients need platelets because chemotherapy destroys their own supply of platelets.
 - ♥ **Apheresis** is a procedure where donors give platelets only.
- ♥ **Plasma** is the liquid part of the blood, comprised of 92% water, 7% protein, and 1% mineral and is essential in the clotting/coagulation process. Plasma is used for patients experiencing heavy bleeding and for burn victims.
- ♥ **Cryoprecipitate** is extracted from plasma in a freezing and thawing process. This component contains a specific clotting agent, Factor VVlll, that is missing in hemophiliacs and is essential for controlling bleeding.

Arrange for a field trip to the blood bank to observe the complete procedure of donating blood.
Just call your LBC representative to plan a date and time.

Facts About our Nation's Blood Supply

Blood Types

- There are four main blood types: A, B, AB, and O. Each blood type is either Rh positive or negative.
- In addition to numerous blood subtypes, many rare blood antigens can be found, particularly among minorities, including U-negative, Duffy (a,b)-negative, and Js(b)-negative.

Blood Components

- Blood is usually separated into components, including red blood cells, platelets, and plasma. Components may be used together or individually to treat a patient. For example, platelets are given to cancer patients undergoing chemotherapy and plasma is transfused into hemophiliacs as a clotting factor.
- Red blood cells can be stored up to 42 days, while platelets last only 5 days. Frozen plasma will remain usable for as long as one year.
- More than 23 million blood components are made from about 14 million whole blood donations every year.

Examples of Blood Use

Up to

Automobile Accident:	50 units of blood
Bone Marrow Transplant:	20 units of blood 120 units of platelets
Burn:	20 units of platelets
Heart Surgery:	6 units of blood 6 units of platelets
Organ Transplant:	40 units of blood 30 units of platelets 20 units of cryoprecipitate 25 units of fresh frozen plasma

Blood Needs

- Every three seconds someone needs blood.
- Approximately 40,000 units of blood are used each day in the United States. One unit is roughly the equivalent of a pint.
- Blood centers often have a shortage of type O during summer and the winter holidays.

Blood Donors

- Blood can be given every eight weeks (56 days) and platelets 24 times a year.
- America's Blood Centers (ABC) members (including LBC) collect blood from volunteer blood donors only.
- Roughly 60% of the U.S. population is eligible to donate blood, but only 5% does.
- Statistics show that the average donor is a college-educated white male, between the ages of 30 and 50, who is married and has an above-average income.
However, these statistics are changing and women and minorities are donating in increasing numbers.
- Corporate blood drives are ABC members' largest source of blood donations, followed by schools, civic groups, and the faith community.

Blood Safety

- Blood centers follow five steps in safety procedures: blood donor eligibility standards, individual screening, laboratory testing, confidential exclusion of donations, and donor record checks.
- Twelve tests are performed on every unit of donated blood. Nine tests are for infectious diseases like hepatitis (a liver infection), HIV (the virus that causes AIDS), HTLV-I (a virus associated with a rare form of leukemia), HTLV-II, and syphilis.





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