Organisation name Site or unit		STANDARD OPERATING PROCEDURE **Donor selection, screening and deferral**	
Document ID	BLD-SOP-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › Standard 5 › Standard operating procedures (SOPs)

Standard operating procedure (SOP) · BLD-SOP-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 5.1

At a glance

- Each donor is screened by the written questionnaire and the examination before donation.
- A donor who does not meet the criteria is deferred.
- Every deferral is recorded with its reason and the time to return.
- Donors are told in a way they understand.
- Stop and get help straight away if: a donation is taken from a donor who has not been screened, or a deferral is not recorded.

1. Purpose

To make sure only suitable donors give blood, and that every decision is recorded (5.1).

2. Scope

Applies to	Clinical and support staff in the hospital

Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

A donor with an infection or a condition that makes donation unsafe can put a recipient at risk. Screening before every donation, and recording each deferral, is the first barrier.

5. Responsibilities

Role	Responsibility	Competence
Donor clinician	Screens each donor and decides on deferral	Clinician
Donor nurse	Records the screening and the deferral	Nurse

6. Materials and equipment

Item	Requirement	Condition

Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Screen.

- Complete the donor questionnaire and examination before each donation (BLD-FRM-001).

Key point: Every donation, every donor.

Step 2. Decide.

- Defer any donor who does not meet the criteria, and record the reason and the return date.

Key point: Deferral is a safety decision.

Step 3. Tell.

- Explain the deferral to the donor in a language they understand, and offer advice where needed.

Key point: The donor understands.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Donations with completed screening	100%	Monthly	Blood bank director	Escalate to governing body
Deferrals with reason recorded	100%	Monthly	Blood bank director	Escalate to governing body

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility's records policy, in years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
BLD-FRM-001	Donor screening and deferral record	Record

17. Evidence

Reference	Note
E-009	Donor criteria to follow the national blood service guidance. Based on the WHO framework for voluntary blood donation (2010).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

19. References

Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)

Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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