10. Perform venepuncture using a smooth, clean entry with a 16-gauge needle.
   - Ask the donor to open and close the fist slowly every 10–12 seconds during collection.
   - Remove the tourniquet when the blood flow is established or after 2 minutes, whichever comes first.

11. Monitor the donor.
Look for:
   - sweating, pallor or complaints of feeling faint that may precede fainting;
   - development of a haematoma at the injection site;
   - changes in blood flow that may indicate the needle has moved in the vein, and needs to be repositioned.

12. Mix the collected blood gently with the anticoagulant,
    either manually or by continuous mechanical mixing, about every 30 seconds during the donation.

13. Once sufficient blood has been collected,
   - Withdraw the needle gently and then give the patient a clean gauze or dry cotton-wool ball to apply to the site with gentle pressure.
   - Collect samples.
   - Cut off the needle using a sterile pair of scissors.
   - Collect blood samples for laboratory testing.

14. Care for the donor after the donation.
   - Ask the donor to remain in the chair and relax for a few minutes.
   - Inspect the site; if it is not bleeding, apply a bandage to the site; if it is bleeding, apply further pressure.
   - Before the donor leaves the donation room, ensure that the person can stand up without dizziness and without a drop in blood pressure.
   - Offer the donor refreshments.

15. Ensure the blood unit and samples are stored and delivered appropriately.
1. **Assemble equipment**
   - Include a closed collection system with a sterile blood collection bag containing anticoagulant, with an integrally attached tube and needle.

2. **Perform hand hygiene.**
   (if using soap and water, dry hands with single-use towels)

3. **Identify and prepare the donor.**
   Ask the donor to state his full name.

4. **Label blood collection bag and test tubes.**
   Ensure that:
   - the blood collection bag is of the correct type;
   - the labels on the blood collection bag and satellite bags, sample tubes and donor records have the correct patient name and number.

5. **Select the site (preferably at the bend of the elbow).**
   - Palpate the area; locate a vein of a good size that is visible, straight and clear.
   - The vein should be visible without applying the tourniquet.

6. **Apply a tourniquet**
   or blood pressure cuff inflated to 40–60 mm Hg.

7. **Ask the donor**
   to form a fist so that the veins are more prominent.

8. **Put on well-fitting, non-sterile gloves.**

9. **Disinfect the site.**
   If visibly dirty, wash with soap and water, and then wipe dry with single-use towels.
   - **One-step procedure** (recommended – takes about one minute):
     > use a product combining 2% chlorhexidine gluconate in 70% isopropyl alcohol;
     > cover the area and ensure that the skin is in contact with the disinfectant for at least 30 seconds;
     > allow to dry completely (30 seconds).
   - **Two-step procedure** (if chlorhexidine gluconate in 70% isopropyl alcohol disinfectant is not available, use this procedure – takes about two minutes):
     > step 1 – use 70% isopropyl alcohol;
     - cover the area and ensure that the skin is in contact with the disinfectant for at least 30 seconds;
     - allow to dry completely (about 30 seconds);
     > step 2 – use tincture of iodine or chlorhexidine (2%);
     - cover the area and ensure that the skin is in contact with the disinfectant for at least 30 seconds;
     - allow to dry completely (30 seconds).

**DO NOT** touch the site after disinfection.