

Section II: Local Agency Procedure Manual

I. Local Nutrition Services

H. Breast Pump Issuance

Purpose

To ensure initiation or continued breastfeeding when mother and infant are separated or having difficulties with nursing.

Policy

Local agencies will provide a manual, single-user electric or a multi-user loaner electric breast pump to breastfeeding participants.

1. Local Agency Management of Breast Pump Issuance

- The Breastfeeding Coordinator (BC) is responsible for overseeing the inventory and issuance of the breast pump program, and will:
 - Store breast pumps in a secure area that can be locked when staff are not present;
 - Maintain a record of inventory using the *Breast Pump Log* (or approved alternate form) to document:
 - Issuance of breast pumps
 - The return and cleaning of the multiple user breast pumps
 - Train staff that may assess for need and issue participants breast pump. Only the following roles may complete assessments and issuance:
 - BC;
 - CPA (including RDs);
 - Certified Lactation Counselor (CLC) on staff;
 - International Board-Certified Lactation Consultant (IBCLC) on staff;
 - Designated Breastfeeding Expert (DBE); and,
 - Senior Breastfeeding Peer Counselor
 - Ensure breast pumps are issued to participants at no charge;
 - Complete the breast pump inventory report/ordering form, as needed, located in eLearn under “Local Agency Resources” and submit it to the State WIC Office;
 - Assist participants reporting malfunctioning breast pumps;
 - Single-user electric breast pumps needing repair are reported to the manufacturer by the breastfeeding woman;
 - Single user electric or manual breast pumps are not replaced by the local agency;
 - Multi-user electric breast pumps are reported to the manufacturer by the local agency; and

- Multi-user electric breast pumps that are malfunctioning may be replaced with another multi-user electric breast pump
- Make reasonable efforts to ensure the return of multi-user electric breast pumps to the local agency in a timely manner:
 - If the loss is from inventory on hand, report it to the state office
 - If it is determined that the breast pump was stolen (not returned by the participant), notify the local police, obtain a copy of the police report and scan into the participant's folder; and
 - If a participant fails to return a multi-user electric breast pump to a Montana local agency, the participant is no longer eligible to receive a breast pump from the Montana WIC Program (with the exception of extenuating circumstances).

2. Eligibility for a Breast Pump

- A manual pump may be issued to any breastfeeding participant who requests it.
 - A multi-user breast pump may be issued for loan to a breastfeeding participant who needs to establish or maintain a milk supply in the following circumstances:
 - Woman who will be separated from their infants due to work, hospitalization, or custody issues;
 - Woman who are sick and unable to breastfeed or prescribed a contraindicated medication for a short-term period;
 - Woman who may temporarily not be directly breastfeeding for medical reasons;
 - Woman with an infant with physical or neurological impairment such as weak suck, uncoordinated suck/swallow pattern, inability to suck, or inability to latch on to the breast;
 - Woman with low milk supply;
 - Woman with multiple breastfeeding infants;
 - Woman who want to re-lactate; and
 - Woman inducing lactation (i.e. for adoptive child).
 - Single user* electric breast pumps are available for breastfeeding participants who need help maintaining their milk supply in the following circumstances:
 - Woman who have been breastfeeding at least one month and have a long-term goal of breastfeeding duration; and
 - Woman who is regularly separated from their infant (i.e. return to work or school, infant/woman hospitalization or sharing custody of an infant);
 - Woman with multiple breastfeeding infants;
- *Women who received a pump from Medicaid or Private Insurance shall not be issued a single-user pump from WIC unless it has been determined that their pump is ineffective or defective.

3. Procedures for Pump Issuance

- Breast pumps may not be issued to a pregnant woman unless they are breastfeeding a WIC participant infant.
- Confirm the participant:
 - does not have an effective Medicaid or private insurance issued single-user breast pump; or
 - does have one but requires a multi-user or manual breast pump.
- Complete an assessment of the breastfeeding dyad, identifying and addressing any issues or concerns.
 - Scope of practice must be considered when completing assessment and referral to a lactation expert made when scope has been reached.
- Determine eligibility for a type of breast pump based on assessment of the situation.
- Discuss pumping techniques and safe handling of expressed breast milk including:
 - Plan for pumping (frequency, effective techniques); and,
 - Use the manufacturer's instructions to demonstrate how to assemble, use and clean the breast pump.
 - Sanitary practices (hand washing, cleaning pump and accessories, etc.)
 - Storage times and temperatures (freezing and refrigeration), and proper thawing and warming techniques (provide written instructions)
- Observe the participant demonstrating assembly of the breast pump.
- Complete the *Breastfeeding-Single User Breast Pump Release Form* or the *Breastfeeding-Multi-User Electric Breast Pump Loan/Release Form*.
 - Scan it into the participant folder.
 - If using the *Breastfeeding- Multi-user Electric Breast Pump Loan/Release Form* give a copy to the participant.
- For multi-user pumps only- document under the breastfeeding tab in Spirit that the pump has been issued by entering the serial number and having the participant sign
- Provide a phone number to call for help or support.
- Follow-up with participant will be completed and documented within **three** business days after issuance, and then weekly or monthly thereafter dependent on the issue requiring a pump and the projected length of loan (for multi-user pumps only).
 - An individualized follow-up plan for each participant must be documented and followed
- Complete the *Breast Pump Log* and document issuance of multi-user pumps in SPIRIT.
- Collaboration with Outside Agencies
 - After WIC staff assessment and/or certification, an outside agency may issue a pump on behalf of the WIC staff if:

1...1. A release of information is on file to allow for communication between the issuing entity and WIC

1...2. All other policies regarding pump issuance must be followed

4. Return of Multi-user Breast Pumps

- Multi-user breast pumps will be returned to the Local Agency immediately when pump is no longer needed.
 - 1..1. If a pump is issued by an agency that is not the participant's primary agency, please document who will be following-up with the participant and which clinic the pump is expected to be returned to.
 - 1..1.1. The pump should be listed on both agencies' pump logs with current status (i.e. pump #1234 transferred to clinic XYZ with participant move ID#123456).
- A single user electric breast pump may be issued to a participant returning a multi-user breast pump if eligibility is met.
- Return and cleaning of multi-user breast pump will be documented on the *Breast Pump Log*. Staff will check the pump case for any damage, plug the pump in to ensure it is in good working order and clean the pump motor casing with a mild bleach solution (1-part bleach to 10 parts water) or medical-grade wipe.
- Return of a multi-user pump must be documented in SPIRIT under the breastfeeding tab where the pump was initially issued.