

## 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.

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#### 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.