

## 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 as needed and requested.

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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 multi-user breast pumps
  - Train staff that may assess and issue participants a breast pump. Only the following roles may complete assessments for issuance:
    - Breastfeeding Coordinator
    - 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 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 without just cause (i.e., theft, fleeing domestic violence, fire, etc.), the participant is no longer eligible to receive a breast pump from the Montana WIC Program (except for extenuating circumstances).

## **2. Eligibility for a Breast Pump**

- A manual pump may be issued to any breastfeeding participant who requests it.
  - Haakaa pumps may be issued with a CPA/RD assessment. They do not need to be tracked on pump log and no loan release form is needed. Education on how to use the pump and documentation of issuance is required.
  - Other manual pumps shall be documented on log and include a release signed and on file.
- 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 is 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 wants 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 has been breastfeeding at least one month and has a long-term goal of breastfeeding duration
  - Woman who is regularly separated from her 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 single user pump from Medicaid or Private Insurance shall not be issued a single-user pump from WIC unless it has been determined and documented that their pump is ineffective, defective, or woman has other extenuating circumstance.

### 3. Procedures for Pump Issuance

- Breast pumps may not be issued to a pregnant woman unless they are breastfeeding a WIC participant infant and approval has been obtained from the State Office. A postpartum certification must be scheduled and reasons for issuance must be documented.
- Confirm the participant does not have an effective Medicaid or private insurance issued single-user breast pump. If they do have a pump, reason for issuance shall be documented (i.e., different kind of pump needed).
- Complete an assessment of the breastfeeding dyad (within scope of practice), identifying and addressing any issues or concerns. Referral to a lactation expert must be 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)
  - 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 MIS 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 MIS.
- 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:
    - A release of information is on file to allow for communication between the issuing entity and WIC.
    - 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 the pump is no longer needed.
  - 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.
  - 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 cleaner such as cavi-wipes. The cleaner should be virucidal, bactericidal, tuberculocidal, AND fungicidal.
- Return of a multi-user pump must be documented in MIS under the breastfeeding tab where the pump was initially issued.

#### 5. Broken Pumps

- Any multi-user pump determined to be non-functioning should be reported to the state Breastfeeding Coordinator.
  - Include the following in an email:
    - pump type (symphony or lactina)
    - pump serial number
    - reason for pump not working (i.e., no suction, missing pieces, no cord, etc.)