

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.

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).
 - Please refer to the *Participant Fraud, Abuse and Sanctions* policy for specific information

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 that is signed and scanned into the participant's chart.
- 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 Item Issuance 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 Item Issuance 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.)