

# Chapter 8

## Breast Pump Policies





# Texas WIC Program

## Texas Department of Health

Effective January 1, 2005

Policy No. BF:05.0

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### Issuance and Inventory of Manual and Single-User Electric Breast Pumps

#### Purpose

To enable WIC breastfeeding mothers to maintain breastfeeding and increase the duration of breastfeeding in special circumstances or when having to return to work or school.

#### Authority

7 CFR Part 246.14; USDA FNS Policy Memorandum, 99-WIC-73

#### Policy

The local agency (LA) staff shall provide manual and single-user electric breast pumps to breastfeeding WIC participants when needed to manage breastfeeding and shall maintain a perpetual inventory of all pumps.

#### Definition

Lost or Stolen Breast Pump — a missing breast pump that is not accounted for by way of a breast pump log or a release form.

#### Procedures

- I. As shall ensure that manual breast pumps are available for participants in the following circumstances:
  - A. For mothers who need help in resolving short-term breastfeeding concerns such as engorgement, flat or inverted nipples, oversupply, sleepy baby, plugged duct, or other reason as determined by the Certifying Authority (CA), Peer Counselor, Lactation Consultant, or WIC Director.
    1. For mothers who need to pump for infrequent separation from their baby because of part-time return to work, school, or other reason as determined by the CA, Peer Counselor, Lactation Consultant, or WIC Director.

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- II. As shall ensure that single-user electric breast pumps are available for participants who need help in maintaining their milk supply in the following circumstances:
    - A. For mothers who must be separated from their infant for reasons such as part-time or full-time return to work or school, infant/mother hospitalization, or sharing custody of infant.
    - B. For mothers of infants with special needs such as cleft lip or palate, Down Syndrome, cardiac problems, cystic fibrosis, PKU, neurological impairment, or other special need as determined by the CA, Peer Counselor, Lactation Consultant, or WIC Director.
    - C. For mothers of multiple infants.
    - D. For mothers of infants with physical or neurological impairment such as uncoordinated suck/swallow pattern, weak suck, inability to suck, or inability to latch on to the breast.
    - E. For mothers who are having difficulty maintaining adequate milk supply due to infant/mother illness.
  - III. Before receiving a breast pump, mothers shall be trained by WIC staff on assembly, use, and cleaning of the breast pump, and storage of human milk utilizing the pump that is being issued to the participant or a demonstration pump. Showing a participant a breast pump video does not count as training. WIC staff conducting training shall have completed the Breastfeeding Promotion and Support Module and been previously trained on breast pump issuance, inventory control, basic troubleshooting, retrieval, assembly, use, and cleaning, and LA protocol on who to contact to answer participant's questions on BF. See Policy BF:04.0.
  - IV. WIC staff shall have participants read, initial the statements, and sign the single-user breast pump release form when a single-user electric pump is issued. If a participant cannot read, the release form shall be read to the participant. The release form shall also be signed by the staff member who conducts the training. The release form shall be distributed as follows:
    - V. original in participant or central file; and
    - VI. copy to participant.
  - VII. WIC staff shall document shipments received and issuance information for both manual and single-user electric pumps on SA breast pump inventory logs which shall be maintained in a central breast pump file at the LA to be available for audit purposes. The release information to be documented shall include participant name, documentation that release form was signed and reason for issuance. Breast pump logs may be modified with prior approval by the SA BF coordinator.

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- VIII. The LA shall maintain a perpetual inventory of all breast pumps at all times. Reconciliation of breast pump logs to actual breast pump inventory shall be done once a month, at minimum.
  - IX. Breast pumps, collection kits, and other breastfeeding aids shall be stored in a locked area or cabinet.
  - X. WIC staff shall not issue a breast pump to themselves or relatives. The WIC employee who is scheduled or has a family member scheduled for an appointment shall make arrangements for another WIC employee to issue the breast pump.
  - XI. WIC staff shall not issue a single-user electric breast pump and multi-user electric breast pump to a participant at the same time. The multi-user electric breast pump shall be returned to the clinic before a single-user electric pump may be issued. A single-user electric breast pump may be issued the same day a multi-user electric pump is returned if it is determined the WIC participant needs it to maintain her milk supply.
  - XII. WIC staff shall not issue a replacement electric pump until a participant returns the broken or defective electric breast pump to the clinic.
  - XIII. For lost or stolen breast pumps, see [Policy AC:36.0](#).

### Guidelines

- XIV. Single-user breast pumps are classified as personal hygiene items by the Food and Drug Administration and should never be used by more than one person.

# Nutrition Services

## Department of State Health Services

Effective August 1, 2006

Policy No. BF:06.0

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### Loan and Inventory of Multi-user Electric Breast Pumps

#### Purpose

To enable WIC participants to initiate breastfeeding and increase the duration of breastfeeding in special circumstances.

#### Authority

7 CFR Part 246.14; USDA FNS Memorandum 99-WIC-73

#### Policy

To support breastfeeding women, the LA shall provide multi-user electric breast pumps to WIC participants who need to establish their milk supply. The LA shall maintain a perpetual inventory of collection kits and a master inventory log for multi-user electric pumps.

#### Definitions

Irretrievable Multi-user Electric Breast Pump – a multi-user electric breast pump originally loaned to a WIC participant, but deemed irretrievable according to the Guidelines for Retrieval of Multi-user Breast Pumps.

Lost or Stolen Breast Pump – a missing breast pump that is not accounted for by way of a breast pump log or a release form.

#### Procedures

- I. LAs shall ensure that pumps are available for participants who need to establish their milk supply in the following circumstances:
  - A. For mothers who must be separated from their newborn due to infant or mother hospitalization.
  - B. For mothers of newborns with special needs such as prematurity, low birth weight, cleft lip or palate, Down Syndrome, cardiac problems, cystic fibrosis, PKU, neurological impairment, or other special need as

determined by the certifying authority (CA), peer counselor, lactation consultant, or WIC director.

- C. For mothers of newborns with physical or neurological impairment such as uncoordinated suck/swallow pattern, weak suck, inability to suck, or inability to effectively latch-on to the breast.
- D. For mothers who want to re-lactate.
- E. For other special circumstances are determined by the certifying authority (CA), peer counselor, lactation consultant, or WIC director.

II. LA staff shall determine the mother's need for a collection kit. If the mother did not receive a collection kit in the hospital or received one that is not designed to work with the LA breast pump, a collection kit shall be issued. Collection kits shall not be returned and shall not be reused by other mothers.

III. Before receiving a breast pump, mothers shall be trained by WIC staff on assembly, use, and cleaning of the breast pump, and storage of human milk utilizing the pump that is being issued to the participant or a demonstration pump. Showing a participant a breast pump video does not count as training. WIC staff conducting training shall have completed the Breastfeeding Promotion and Support Module and been previously trained on breast pump issuance, inventory control, basic troubleshooting, retrieval, assembly, use, and cleaning, and LA protocol on who to contact to answer participant's questions on BF. See Policy BF:04.0.

IV. WIC staff shall have participants read, initial each statement, and sign a breast pump loan/release form when borrowing a multi-user pump. If the participant cannot read, the loan/release form shall be read to the participant. The loan/release form shall also be signed by the staff member who trains the participant. The release form shall be distributed as follows:

- A. original to participant or central file; and
- B. copy to participant.

V. WIC staff may issue a multi-user breast pump to a proxy, 16 years of age or older, if certain conditions identified in Policy BF: 07.0 are present.

VI. WIC staff shall document inventory of multi-user electric breast pumps on a SA master inventory log for multi-user electric breast pumps. Information to be documented shall include breast pump serial numbers, date received and reasons when a multi-user electric breast pump is no longer in inventory. Reconciliation of the master inventory log to actual multi-user electric breast inventory shall be done once a month, at minimum.

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- VII. WIC staff shall document collection kits received, multi-user electric pump loan information and collection kit issuance on a SA inventory log for collection kits, which shall be maintained in a central breast pump file at the LA and available for audit purposes. The information to be documented shall include participant name, breast pump number, reason for issuance, documentation that release form was signed, date issued, date due, and date returned.
  - VIII. The LA shall maintain a perpetual inventory of all collection kits at all times. Reconciliation of the collection kit log to actual collection kit inventory shall be done once a month, at minimum.
  - IX. Food benefits may be single-issued or double-issued to a WIC participant receiving a multi-user pump. However, because most WIC participants who receive multi-user breast pumps need extra breastfeeding support, the decision to single-issue or double-issue food benefits shall be determined by the certifying authority (CA), peer counselor, lactation consultant, or WIC director and based on the needs of the participant.
  - X. Upon return to the clinic, staff shall check the pump case for all parts, plug the pump in to ensure it is in good working order, assess the pump for damage, and clean the pump motor casing with a mild bleach solution or standard household cleaner.
  - XI. Electric breast pumps, collection kits, and other breastfeeding aids shall be stored in a locked area or cabinet(s).
  - XII. WIC staff shall not issue a breast pump to themselves or relatives. The WIC employee who is scheduled or has a family member scheduled for an appointment shall make arrangements for another WIC employee to issue the breast pump.
  - XIII. WIC staff shall not issue a replacement electric pump until a participant returns the broken or defective electric breast pump to the clinic.
  - XIV. LAs shall follow the Guidelines for Retrieval of Multi-user Electric Breast Pumps when retrieving pumps that are not returned in a timely manner to the clinic.
  - XV. For lost or stolen breast pumps, see Policy AC:35.0.



# Texas WIC Program

## Texas Department of Health

Effective November 1, 2006

Policy No. BF:07.0

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### Issuance of Breast Pumps to a Proxy

#### Purpose

To enable WIC participants to appoint a proxy to pick up a breast pump in special circumstances.

#### Authority

7 CFR Part 246.12; USDA FNS Memorandum 99-WIC-73

#### Policy

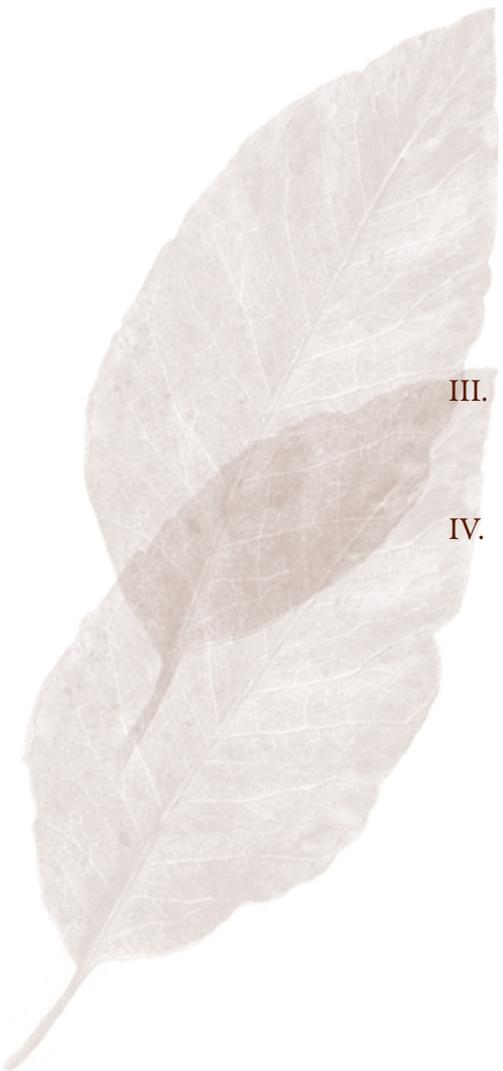
To support breastfeeding women, the LA shall allow a proxy to pick up breast pumps for WIC participants in special circumstances.

#### Definitions

Proxy – any person 16 years of age or older designated by a breastfeeding participant to obtain a breast pump.

#### Procedures

- I. WIC participant can appoint a proxy, age 16 or older, to pick up a multi-user breast pump if the following conditions are present:
  - A. The WIC participant must be currently enrolled in WIC, as pregnant or breastfeeding, and determined eligible for a pump.
  - B. The WIC participant's situation must warrant issuing a multi-user pump immediately. (Example: infant in the NICU and mother states she cannot pick up the pump from WIC.)
- II. The WIC participant shall designate a proxy in writing.
  - A. The written statement shall name the proxy and be signed and dated by the WIC participant.
  - B. The written statement shall be filed in the participant's chart and be accessible for audit/review.
  - C. Individuals unable to write may make their mark in lieu of a signature on the written statement.

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1. LA staff may assist clients who cannot write with preparation of the written statement; however, another staff member must witness. This option is more helpful to the family if completed at the clinic in advance of a future appointment when it is known the participant or parent/guardian/caretaker will need a proxy.
  2. A third party other than LA staff may also assist the participant or parent/guardian/caretaker in preparation of the written statement. Examples of a third party include but are not limited to, family members and friends.

III. The proxy shall provide identification for himself/herself (refer to Policy CS: 05.0E) and the participant's Family Identification Card (FID) or WIC Lone Star Card.

IV. The following steps shall be taken to ensure completion of the breast pump release form and to ensure adequate breast pump training.

A. WIC staff shall talk to the mom via the phone and determine that she meets the required conditions listed above.

B. If the mother can receive a fax, then the release form should be faxed to the mom. WIC staff should go over each point on the release form with the mom over the phone and the mom should initial each point, sign the bottom and fax it back.

C. If the mother cannot receive a fax then the WIC staff shall read to the mom each statement on the Multi-user Electric Breast Pump Loan/Release Form, with another staff as a witness, allowing time between each statement for the mom to agree. Initial each statement on behalf of the mom once she has agreed to each statement.

D. If the mother can answer yes to all three of the following questions she does not need additional breast pump training:

1. Have you already used a Hollister or Ameda Hygienikit (collection kit) for the Elite pump in the hospital?

2. Do you know how to take it apart, clean it, and put it back together?

3. Have you received information about how to store and handle your pumped milk?

E. If the mother cannot answer yes to the above questions, then WIC staff shall train the proxy before issuing the pump.

F. If special circumstances arise in which a single-user electric or manual pump is deemed more appropriate, proxy pick up is allowable using the procedure listed above with approval of the WIC Director, Breastfeeding Coordinator, or International Board Certified Lactation Consultant.