

<b>Nutrition Services Department of State Health Services</b>
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Effective February 1, 2015

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 initiate and maintain breastfeeding when having to return to work or school or during special circumstances.

### **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 maintain milk supply.

Local agencies shall maintain a secure and perpetual inventory of all pumps at all times.

Local agencies shall not implement policies regarding breast pump issuance that are more restrictive than the state agency breast pump policies.

### **Definition**

Single-User Breast Pump - can be manual or electric and are classified as personal hygiene items by the Food and Drug Administration. They should never be used by more than one (1) person.

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

Designated and Trained Staff – Staff who are designated by the WIC Director or Breastfeeding Coordinator to issue breast pumps and who have completed required breast pump training described in BF:04.0

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**Procedures**

I. Issuance

A. A WIC participant who requests a breast pump shall not be denied a pump if she does not have another source (e.g. her health plan) for obtaining a breast pump OR if she is unable to successfully obtain a pump from another source that is adequate and timely for her needs. Each participant's pump needs are different and should be assessed individually upon issuance. It is up to the CA, WCS, Peer Counselor, Lactation Consultant, WIC Director, or other designated and trained staff (See BF:04.0) to determine which pump would best fit the participant's need.

B. Manual Breast Pump Issuance

1. A manual breast pump can be issued for any reason. The reason for pump issuance is not restricted by state policy, but should be documented appropriately on the corresponding inventory log. Some examples of when a mom might need a manual pump include but are not limited to:
  - a) to help in resolving short-term breastfeeding concerns such as engorgement, flat or inverted nipples, oversupply, sleepy baby, or plugged duct.
  - b) for very infrequent separation from their baby such as part-time work (less than six hours per week).
  - c) for mothers who would rather feed their expressed milk in a bottle while in public.
  - d) for any other reason as determined by the CA, WCS, Peer Counselor, Lactation Consultant, WIC Director, or other designated and trained staff.
2. WIC staff shall have participants print and sign their name on the appropriate inventory log upon issuance of a manual breast pump. The inventory log should then be completed and initialed by the staff member conducting the pump training and issuance.

C. Single-User Electric Pump Issuance

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1. A single-user electric breast pump can be issued for any reason. There are no restrictions on breast pump issuance in regards to the amount of formula a participant receives. The reason for pump issuance is not restricted by state policy, but should be documented appropriately on the corresponding inventory log. Some examples of when a mom might need a single-user electric pump include but are not limited to:
  - a) for mothers who must be separated from their infant for reasons such as part-time (of approximately six hours or more per week) or full-time return to work or school, brief infant or mother hospitalization, sharing custody of infant, or for any other reason that involves a mom/infant separation of approximately six or more hours per week.
  - b) for mothers of compromised infants who need help maintaining their milk supply after establishing their milk with a multi-user electric pump. Examples include infants born pre-term or near-term with cleft lip or palate, Down Syndrome, cardiac problems, cystic fibrosis, PKU, neurological impairment, or any other reason.
  - c) for mothers who are having difficulty maintaining adequate milk supply due to infant/mother illness or need for maternal medications that are contraindicated with lactation.
  - d) for mothers who need an electric pump to establish their milk supply but who participate or will be transferring to another local agency. (Multi-user electric pumps can also be issued for this reason. Refer to the Breast Pump Procedures Manual for transfer instructions.)
  - e) for any other reason as determined by the CA, WCS, Peer Counselor, Lactation Consultant, WIC Director, or other designated and trained staff.
2. WIC staff shall have participants receiving a single-user electric pump read, initial the statements, and sign the single-user breast pump release agreement upon issuance of a single-user electric pump. If a participant cannot read, the release agreement shall be read to the participant. The release agreement shall also be signed by the staff member conducting

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the pump issuance. The release agreement shall be distributed as follows:

- a) original in participant or central file; and
- b) copy to participant.

3. Upon issuance, WIC staff shall also complete all sections of the Single-User Electric Breast Pump Inventory Log.

- D. 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.
- E. At least two WIC staff shall be involved in certification and issuance of food benefits (Breast pumps). See policy GA 20.0 on separation of duties.
- F. 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.

## II. Training

- A. 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.
- B. WIC staff shall assess the adequacy of pumps issued to participants from other sources, and if need be, issue a WIC pump if the pump received from the non-WIC source is not meeting a participant's needs.

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- C. 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, cleaning, and LA protocol on who to contact to answer participant's questions on breastfeeding (BF). See Policy BF:04.0.

### III. Inventory

- A. All full time clinics, at minimum, shall maintain an inventory of manual and electric breast pumps. If inventory is not stored at part time or satellite clinics, WIC staff shall ensure participants have access to the appropriate pump without the need for additional travel (i.e. staff will deliver from full-time clinic or to participant's clinic, home or a mutual meeting place.)
- B. WIC staff shall document shipments of manual and single-user electric pumps received, transferred, and issued on SA breast pump inventory logs which shall be maintained in a central breast pump file at the LA for audit purposes.
- C. The LA shall maintain a secure and perpetual inventory of all breast pumps and flanges at all times. Inventory shall be stored in a clean, locked space. Reconciliation of breast pump logs to actual breast pump inventory shall be done once a month, at minimum. State agency breast pump logs may be modified with prior approval by the SA BF Coordinator. See policy GA: 3.0 for breast pump log and release agreement retention rates.
- D. WIC staff shall not issue a replacement electric pump until a participant returns the broken or defective electric breast pump to the clinic.
- E. A WIC participant who reports that her single-user electric breast pump was stolen shall present a police report prior to being issued

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another electric pump. If a police report cannot be obtained, a manual pump can be issued. Pumps and collection kits stolen out of clinic inventories shall be reported to State Agency according to Policy AC:35.0.