

# New Hampshire WIC/CSFP Policy & Procedure Manual

## Chapter 2. NUTRITION SERVICES

### D. Breastfeeding Promotion

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#### Single User or Personal Use Electric Breast Pumps

**Purpose** To assure timely, safe and appropriate use of single user/ personal use electric breast pumps to breastfeeding mothers.

**Policy** Local agencies shall:

- conduct a thorough evaluation of the mother and infant to determine the type of pump required,
- facilitate timely access to free single user electric breast pumps for WIC breastfeeding mothers who meet state agency criteria,
- provide education to participants on the use and cleaning of electric breast pumps,
- provide education to participants on safe storage and handling of breast milk,

**Authority** NWA Position Paper, Guidelines for WIC Agencies Providing Breast Pumps, 08-002  
WIC Nutrition Service Standard 8C (4)

**Procedure**

- 1. Criteria for Single User Electric Pump (SUP) Distribution**  
Single user/personal use electric breast pumps intended for a single user and used only by the person to whom they are issued. Single use or personal use electric breast pumps shall not be resold or given to another person before or after use.

**The following are criteria for providing a SUP:**

- Participant must be working or in school and separated from her baby for more than four hours a day for at least 3-4 days per week.
- Participant must plan to pump breast milk at work or school.
- Participant may not have received a personal use electric breast pump from a NH WIC agency within the previous 2 years.
- Participant may not have received a personal use electric breast pump from Medicaid for the current delivery.
- Exceptions are at the discretion of the Breastfeeding Coordinator and documented in StarLINC.
- Single user/personal use electric breast pump shall not be issued prenatally.

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**2. Staff Competencies for Providing Electric Pumps**

Only nutritionists, breastfeeding coordinator and breastfeeding peer counselors shall be authorized to issue single user/personal use electric breast pumps. Exceptions are at the discretion of the state breastfeeding coordinator.

The competencies of staff who issue pumps include the ability to:

- Assess a mother's need for a breast pump,
- Answer participant questions,
- Provide appropriate breastfeeding assistance, counseling and follow up,
- Teach a mother how to use, assemble, clean and care for a pump,
- Teach hand expression,
- Develop a pumping plan/schedule, and
- Teach safe handling and storage of breast milk.

**3. Participant Single User/ Personal Use Breast Pump Loan**

**Agreement-** Local agencies shall use the NH WIC Breast Pump User Agreement in StarLINC. Local agencies may develop their own user agreement with State Agency approval. A customized local agency user agreement shall include a checklist indicating the following have been reviewed:

- ✓ Participant contact information,
- ✓ At least two phone numbers and an alternate person for contact,
- ✓ Guidelines for cleaning the kit,
- ✓ Understand single user/ personal use electric pump is for a single user,
- ✓ Proper storage and handling of expressed breast milk,
- ✓ Review of a demonstration of pump set up and operation,
- ✓ Agree to regular follow up and contact with the local agency,
- ✓ Notify the local agency immediately if there is a change in name, address or telephone number.
- ✓ Statement "The local agency shall not be held liable for any damages or expenses arising from use of the electric pump",
- ✓ A date and signature line for the participant.
- ✓ A date and staff issuer name.

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#### 4. Participant Education

- Emphasize the importance of continuing to feed at the breast,
- Teach hand expression,
- Develop a plan for expressing milk,
- Teach pump assembly, cleaning and proper use, demonstrate to the participant, and then ask the participant to assemble and disassemble the pump and kit
- Explain personal use/ single user electric pump is for a single user
- Pump kits are not sterile. Follow manufacturer's recommendations prior to first use,
- Give written instructions on how to safely collect, store, and handle breast milk, and
- Provide instructions on who to contact for help.

#### 5. Follow up and Documentation

Mothers pumping are more likely to succeed at breastfeeding when they receive timely and consistent follow up.

- Initial follow up shall occur within 24-48 hours after providing the electric pump.
- Subsequent pump follow up is recommended weekly, and then monthly depending on the reason for pumping.
- Documentation shall be recorded in StarLINC under breast pump issuance.
- Documentation shall be recorded in the infant's record if it applies to the infant's weight and breastfeeding progress in Nutrition Education Goals. (i.e. pumping frequency, amount of breast milk consuming in 24 hours, #wet and #stool diapers, weight gain and follow up plan)
- Documentation of the single user electric pump, attempted calls/text/email to the mother for follow up, and lactation concerns/questions shall be recorded in the mother's record in Nutrition Education Goals.
- Participants with greater than 3 calls not returned shall be documented with a caution note in StarLINC and elevated to the Breastfeeding Coordinator. Unsuccessful call attempts shall be documented in the Admin Notes section.

#### 6. Inventory

- Maintain an inventory control system for all single user/ personal use electric breast pumps. StarLINC is mandatory. A local agency may choose to use an additional inventory tool too.

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- Store single user/ personal use electric breast pumps in a secure location and in an area that is not easily accessible to WIC participants.
- Randomly audit electric pump inventory monthly to assure inventory is accurate.

#### **Exception**

Local agencies shall first assist a breastfeeding mother with Medicaid to request the single user/personal use electric breast pump benefit from her insurance.