

# New Hampshire WIC Policy & Procedure Manual

## Chapter Number 2. NUTRITION SERVICES

### D. Breastfeeding Promotion

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#### Manual Pump Issuance

**Purpose** To ensure timely, appropriate and safe distribution of manual 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 manual breast pumps for WIC breastfeeding mothers who meet state agency criteria;
- Provide education to participants on the use and cleaning of manual breast pumps; and
- 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 Services Standards 8C (4)

**Procedure** **1. Criteria for Manual Pump Distribution** Manual breast pumps intended for a single user and used only by the person to whom they are issued. Manual breast pumps shall not be resold or given to another person before or after use.

**The following are criteria for providing a manual breast pump:**

- Participant does not require an electric breast pump.
- Participant has a circumstance that warrants a manual pump. Including but not limited to, expression of milk prior to latching baby, short separations between mom and baby, or to facilitate supplementation of mothers' own milk instead of formula.
- Manual breast pump shall not be issued prenatally.

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

Only nutritionists, breastfeeding coordinator and breastfeeding peer counselors shall be authorized to issue manual breast pumps. Exceptions are at the discretion of the state breastfeeding coordinator.

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Staff who issue pumps shall:

- Assess a mother's need for a manual 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 Manual Breast Pump User Agreement-** Local agencies shall use the NH WIC Breast Pump User Agreement in StarLINC when issuing a breast pump and review with the participant the following:

- ✓ Participant contact information,
- ✓ At least two phone numbers and an alternate person for contact,
- ✓ Guidelines for cleaning,
- ✓ Manual pump is for a single user,
- ✓ Proper storage and handling of expressed breast milk,
- ✓ Review of a demonstration of pump set up and operation,
- ✓ 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 manual pump",
- ✓ A date and signature line for the participant.
- ✓ A date and staff issuer name.

Local agencies may develop their own user agreement with State Agency approval. A customized local agency user agreement shall include at a minimum the items in the State Agency checklist and be reviewed at the breast pump issuance.

#### **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,
- Explain manual pump is for a single user only,
- Manual Pumps are not sterile. Follow manufacturer's

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- 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 manual 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 Nutrition Education Goal notes when it applies to the infant's weight and breastfeeding progress in. (i.e. pumping frequency, amount of breast milk consuming in 24 hours, #wet and #stool diapers, weight gain and follow up plan)

#### 6. Inventory

- Maintain an inventory control system for all manual breast pumps. StarLINC is mandatory. A local agency may choose to use an additional inventory tool.
- Store manual breast pumps in a secure location and in an area that is not easily accessible to WIC participants.
- Randomly audit manual pump inventory monthly to assure inventory is accurate.

**Exception**

None