

Breastfeeding Volume
WIC Breastfeeding Section

Breast Pump Policy (6.05100)

ER# 6.05100

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Policy: Local agencies (LAs) may provide manual breast pumps, single-user electric breast pumps or loan multi-user hospital grade electric breast pumps to breastfeeding WIC participants for a minimal fee or at no charge. Breast pumps shall not be distributed to participants prenatally and WIC benefits shall not be terminated or suspended for un-reimbursed loss or damage to loaned pumps.

Prior to loaning or providing pumps, each agency shall:

Develop breast pump guidelines that are specific to their agency and a loan agreement, which fully states the participant's rights and responsibilities.

Have trained designated staff to implement and manage the program, which includes staff that can provide proper education, documentation and appropriate required follow up.

Track, clean and maintain multi-user electric breast pumps in good working order and maintain an inventory in MOWINS.

Not reuse manual breast pumps, double pumping kits and single-user electric breast pumps.

Ensure that the serial number of multi-user electric breast pumps is recorded in MOWINS and that the appropriate WIC tag is placed on the breast pump.

Make a reasonable effort to retrieve loaned electric breast pumps that are not returned when requested, and refer to the State Agency (SA) for collection efforts if unsuccessful.

Fees charged for manual breast pumps or double pumping kits cannot be more than the cost of the product and money collected must be used to purchase additional product or to repair multi-user electric breast pumps.

LAs that charge a refundable deposit for loaned breast pumps must ensure that their fees are reasonable (no greater than \$50) and do not create a barrier to the participant. The fee must be waived for participants that state they do not have the money to pay the refundable deposit.

Procedure:

- A. Developing LA breast pump guidelines and loan agreement
 1. Prior to providing manual breast pumps, single-user electric breast pumps or

loaning of hospital grade electric breast pumps develop written guidelines, specific to your agency. (See [Sample Agency Breast Pump Loan Guidelines.](#))

2. Prior to loaning hospital grade electric breast pumps develop a loan agreement that includes sufficient information to attempt to recover the pump. (See [Sample Loan Agreement](#))

B. Maintaining a breast pump inventory.

1. Ensure that the serial number of multi-user electric breast pumps is recorded in MOWINS and that the appropriate WIC tag is placed on the breast pump.
2. Track in MOWINS all manual breast pumps, single-user electric breast pumps, double pumping kits and multi-user electric breast pumps and keep the inventory up-to-date at all times.
3. Store all breast pumps in a secure location and in an area that is not easily accessible to WIC participants.

C. Determining Need and Type of Breast Pump

1. Decide which type of breast pump should be given, manual or electric, by completing a proper assessment of the participant's need, which would include evaluating the reason for the pump, how often she may need to pump and where the pump will be used. (See [Breast Pump Decision Tree.](#))
2. Verify that the mother did not receive a collection kit in the hospital or received one that is not designed to work with type of breast pump being provided and then provide a double pump kit, if necessary.

D. Issuing Breast Pumps

1. Provide appropriate training on assembly, use, and cleaning of the breast pump, and storage of human milk prior to providing a pump.
2. When providing manual pumps, single user electric pumps or loaning multi-user electric breast pumps document in the participant file in MOWINS what item was given or loaned to the participant and the reason the pump is needed.
3. When loaning a hospital grade electric breast pump, have the participant read, initial each statement and sign the breast pump loan agreement and keep all loan agreements in a central file.
4. Determine the food issuance cycle after assessing the need for follow-up of the participant.

E. Follow-up/Support

1. Have an appropriate staff member (i.e. IBCLC, nutritionist, CPA, Breastfeeding Coordinator or peer counselor) contact participants who have been loaned an electric breast pump.
2. Document follow-up in the breastfeeding notes of MOWINS.

F. Retrieving of multi-user electric breast pumps

1. Contact participant by phone to attempt to recover pump and if unsuccessful, mail

a certified letter to participant.

2. If participant is unable to be contacted by phone or mail, a lost/stolen report may be filed with the local authorities.
3. If all attempts to retrieve the pump have failed, complete the [Missing or Damaged Multi-User Electric Breast Pump Report](#) and submit to the SA.
4. Notify the-SA if the pump is returned to the LA after collection efforts have begun.

G. Cleaning and Maintaining Multi-user Electric Breast Pumps

1. Immediately upon receipt of a returned pump, visually check for return of all parts and assess the pump for damage.
2. Clean the pump motor casing and carrying case with sanitizing solution according to manufacturer recommendations and check for pest infestation.

H. If single-user electric breast pumps are provided to breastfeeding mothers the following criteria must be used for distribution:

1. Participant must demonstrate a need for the pump.
2. Mother must be separated from her infant at least 32 hours per week.
3. Mother must be planning to offer breast milk exclusively to her infant and committed to continued long-term exclusive breastfeeding.
4. Infant must be receiving no formula from WIC.
5. Pump cannot be provided to the mother before 4 weeks post partum. If a mother needs a pump before then, she may be loaned a multi-user electric breast pump.

Guidelines:

- A. It is the LA's decision as to how pumps are issued. The following options are available:
1. Manual and single-user electric breast pumps and double pumping kits may be provided to WIC participants at no charge or a fee may be charged for the cost or a portion of the cost, but the money collected must be used to purchase additional product or to repair multi-user electric breast pumps.
 2. LAs may charge a refundable deposit for electric breast pumps that are loaned as long as the money collected is used to maintain and replace breast pumps. LAs need to ensure that their fees are reasonable (no greater than \$50) and do not create a barrier to the participant. The fee must be waived for participants that state they do not have the money to pay the refundable deposit.
 3. Manual breast pumps, single-user pumps and double pumping kits shall not be returned to the agency or reused.
- B. LAs should verify if the participant has already received an appropriate breast pump through MO HealthNet (Medicaid) or private insurance. If the participant already has an appropriate pump, education can be provided to ensure the pump is being used correctly and no pump will need to be provided through WIC.

- C. Before loaning multi-user electric breast pumps each LA must have a loan agreement that outlines the responsibility of the participant and the following may be included:
1. Be subject to a financial penalty if the pump is not returned.
 2. Maintain monthly contact with the local agency.
 3. Notify the LA immediately if there is a change to their name, address, and/or telephone number.
 4. Use the electric breast pump and kit according to instructions for assembly, use and cleaning.
 5. Keep the electric breast pump in their possession.
 6. Should include a release of liability of the LA, Missouri Department of Health and Senior Services, health department, etc.
 7. Return the electric breast pump in clean condition by the due date, or earlier if requested, or immediately under any of the following circumstances:
 - a. The pump becomes damaged or ineffective.
 - b. They are no longer in need of the pump.
 - c. They are no longer receiving WIC services.
 - d. They transfer to another agency.
- D. Consider the following staff competencies when assessing the appropriate staff to distribute breast pumps and educate mothers:
1. The ability to assess a woman's need for a breast pump and select the appropriate pump that meets her need.
 2. The ability to teach a woman how to use, clean and care for a pump.
 3. The ability to teach hand expression.
 4. The ability to provide appropriate breastfeeding assistance, counseling, and follow-up services.
 5. The ability to develop a pumping plan (frequency, location, length of pumping sessions etc.) with the mother.
 6. Examples of appropriate staff are an IBCLC, nutritionist, CPA, Breastfeeding Coordinator or peer counselor.
- E. LAs should consider a triage system for distribution of electric breast pumps, if need exceeds supply. The nutritionist or appropriate trained staff person shall determine the need for an electric breast pump, which may include and is not limited to (in order of priority):
1. Premature or hospitalized infant or mother
 2. Infants with feeding or latching problems
 3. Low milk supply

4. Mother of multiple infants
 5. Temporary breastfeeding problems such as engorgement and medication contraindicated for breastfeeding.
 6. Mother returning to work or school
- F. Appropriate trained staff members shall contact participants who have been provided an electric breast pump to give appropriate follow-up and education.
1. Participants should be contacted by phone:
 - a. Within 24-48 hours to ensure that the pump is operating correctly and that the mother is using it properly.
 - b. Every 2-3 days until an adequate milk supply is achieved or participant indicates assistance is no longer needed.
 - c. Every 2-3 weeks for a sick or hospitalized infant to support mothers in maintaining an adequate milk supply.
 2. Agencies may consider placing participants who have been loaned an electric breast pump on a food issuance cycle of 1 to insure the mother is receiving proper follow-up.
- G. Documenting the provision of a pump to a participant facilitates communication with other WIC staff and protects the LA from liability issues. Appropriate documentation would include:
1. The reason for issuing the pump and the type of pump provided.
 2. The mother's commitment to continue breastfeeding.
 3. A summary of the counseling and education provided, including the pumping plan (frequency, location, length of pumping sessions etc.)
 4. Plans to follow up with the participant.
- H. The following guidelines are recommended for the storage of breast milk.
1. Store in a refrigerator at a temperature of 40 degrees F or below and use within **4 days**.
 2. Store in the freezer (freezer door separate from refrigerator) with a temperature of 0 degrees F or below and use within **6 months**.
 3. Thaw (from frozen) in a refrigerator with a temperature of 40 degrees or below and use within 24 hours.
 4. Storage recommendations may differ for mothers collecting milk for hospitalized infants. LA staff should defer to the hospital's storage protocols.