

II. Nutrition Services

1. Breastfeeding

2.1.030 Breast Pump Policy

Authority: PL 101-147, WC-95-37-P, WC-99-36-P

Issued: 01/1996

Revised 10/2021

Policy: Local agencies (LAs) may provide manual breast pumps or single-user electric breast pumps, or loan multi-user 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 the Missouri WIC Information Network System (MOWINS.)

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

Provide the serial number of new multi-user electric breast pumps to the state agency (SA) to be recorded in MOWINS and ensure that the appropriate WIC tag is placed on the breast pump. Contact participants at least monthly to retrieve loaned electric breast pumps that are not returned when requested, and refer to the 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 multi-user electric breast pumps develop written guidelines, specific to your agency. (See [Sample Agency Breast Pump Loan Guidelines.](#))

2. Prior to loaning multi-user 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. Provide the serial number of new multi-user electric breast pumps to the SA to be recorded in MOWINS and ensure that the appropriate WIC tag is placed on the breast pump.
 2. Track all multi-user electric breast pumps in MOWINS by issuing the pump to the participant and keep the inventory up-to-date at all times. Use the “Breast Pump Report” Crystal Report to monitor the location of issued pumps.
 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 they may need to pump, and where the pump will be used. (See [Breast Pump Decision Tree](#).)
 2. Verify that the participant did not receive a pump kit in the hospital or received one that is not designed to work with the type of breast pump being provided, and then provide a double pump kit, if necessary.
- D. Issuing breast pumps
1. Provide appropriate training on the assembly, use, and cleaning of the breast pump and storage of human milk, prior to providing a pump.
 2. When providing manual breast pumps, single-user electric breast pumps, or loaning multi-user electric breast pumps, document in the participant file in MOWINS the item that was given, or loaned, to the participant and the reason the pump is needed.
 3. Issue multi-user electric breast pumps to the participant in MOWINS.
 - a. Under the “Participant Activities” tab, click on “Breastfeeding.”
 - b. Select the “Issue Breastfeeding Items” option, then “Add.”
 - c. Click on the drop down and select the type of pump to be loaned.
 - d. Search for the pump by entering the WIC tag number, then a space, then the pump serial number. Select the pump and click “OK.”
 - e. Have the participant sign for the pump, or have a staff person sign in lieu of the participant if needed.
 4. When loaning a multi-user 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.
 5. 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., International Board Certified Lactation Consultant (IBCLC), nutritionist, Competent Professional Authority (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 multi-user electric breast pumps
1. When the participant reports that they are no longer using the pump, or when the family is no longer participating in WIC, the pump should be returned. Contact the participant by telephone at least monthly to attempt to recover the pump and, if unsuccessful, mail a certified letter to the participant. Document these attempts in MOWINS or in the central pump file.
 2. If the participant is unable to be contacted by telephone or mail, a lost/stolen report may be filed with the local authorities, if that option was included on the signed Breast Pump Loan Agreement.
 3. If all attempts to retrieve the pump have failed, complete the [Missing or Damaged Multi-User Electric Breast Pump Report](#) and submit it 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. Upon receipt of a returned pump, immediately visually check for the return of all parts and assess the pump for any damage.
 2. Clean the pump motor casing and carrying case with sanitizing solution according to the manufacturer's recommendations and check for any pest infestation. Agencies may isolate returned pumps in a clear plastic bag or bin for three (3) days before cleaning to check for any pests.
- H. If single-user electric breast pumps are provided to breastfeeding mothers, the following criteria must be used for distribution and the participant must sign the [Personal Double Pump Questionnaire/Agreement](#):
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 four (4) weeks postpartum. If a mother needs a pump before then, she may be loaned a multi-user electric breast pump.

Guidelines:

- A. LAs may choose from the following options for breast pump loan guidelines:
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 products 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 who state they do not have the money to pay the refundable deposit.
 3. Manual breast pumps, single-user pumps, double pumping kits, and any soft carrier issued with the pump shall not be returned to the agency or reused. These items do not need to be issued under the “Issue Breastfeeding Items” tab in MOWINS.
 4. LAs may report missing multi-user pumps to local authorities, if it is clearly outlined in their guidelines and the pump loan agreement.
- 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, or is eligible to receive one, education can then be provided to ensure the pump is used correctly and notification given that 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 LA.
 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 the 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 benefit issuance cycle of one (1) month 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.