

<p style="text-align: center;">Nutrition Services Department of State Health Services</p>

Effective February 1, 2015

Policy No. BF:06.0

Loan and Inventory of Multi-user Electric Breast Pumps

Purpose

To enable WIC participants to initiate breastfeeding and increase the duration of breastfeeding in special circumstances.

Authority

7 CFR Part 246.14; USDA FNS Memorandum 99-WIC-73

Policy

Local agencies shall provide multi-user electric breast pumps and collection kits to WIC participants who need to establish their milk supply.

Local agencies shall maintain a secure and perpetual inventory of collection kits and multi-user electric 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.

Definitions

Multi-user Electric Breast Pump – a breast pump with a powerful and reusable motor unit that is designed for mothers who need to establish their milk supply with a breast pump alone or with minimal breastfeeding by the infant.

Milk Collection Kit - a personal use milk collection kit given to WIC mothers who are temporarily loaned a multi-user electric pump, and should never be used by more than one (1) person.

Irretrievable Multi-user Electric Breast Pump – a multi-user electric breast pump originally loaned to a WIC participant, but deemed irretrievable according to the Guidelines for Retrieval of Multi-user Breast Pumps in the Breast Pump Procedures Manual.

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

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

Procedures

I. Issuance

- A. Before issuing a pump, WIC staff shall verify that a WIC participant who requests for a breast pump does not have another source (e.g. health plan) for obtaining a breast pump OR if she is unable to successfully obtain a breast pump from another source that is adequate and timely for her needs.
- B. Multi-user electric pumps can be issued for any reason if all of the following conditions are present:
 - 1. The WIC participant is currently enrolled in WIC as pregnant or breastfeeding. If from another state, participant should have proof of WIC enrollment in other state prior to being issued a pump in Texas.
 - 2. Has delivered her infant(s),
 - 3. Is determined eligible for a pump.
- C. 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 multi-user electric pump include but are not limited to:
 - 1. mothers of newborns with special needs such as prematurity, low birth weight, Down Syndrome, cardiac problems, cystic fibrosis, PKU, neurological impairment, or other special needs.
 - 2. mothers of newborns with physical or neurological impairment such as cleft lip or palate, tongue tie, uncoordinated suck/swallow pattern, weak suck, inability to suck, or inability to effectively latch-on to the breast.

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3. mothers who must be separated from their newborn due to infant or mother hospitalization.
 4. mothers at risk for delayed lactogenesis II, such as mothers who had cesarean section delivery or conditions such as diabetes, obesity, hyperthyroidism, insufficient mammary glandular tissue, postpartum hemorrhage, ovarian cyst, polycystic ovarian syndrome, and history of breast surgery.
 5. mothers who want to re-lactate.
 6. for any other reason as determined by the CA, WCS, Peer Counselor, Lactation Consultant, WIC director, or other designated and trained staff (See BF:04.0).
- D. Food benefits may be single-, double-, or triple-issued to WIC participants receiving multi-user pumps as determined by the CA, WCS, Peer Counselor, Lactation Consultant, WIC Director, or other designated and trained staff. However, because WIC participants who receive multi-user breast pumps need close follow-up, multi-user pumps can only be issued for a maximum of two months at a time.
1. loan extensions can be granted in person or by phone for up to two months at a time.
 2. mothers of infants born prior to 38 weeks shall be granted loan extensions upon request until their baby reaches their original due date, at minimum.
 3. all mothers issued multi-user pumps should be provided with close follow up in an attempt to help mom reach the desired goal of pumping 25 ounces a day, per baby, by day 14 and thereafter, for as long as the mother has the pump.
- E. LA staff shall determine the mother's need for a milk collection kit. If the mother did not receive a collection kit in the hospital or received one that is not designed to work with the LA breast pump, a collection kit shall be issued.
- F. WIC staff shall have participants read, initial each statement, and sign a breast pump loan contract when borrowing a multi-user

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pump. If the participant cannot read, the loan contract shall be read to the participant. The loan contract shall also be completed and signed by the staff member conducting the issuance. The loan contract shall be distributed as follows:

1. original in participant or central file; and
2. copy to participant.

- G. Upon issuance, WIC staff shall complete all sections of the WIC Inventory Log for Collection Kits and Issuance of Multi-User Breast Pumps.
- H. 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.
- I. 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.
- J. WIC staff may issue a multi-user breast pump to a proxy, 16 years of age or older, if certain conditions identified in Policy BF: 07.0 are present.

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

III. Inventory

- A. All full time clinics, at minimum, shall maintain an inventory of multi-user electric breast pumps and collection kits. If inventory is not stored at part time or satellite clinics, WIC staff shall ensure participants have access to the appropriate pump and appropriate flange size 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. The LA shall maintain a secure and perpetual inventory of all breast pumps and collection kits. Inventory shall be stored in a clean, locked space. Reconciliation of inventory logs to physical 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 inventory log, release agreement, and loan contract retention rates.
- C. WIC staff shall document inventory of multi-user electric breast pumps on the Master Inventory Log for Multi-User Electric Breast Pumps, which shall be maintained in a central breast pump file at the LA and available for audit purposes. Information to be documented shall include breast pump serial numbers, date received and staff initials. If a multi-user electric breast pump is no longer in inventory, document the reason it was removed from inventory along with the date and staff initials.

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- D. WIC staff shall document collection kits received, multi-user electric pump loan information, and collection kit issuance on the inventory log for collection kits, which shall be maintained in a central breast pump file at the LA and available for audit purposes. The information to be documented shall include participant name, breast pump serial number, reason for issuance, documentation that release form was signed, date issued, date due, staff initials, and date returned.
 - E. Upon return to the clinic, staff shall check the pump case for all parts, plug the pump in to ensure it is in good working order, assess the pump for damage, clean the pump motor casing with Cavicide or a similar cleaner, and document the date the multi-user electric breast pump was returned on the appropriate inventory log.
 - F. WIC staff shall not issue a replacement electric pump until a participant returns the broken or defective electric breast pump to the clinic.
 - G. A WIC participant who reports that her multi-user electric breast pump was stolen shall present a police report prior to being issued another electric pump. If a police report cannot be obtained, a manual pump can be issued. Stolen pumps and collection kits shall be reported to SA according to Policy AC: 35.0.
- IV. Retrieval - To prevent financial liability, LAs shall follow the Guidelines for Retrieval of Multi-user Electric Breast Pumps in the Breast Pump Procedures Manual when retrieving pumps that are not returned in a timely manner to the clinic.