

## Division of Community Nutrition

<i>Subject:</i> <b>Multi-User Electric Breast Pumps</b>		<i>Policy:</i> <b>BF 04.3</b>
<i>Reference:</i> <b>C.F.R. §246.2</b>	<i>Effective:</i> <b>September 15, 2015</b>	<i>Supersedes:</i> <b>August 12, 2013</b>

### I. Policy:

Multi-user breast pumps shall be *loaned* and double attachment kits given only to WIC participants to establish, maintain, or collect breast milk when the milk supply is endangered or at risk.

Multi-user breast pumps may not be *loaned* to breastfeeding WIC employees.

### II. Procedure(s):

A. *Loan* multi-user electric breast pumps and attachment kits based on the following priority:

- 1) Priority 1: Hospitalized participant or participant temporarily on medication that contraindicates breastfeeding
- 2) Priority 2: Relactation (bottle-feeding but decides to breastfeed)
- 3) Priority 3: Special needs – at the discretion of the district breastfeeding coordinator / designee

B. The breastfeeding coordinator / designee shall:

- 1) Ensure the participant is on the WIC program as pregnant or breastfeeding before issuing a multi-user breast pump
  - a. If enrolled as a pregnant participant, certify the mother as breastfeeding within 10 days of issuing the pump
  - b. A participant who is determined ineligible for WIC benefits will be given the Letter of Ineligibility, WIC-315, and asked to return the breast pump
- 2) Educate participant on pumping frequency to maintain or establish milk supply
- 3) Educate mothers about hand expression
- 4) Assure the participant is able to assemble and disassemble the pump
- 5) Provide information on the handling and storage of breast milk
- 6) Instruct participant to discontinue the use of the pump if discomfort occurs
- 7) Report the loss or damage of electric breast pumps to the State WIC Office

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- 8) Clean the exterior surface of the electric breast pump and carrying case with CaviCide™ prior to re-issuance.
  - a. Spray CaviCide™ onto a clean cloth and wipe the breast pump and inside and outside of the carrying case, making sure not to spray or pour liquid directly onto the pump.
  - b. Follow CaviCide™ instructions regarding saturation time.
- C. Follow-up shall be conducted and documented in the Comments Section of Crossroads within one week to participants who receive a multi-user electric breast pump
- D. Accountability and security of multi-user electric breast pumps
  - 1) The breastfeeding coordinator / designee shall be responsible for the care, security, and return of multi-user electric breast pumps
    - a. In the event that a participant possesses an overdue electric breast pump, the local agency shall attempt to contact the participant via telephone and a certified letter, and document the contact in the Comment Section of Crossroads
    - b. If the local agency has made a reasonable amount of attempts to contact and the participant still fails to return the electric breast pump, the local agency shall have the option to issue only one month of food benefits at a time to the participant until the electric breast pump has been returned
  - 2) All multi-user electric breast pumps and attachment kits shall be stored in a secure area
  - 3) All multi-user electric attachment kits shall be stored in original, unopened packaging
    - a. The participant shall sign the Pump Loan Agreement
    - b. The breastfeeding coordinator / designee shall be responsible for the tracking and inventory of multi-user electric breast pumps
- E. The breastfeeding coordinator / designee may recall a multi-user electric breast pump for a participant with a higher priority