**VIII. BREAST PUMPS**

To enable Women, Infants and Children (WIC) participants with special circumstances to initiate breastfeeding and increase duration of breastfeeding, the district shall have a breast pump loan program at each clinic site.

Districts shall:

1. Provide breast pumps and milk collection kits to WIC participants who need to establish or maintain their milk supply
2. Maintain an inventory of breast pumps; and
3. Keep all pumps in a secure location.
4. **Ordering and Receiving Breast Pumps, Pump Kits and Breast Pump Supplies**

Districts may order a 6 month maximum supply of breast pumps. To order pumps the district must:

* Complete the State Order Form for Breast Pumps, Pump Kits and Breast Pump Supplies Order Form (See Attachment BF - 1).
* Submit the order form and current inventory to the state breastfeeding coordinator, quarterly, by:
  + January 1,
  + April 1,
  + July 1, and
  + October 1

*Orders received after these dates will be processed the next quarter.*

* Within three business days upon receipt of an order, Districts are required to check the packing slip to ensure the number of items received matches the number of items ordered.
  + If the order is correct, and complete write the word “complete” on the packing slip; sign and date the packing slip; then fax the slip to the Nutrition Office at 404-657-2886, Attention: BF Coordinator
  + If the order is not correct, and incomplete, write the word “incomplete” on the packing slip; sign, and date the packing slip; then fax the slip to the Nutrition Office at 404-657-2886, Attention: BF Coordinator and send an e-mail to the Breastfeeding Coordinator informing them of the incorrect shipment.

District **may only** purchase breast pumps, pump kits or breastfeeding supplies through the state ordering system.

1. **Tracking of Symphony (Multi-User) Pumps**

Prior to storing and first issuance of Symphony pumps:

1. Enter Multi User Pump tracking information into SENDS Breast Pump Tracking data base. (https://sendss.state.ga.us/sendss/!wiclogin.screen)
   * District
   * Clinic
   * Pump Serial Number
   * District Inventory Number
   * Identify “Purchased By” – State level WIC or Local WIC Program Purchase
   * Purchase Price
   * Purchase Date
   * Client Contact Information
   * Cleaning
   * Condition of the Pump
   * Tracking Documentation
2. Assign a multi-user “Tracking Log” form. (See Attachment BF - 2)
3. Mark all multi user pumps and cases with:
   * Contact information “Georgia WIC Program 1-800-228-9173”
   * District Inventory Number
4. **Tracking of Personal Double Pumps (PDP) and Manual Pumps**

Prior to storage and issuance of manual pumps, Personal Double Pumps (PDP), adaptors, breast pads, storage bags, and breast shields,

Document inventory received in the clinic Breast Pump tracking log notebook**. (See Attachment BF - 3)**

1. **Storage of Pumps**

Pump inventory must be stored and secured in a locked space accessible only by WIC staff.

1. **Pump Issuance and Guidance (All Breast Pumps)**

Pump issuance must be provided only by WIC authorized personnel, including CPA’s, Breastfeeding Peer Counselors(PC), CLC’s, and Lactation Consultants. However, PC’s **are not allowed** to clean pumps or manage the pump program; including, tracking or inventorying pumps. (See PC Program Guidelines FY2016).

**Note:** Breast pumps are loaned free of charge, without a monetary deposit.

The following information must be reviewed as part of the pump issuance process.

1. Assess the individual needs of the participant and select the appropriate pump for her situation. See “***Guidelines for Issuing Breast Pumps”*** and Attachment BF - 4 Quick Reference to Issuing Breast Pumps.
2. Demonstrate Hand expression. Refer clients to <https://newborns.stanford.edu/Breastfeeding/HandExpression.html>
3. Demonstrate assembly and use of the pump, as well as milk collection kit.
4. Provide instructions for cleaning.
5. Allow participant to demonstrate assembly and verbally explain how to clean the pump and kit.
6. Explain proper milk storage guidelines; as well as how the participant will establish or maintain milk supply.
7. Complete and file a *“Breast Pump Release and Liability”* form for each pump issued; file at the issuance clinic. (See Attachment BF - 5)
8. Document information shared in participant’s medical record.

**Required Follow Up After Issuance:**

**All Pumps:**

1. Contact clients issued breast pumps within one (1) to five (5) business days of pump issuance, to ensure pump usage is going well.

**Multi user Pump:**

1. Conduct a breastfeeding assessment with participant, monthly, at a minimum, until pump is no longer needed and is returned to clinic.
2. Document pump use or need to return pump in participants medical record.
3. Refer clients who need additional help to appropriate support personnel.
4. **Inventory**

Districts must:

1. Maintain an inventory record at each clinic site of:

* All Breast Pumps (Multi User Pump, Personal Double Pump, and Manual Pump)
* Tracking Log for all issued pumps
* Pump Kits
* Breast shield
* Breast Pads
* Milk Storage Bags
* Adapters
* Other accessories as appropriate

1. Reconcile inventory of the above mentioned items at a minimum quarterly, at each clinic site.

***Note***: Inventory list may be requested at any time; including during unannounced programmatic visits, technical assistance visits, and program reviews.

1. **Staffing Requirements**

Districts must:

1. Train staff in the use and issuance of breast pumps.
2. Ensure staff availability to issue pumps promptly, within one business day of established need.
3. Allocate sufficient staff hours for managing breast pump programs, approximately .5 Full Time Equivalent (FTE) staffing per 100 multi-user electric breast pumps in inventory.

***Example:*** *A District having 200 multi user pumps should have one (1) full time (40 hours) staff member designated to manage said pump program. This activity can be shared between multiple staff members as needed.*

Duties may include issuance, follow up, tracking, cleaning, and other programmatic duties.

1. **Cleaning and Maintaining Multi-User Electric Breast Pumps**

Multi-User Breast Pumps that have been loaned to mothers/participants must be routinely cleaned upon return from mother/participant and prior to loan re-issuance to another mother/participant.

Electric breast pumps should be kept in working order at all times. Report broken pumps to the state office for repair.

Do not clean and re-use personal double electric pumps, manual pumps and/or double pumping accessory kits. Re-use is not recommended because of the possibility of cross-contamination. If such items are returned to the clinic, they should be discarded.

**How to Clean Multi-User Electric Pumps**

1. Check for any damaged parts and possible pest infestation.
2. Discard used pump kit and any pump kit accessories.
3. Place pumps in clear bag that is sealed for 1-3 days.
4. Use Cavicide on a clean cloth to clean all parts. (See Attachment BF - 6 Cleaning and Maintaining Multi-User Electric Breast Pumps)
5. Assess pump pressure using an approved pressure gauge. (See Attachment BF - 6 Cleaning and Maintaining Multi-User Electric Breast Pumps)

* Normal Symphony testing ranges are from 50 - 250 mmHg from minimum to maximum pump settings.

**Note**: Gauges are fragile; it is best practice is to keep the gauge attached to the testing flange.

1. After cleaning, the pump should be sealed in a clear bag and labeled as “clean”.

Multi-user electric breast pumps that become infested with insects must be returned to the manufacturer for professional cleaning or recycling. Contact the State Breastfeeding Coordinator for instructions and shipping information.

See Attachment BF - 6 Cleaning and Maintaining Multi User Electric Breast Pumps for more detailed manufactures breast pump cleaning instructions including how to appropriately use pressure gauges.

1. **Transfer Between Districts: Multi User Electric Breast Pump**

Districts are encouraged to transfer Multi-user Electric Breast pumps as needed between districts to support participant needs. The transfer is documented in the SENDS Breast Pump Tracking Database by updating the “\*\*\*Actions Request\*\*\*” section.

* + 1. Select “Transfer Yes”
    2. Enter Transfer to District Unit
    3. Enter Transfer to Clinic
    4. System will document the transfer history under “Equipment Status Change” history.

Example: Clinic A has a participant that is moving to Clinic B in a different district. The WIC participant record is transferred to Clinic B following existing transfer policies. The breast pump can be transferred to the new clinic to facilitate ongoing support for the breastfeeding mom. Either clinic can update the SENDS Breast pump Tracking Database for the new District and Clinic location. The transfer is updated in the “\*\*\*Actions Request\*\*\*” section for the SENDS Breast Pump Tracking Database. The need for breastfeeding follow up should be clearly communicated with the receiving clinic.

1. **Lost Pumps: Multi User Electric Pump**

A reasonable effort must be made to retrieve multi-user electric pumps that are not returned to the WIC clinic after it has been determined that the pump is no longer in use. At a minimum, districts shall:

* Contact participant by phone (3) times at least monthly, over a 3 month period, to attempt to recover pump and if unsuccessful mail one letter to participant and alternative contact, if applicable. Follow up should be documented in the SENDS Breast Pump Tracking Database in the “Notes” section.
* Vouchers should be issued one month at a time until pump has been returned.
* Stolen pump should be accompanied with a police report number.
* If the above actions are unsuccessful in recovering the pump, provide a copy of the “Multi-user Electric Breast Pump Loan Agreement” to the Office of Investigator General (OIG) for further collection efforts
* Request removal of the multi-user pump from inventory if the pump is not recovered within three months of contacting OIG.
* Notify the SWO Breastfeeding Coordinator and OIG if participant returns the pump to the district after collection efforts have begun. (See Attachment BF-7 Reporting Lost OR Stolen Pumps)

1. **Breast Pump Repair/Warranty**

Breast pumps are covered under warranty for a set period of time, and may be returned to Medela if they are found to be defective or in need of repair. Contact the State Breastfeeding Coordinator for assistance. (See Attachment BF-8 Breast Pump Repair and Warranty Form)

**Guidelines for Issuing Breast Pumps:**

| **Type of Pump** | **Criteria for Issuing Breast Pumps** |
| --- | --- |
| **One Handed Manual Pump (Harmony Pump)** | **This pump is for clients who:**   * Are looking for work. * Have an on-going, short term separation from their babies * Are working or going to school less than 20 hours a week. * May not have access to electricity when pumping. * Request for engorgement. |
| **Multi-user breast pump (Symphony)** | **This pump is for clients who:**   * Have a premature or medically fragile infant currently unable to feed at the breast. * Mother/Participant unable to feed baby at the breast due to their own medical issues. * Are having problems breastfeeding and must use pump to provide breast milk. * Has multiple babies (twins or triplets) and needs to increase her milk production. * Are returning to work or school within two (2) weeks and will be separated from their baby a significant portion of the day. * Unsure of mother’s/participant’s long term commitment to breast pumping. |
| **Personal use electric breast pump (PDP)** | **This pump is for mother/participant who:**   * Works or goes to school more than 20 hours per week or is planning to return to work in two (2) weeks, and * Is away from her baby for nine (9) or more feedings per week, and is unable to feed her baby while at work or at break time; and has, * Successfully, exclusively breastfeeds their infant who is at least four (4) weeks old. * Is having no problem with breastfeeding (if they are having problems, issue a multi-user breast pump for one (1) month and refer to area IBCLC). * Plans to breastfeed exclusively for at least four (4) to six (6) months and will not be expecting formula from WIC. |

1. **Computer Tracking of Breast Pump Issuance**

Breast pumps can be tracked in the WIC system by using the fields **Date Breast Pump Assigned, Date Breast Pump Returned and Type of Breast Pump Assigned.**

Use codes to define the types of breast pumps assigned to a WIC participant:

Enter “N”(no tracking) if pump issued does not need to be returned (e.g., manual pump).

Enter the appropriate code to identify the type of pump if the pump issued needs to be returned.

1. **Date Breast Pump Assigned** is completed when a breast pump is issued to a participant.
2. **Date Breast Pump Returned** is completed when a WIC participant returns a breast pump. This field can be completed even if the pump is returned during the next pregnancy. Local agencies must document the return pump on their breast pump inventory log.

1. **Type of Breast Pump Assigned** is a list of codes. Choose the appropriate code. The list can be found in **Attachment BF-11**.