

Breastfeeding Aids

- I. Local agencies are responsible for providing all WIC purchased breastfeeding aids in accordance with this policy. Breastfeeding aids:
 - a. Are a direct program benefit.
 - b. Are not to be used as breastfeeding incentives.
 - c. Must be issued with professional discretion.
- II. All local agency staff who work with breastfeeding participants must comply with policy guidelines. This written policy:
 - a. Supports breastfeeding participants and staff.
 - b. Promotes consistency in education, counseling, and documentation.
 - c. Reduces liability.
 - d. Ensures accountability for funds spent on breastfeeding aids.
- III. When funds permit, the following breastfeeding aids are available:
 - a. Manual breast pumps.
 - b. Single pumping kits (for use with electric breast pumps).
 - c. Double pumping kits (for use with electric breast pumps).
 - d. Adapter kits (for use with the above kits).
 - e. Breast shells.
 - f. Infant feeding tube devices.
 - g. Nipple Shields
 - h. Silicone Breast Milk Collector Pump
 - i. Electric breast pumps.

- IV. General Guidelines. Breastfeeding aids can only be given to breastfeeding participants of the Utah WIC Program and WIC staff.
- a. An active pregnant participant can receive breastfeeding aids if the infant has been born and the participant is breastfeeding. Postpartum certifications are encouraged as soon as possible but is not a limitation to giving a breastfeeding aid.
 - b. An active pregnant participant who is breastfeeding another infant or child may receive breastfeeding aids.
 - c. All breastfeeding aids are provided free of charge to participants.
 - d. Local agency WIC staff members can also use/be given breastfeeding aids ([multi-user electric pumps](#), [single user pumps](#), [hand pumps](#), SNS, pump kits, nipple shields/shells etc.) free of charge. ~~WIC staff cannot receive Single User Pumps.~~
- V. If non-WIC members of the community, or non-WIC local agency staff members (staff that do not work for WIC) inquire about breastfeeding aids, refer them to a local breast pump rental business where supplies can be purchased.
- a. Local agencies should develop their own lists of local suppliers. If there is no supplier in the area, contact the state breastfeeding coordinator or the manufacturer/supplier representatives listed below.
- VI. Breastfeeding aids are not needed by all breastfeeding mothers.
- a. Most women, in normal circumstances, can establish and maintain lactation without using breastfeeding aids.
 - b. For some women, hand expression meets their needs to maintain comfort or express milk for later feedings. For other women, use of breastfeeding aids is necessary to establish or maintain lactation during extended periods of separation between mother and baby.
 - c. Other special needs may also exist.

- VII. Breastfeeding aids are only issued when a designated breastfeeding expert, CPA, or a senior peer counselor has documented a need. To ensure cost effectiveness, local agencies must:
- a. Provide instruction on hand expression to all lactating mothers if applicable (written materials and instructional video are available).
 - b. Instruct mothers to maintain equipment provided to them for future use.
- VIII. Women who are breastfeeding an infant(s) that they did not give birth to may be certified to participate in the WIC program as breastfeeding women and may receive benefits and breastfeeding aids until the infant is 1 year of age if exclusively or in-range breastfeeding.
- a. The postpartum birth mother who meets eligibility criteria is eligible to receive postpartum benefits even if her infant is being breastfed by a certified non-birth mother.
- IX. Women who are incarcerated may be allowed to participate in the WIC program and receive services offered by WIC, excluding food benefits.
- a. It is the discretion of the local agency to allow breastfeeding aids to be loaned to these participants. The local agency should investigate the situation to see if the institution would allow the WIC participant to utilize the breastfeeding aid.
- X. Authorized staff must be trained appropriately on the use and issuance of all WIC purchased breastfeeding aids.
- a. Instruction on the use of non-WIC purchased breastfeeding aids and pumps are permitted.
- XI. Distribution of Breastfeeding Aids. Staff qualified to issue breastfeeding aids are summarized in the table below:

Staff Member	May issue	Additional requirements
Designated Breastfeeding Expert (DBE)	• All breastfeeding equipment and aids	• Complete required training and demonstrate competency with all breastfeeding aids • Component of job description

Competent Professional Authority (CPA)	• All breastfeeding equipment and aids	• Complete required training and demonstrate competency with all breastfeeding aids • Component of job description
Senior Peer Counselor	• All breastfeeding equipment and aids, excluding infant feeding tube device and nipple shields.	• Authorized by Breastfeeding Coordinator • Complete required training and demonstrate competency with all breastfeeding aids • Component of job description

XIII. Single and double pumping kits must be issued/distributed with guidelines on how to use according to manufacturer's instructions.

- a. Participants must be instructed on the correct assembly and use of all of the parts and tubing in the kit designed for the specific pump type based on manufacturer's instructions.
- b. Participants shall not be shown or instructed on how to modify/adapt kit assembly parts and tubing, such as cutting tubing, to use with an existing pump owned by participants.

XIV. Appropriate verbal and written instructions must be provided to the participant at the time of issuance. Instruct on:

- a. Expressing and storing breast milk.
- b. Provide the Breastfeeding pump or aid agreement and information form.
- c. The manufacturer's instructional material provided in the pump package.
- d. Document this in the Nutrition Education screen in VISION as follows:
 - i. Nutrition Education Covered: Instructions for BF Equip/Pump/Aids
 - ii. Pamphlets Provided: Breastfeeding pump or aid agreement and information.
 - ii-1. Senior peer counselors may document this in the BF PC Documenting screen by selecting: Received Breastfeeding Aid Agreement and Information Form in the postpartum topics.

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XII. Appropriate documentation for issuance of all serialized items must be completed in VISION.

- a. This includes:
 - i. Complete the BF Equipment screen under the participant's record for all serialized item(s) which includes: Category, Type and Serial Number
 - ii. Contact/Return date
 - iii. Reason
 - iv. Proof of Identity
 - v. Contact 1: Additional contact name and number to call if unable to reach the participant (at least 1).

- b. The participant must provide an electronic signature.
 - i. When completed in Teletask, the form Breastfeeding pump or aid agreement and information should be saved in VISION in the participant's record under scanned documents as BFAid.

- c. Follow ups must be completed and documented in the Comment/Alerts section.

e-i. If documenting contacts initially outside of VISION, documentation should be added to the Comments/Alerts section or the BF PC Documentation screen (PC's Only) within 10 business days.

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- d. Only peer counselors can document in the BF PC Documentation screen.
- e. Upon return of the serialized item, complete information under Serialized Inventory Item Disposition.

XIII. Appropriate documentation for issuance of all **non-serialized items** completed in VISION. This includes:

- a. Complete the BF Equipment screen under the participant's record for non-serialized item(s) which includes:
 - i. Category and Item
 - ii. Proof of Identity
 - iii. Contact 1: Type the reason you issued the aid here since the "Reason" dropdown is not enabled.
 - iv. Contact 2: For nipple shields and infant feeding tube devices only, an additional contact name and number to call if unable to reach the participant (at least 1).

- b. **Single user pump:** Follow-up ~~contact~~contacts should be documented under the Comment/Alerts section. Only peer counselors can document in BF PC Documentation screen.
- c. The participant must provide an electronic signature. Staff must manually select the signature button (this is not automatic).
 - i. When completed in Teletask, the form Breastfeeding pump or aid agreement and information should be saved in VISION in the participant's record under scanned documents as BFAid.

XIV. Breastfeeding Support and Breastfeeding Aid Pump Tracking Summary:

- a. Establish a plan for follow-up with the participant and documentation of follow-up contacts. Follow the minimum contact/~~call~~ schedule below:

<u>Breastfeeding Pump/Aid Type</u>	<u>1st Contact</u>	<u>After 1st Contact</u>
Multi-User (e.g., , Ameda Pearl, Ardo Bellis, Hygeia Enjoie, Medela Symphony,)	24-72 business hours	Monthly (once every 30 days)
Single User (e.g., , Ameda Mya Joy, Ardo Alyssa to Go, Hygeia Pro Personal-Use, , Medela Pump in Style Advanced,)	Within 2 weeks	WIC appointments
<u>Infant Feeding Tube Device</u>	<u>24-72 business hours</u>	<u>Weekly follow up for 2 weeks (after 72hr call), 1 month (after weekly follow ups)</u>
<u>Nipple Shields</u>	<u>24-72 business hours</u>	<u>Weekly follow up for 2 weeks (after 72hr call), 1 month (after weekly follow ups)</u>

- b. Additional ~~calls~~contacts should be made weekly if there is no contact with the participant (excludes single user pumps) and only messages have been left.

- XV. The Breastfeeding Equipment Due report (found under VISION Reports, Clinic Services Reports, Breastfeeding Reports) displays the serialized equipment issued to participants. This report may be helpful in making follow up counseling calls and for verifying inventories.
- XVI. The Breastfeeding Equipment Issued report (found under VISION Reports, Clinic Services Reports, Breastfeeding Reports) displays the total number of equipment issued to participants. This report may be helpful in determining a utilization rate and for projecting supply orders through the state office.
- XVII. Inventorying, Orders and Storing Breastfeeding Aids and Equipment.
- a. Local Breastfeeding Coordinators must inventory each agency's breastfeeding aids ~~and supplies (e.g., breast pump kits) and breastfeeding equipment~~ (e.g., electric breast pumps, single-user pumps, kits) at the end of each month and submit to the Utah State Breastfeeding Coordinator upon request.
 - b. Monthly Breastfeeding Supply Logs and Inventory forms to be used.
 - c. Local breastfeeding coordinator is responsible for collection of all inventories and for submission to the state within the specified deadline. (Agency specific forms provided for biannual inventory submission.)
 - d. Record of the inventories must be kept at the clinic.
 - e. Local breastfeeding coordinator is responsible for these inventory activities for their clinics.
 - f. The Non-Serialized Issuance Report can be used for the tracking of monthly breastfeeding aids and for confirming physical inventories.
- XVIII. Local breastfeeding coordinators are responsible for completing or confirming orders for breastfeeding aids/supplies and equipment for all of their clinics.
- a. State breastfeeding coordinator may assist in projection of order.
 - b. Orders should be projected and based on utilization and inventory balances.

- c. The state will provide a spreadsheet ordering form for agencies to order amounts for aids/supplies and equipment for the agency by the specified deadline.
 - d. Aids/supplies and equipment orders will be sent to the designated agencies and clinics.
 - e. The state will be notified by the local agency that orders were received and verified in a timely manner.
- XIX. For security, all breastfeeding aids/supplies must be stored in a secure location such as in a locked cabinet, closet, or room.
 - a. All pumps must be tracked and inventories should be performed monthly. The local agency breastfeeding coordinator must maintain all inventories on file.
 - b. Report missing supplies to the state WIC office immediately.
- XX. Any broken, lost, or missing electric pumps must be reported to the state WIC office immediately.
 - a. The state breastfeeding coordinator may assist in replacing damaged pumps or helping retrieve missing pumps through phone calls and letters to the client or to transferring out-of-state WIC clinics.
- XXI. Procedures for Hand Breast Pumps.
 - a. Hand or manual breast pumps are provided to breastfeeding women at the discretion of the local designated breastfeeding expert, CPA, or senior peer counselor
 - b. A designated breastfeeding expert, CPA, or senior peer counselor may issue a manual pump if she determines a woman would benefit from the pump, if it may enhance her breastfeeding experience or help her continue successful breastfeeding.

- c. Women who express an interest in pumping and who are motivated to provide their infants with expressed breast milk may be issued a manual pump.
- d. Hand pumps may be given for the following reasons:
 - i. Women for whom an electric breast pump is indicated, but have no access to an electric pump or electricity.
 - ii. Women who are working or going to school.
 - iii. Women who are frequently or occasionally separated from their infants.
 - iv. Women who would like to pump for any reason that would help make breastfeeding more successful.
- e. A hand pump may not be needed if the mother can meet her needs through hand expression. All mothers should be instructed in hand expression, prior to issuing a breast pump.

XXII. Procedures for Breast Milk Collector Pump.

- a. Breast milk collector pump are provided to breastfeeding women at the discretion of the local designated breastfeeding expert, CPA, or senior peer counselor
- b. A designated breastfeeding expert, CPA, or senior peer counselor may issue a breast milk collector pump if they determine a woman would benefit from the collector pump, if it may enhance her breastfeeding experience or help her continue successful breastfeeding.
- c. The breast milk collector is not a breast pump. A breast milk collector does not generate any sucking cycles to actively remove milk from the breast in an effective and efficient manner. The collector is to be used in combination with breastfeeding for the purpose of collecting mom's natural let-down reflex.

XXIII. Procedures for Double Breast Pump Kits.

- a. Double pump kits and adapter kits are available for the Medela, Ameda, Ardo, and Hygeia electric breast pumps. One kit per participant issuance is allowed.

- b. An additional kit is allowed when a different pump (different brand) is given and the corresponding kit is needed.
- c. The brand manufacturer kit must be used with the corresponding pump. Kits cannot be interchanged between different manufacturer pumps (i.e., use only Medela kits with Medela pumps).
- d. Pump kits can be issued to women who are pumping with an electric pump. They are issued for the following reasons:
 - i. Women who are separated from their infants due to prematurity, illness, or other reasons (see also indications for electric pumps).
 - ii. Women pumping to increase their breast milk production.
 - iii. Women with severe engorgement.
 - iv. Women who are renting an electric pump while they are working or going to school.
 - v. Other appropriate reasons (approved by local Designated Breastfeeding Expert).
- e. Spare parts. Call the state WIC office regarding the availability of spare parts.

XXIV. Procedures for Breast Shells.

- a. Breast shells may be provided to women, during the postpartum period, who have sore or damaged nipples.

XXV. Procedures for Infant Feeding Tube Devices.

- a. Infant feeding tube devices are to be used for infants and mothers with special needs. Appropriate circumstances for the use of the infant feeding tube device include:
 - i. Infants with sucking problems.
 - ii. Infants who have difficulty latching on.
 - iii. Mothers with low milk supply, or re-lactating mothers.
 - iv. Infants who are reluctant to nurse.
 - v. Premature infants, especially when adapting to feeding at the breast.
 - vi. Infants with inadequate weight gain.
 - vii. Infants with cleft palate.
 - viii. Adopted infants.

- ix. Other special situations (call the state breastfeeding coordinator for approval).
- b. Only designated breastfeeding experts, IBCLC, or CPAs trained on the use and issuance of the infant feeding tube devices may provide issuance. The CPA must demonstrate competency and receive authorization from the local breastfeeding coordinator prior to issuing infant feeding tube devices.
- c. High-risk infants must be followed by an RD or IBCLC. If a designated breastfeeding expert or CPA is not an IBCLC or RD, they must consult with one prior to issuing the infant feeding tube device. The infant's high-risk care plan must note the reason for the use of the infant feeding tube device and the follow-up plan.
 - i. Weight of infant must be done prior to set-up (nude or dry diaper - document in VISION and use consistent procedure for each follow up visit).
- b. Use of this device requires specialized assessment skills and diligent follow up.
- c. Appropriate verbal and written instructions must be provided to the participant at the time of issuance. Intensive instruction, both verbal and hands-on, must be given to participants using an infant feeding tube device. Instructional booklet included in the product package to be provided to participant. Having the participant watch an instructional video in the clinic is recommended.
- d. The infant's physician must be notified within 3 days when an infant feeding tube device is issued, unless an IBCLC has issued the infant feeding tube device. This contact must be documented in VISION.
- e. Follow-up is required and must be completed in a timely manner. All follow-ups must be documented in VISION in either the Comments/Alerts screen, ~~or the Care Plan~~, or the BF PC Documentation screen (Senior PC's only). The following protocol must be followed:
 - i. 24-72 business hours after you issue the SNS: Within 24 hours (or next business day): phone call or text follow-up.
 - ii. Weekly follow-ups for 2 weeks after the initial 72-hour follow up.

- ~~1. 1 Week follow-up:~~ Weight of infant is required at follow-up visit. Weight can be taken in clinic, or referral data from the health care provider can be used.
- iii. Follow up 1 month after you complete the weekly follow ups.
- ~~ii-iv. Within 5 business days: follow-up appointment must be completed. Weight of infant is required at follow-up visit. Weight can be taken in clinic or referral data from health care provider can be used.~~
- iii-v. Subsequent follow-ups as deemed appropriate.
 - 1. Staff members who issue infant feeding tube devices should use clinical ~~judgement~~ judgement to require in-person weight checks if this would benefit the participant and their breastfeeding goals.
 - ii. In some situations, a pre- and post-feed weight check using an infant scale can provide useful information on the volume of breast milk transferred during feedings.

XXVI. Procedures for Nipple Shields

- a. Nipple shields are to be used for infants and mothers with special needs. Appropriate circumstances for the use of nipple shields includes:
 - i. Mothers with flat or inverted nipples who are unable to evert the nipple.
 - ii. Mothers who are transitioning from bottle feeding to breastfeeding.
 - iii. Infants who have difficulty latching to the breast.
 - iv. Premature or late preterm Infants.
 - v. Infants who have sucking problems.
 - vi. Mothers who have severely damaged nipples.
- b. Nipple shields are designed as a short-term solution in order to make breastfeeding successful.
- c. If a nipple shield is issued, the mother's milk must be protected and all other solutions for breastfeeding concerns must be tried and proved ineffective.
- d. IBCLCs should primarily issue nipple shields. If an IBCLC is not available, then a designated breastfeeding expert or CPA who has completed state-approved specific training on issuing nipple shields may provide issuance.

- e. High-risk infants must be followed by an RD or IBCLC. If a designated breastfeeding expert is not an IBCLC or RD, they must consult with one prior to issuing the nipple shield. The infant's high-risk care plan must note the reason for the use of a nipple shield and the follow-up plan.
 - i. Latch assessment and weight of infant must be done (nude or dry diaper – document in VISION and use consistent procedure for each follow up visit).
- f. Appropriate verbal, written, and hands-on instructions must be provided when a nipple shield is issued. Instructions must include the following:
 - i. The purpose of a nipple shield.
 - ii. Why the participant is being issued a nipple shield.
 - iii. The potential risks of decreased milk supply and difficulty weaning off of the nipple shield to the breast.
 - iv. Sizing of nipple shields.
 - v. Appropriate length of time for nipple shield use.
 - vi. Proper use of the nipple shield.
 - vii. How to assess if the infant's intake is adequate.
 - viii. Cleaning the nipple shield.
 - ix. Weaning from the nipple shield.
- g. Follow-up is required and must be completed in a timely manner. Follow-up methods may be the clinic's choice and may include a phone call, a text, an in-person appointment, etc. All follow-ups must be documented in VISION in either the Comments/Alerts screen, ~~or the Care Plan~~, or the BF PC Documentation screen (Senior PC's only). The following protocol must be followed:
 - i. 24-72 business hours after you issue the nipple shield: phone call or text follow-up.
 - ii. Weekly follow-ups for 2 weeks after the initial 72-hour follow up.
 - 1. 1 Week follow-up: Weight of infant is required at follow-up visit. Weight can be taken in clinic, or referral data from the health care provider can be used.
 - iii. **Follow up 1 month after** you complete the weekly follow ups.
 - iv. Help mom wean her baby from the nipple shield when appropriate.
 - v. Subsequent follow-ups as deemed appropriate.
 - 1. Staff members who issue nipple shields should use clinical judgement to require in-person weight checks if they would benefit the participant and their breastfeeding goals.

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vi. In some situations, a pre- and post-feed weight check using an infant scale can provide useful information on the volume of breast milk transferred during feedings.

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- h. If a participant receives a nipple shield from a healthcare provider, a hospital, or she purchases one from the store, she can receive counseling about nipple shields from the following staff members as long as they have completed the state-authorized training:
 - i. IBCLCs
 - ii. Designated breastfeeding expert
 - iii. CPAs
 - iv. Peer counselors
- i. State-authorized training about counseling on nipple shields will include the following:
 - i. When nipple shields are indicated or contraindicated.
 - ii. Appropriate length of time for nipple shield use.
 - iii. Proper sizing of a nipple shield.
 - iv. Proper placement of a nipple shield.
 - v. Proper use of a nipple shield.
 - vi. The potential risks of using a nipple shield.
 - vii. The safety of nipple shields.
 - viii. How to assess if an infant's intake is adequate.
 - ix. Cleaning the nipple shield.
 - x. Weaning from the nipple shield.
- j. CPAs and peer counselors should not recommend nipple shields to participants, but refer to an IBCLC or a designated breastfeeding expert who has been authorized to issue nipple shields if they feel that a nipple shield is necessary for a participant.

XXVII. Procedures for Electric Breast Pumps.

- a. The Utah WIC Program has electric pumps available in all clinics.
- b. The purpose of providing electric pumps is two-fold:
 - i. To encourage employees to provide their infants with breast milk. One electric pump must be available for breastfeeding WIC employees to use while at the worksite. If more than one staff

- member in a clinic is using the pump, a cooperative arrangement must be instituted for sharing the pump.
- ii. To help WIC participants to provide their infants with breast milk when special circumstances, situations, separation or medical problems would not enable mothers to establish lactation or continue breastfeeding under normal conditions. Loaning a multi-user electric breast pump is not limited to high risk or medical situations; other circumstances or situations may include poor latch, low milk production, inducement, relactation, increasing milk production, or other concerns expressed by the mother as indicated below.
- c. An electric breast pump should be available in the clinic for participants who may need assistance on site. It is strongly recommended that a woman in such a situation would also require issuance of an electric breast pump for home use.
 - d. Clinics needing additional electric breast pumps may contact the state breastfeeding coordinator. Clinics need to have sufficient electric breast pumps to serve their population.
 - e. Electric pumps may be loaned to participants for the following reasons:
 - i. Mother or infant hospitalized.
 - ii. Premature infant unable to nurse adequately.
 - iii. Infant with severe feeding problem (e.g., cleft lip or palate, insufficient suck).
 - iv. Infant sick and unable to nurse adequately.
 - v. Mother is sick and/or on contraindicated medication short-term.
 - vi. Separation of mother and infant for more than 24 hours.
 - vii. Mother of twins or triplets (or multiples).
 - viii. Mother or infant having difficulties with breastfeeding and unable to nurse effectively or successfully.
 - ix. Mother has low milk supply and/or wants to exclusively breastfeed, increase milk production, increase feedings at the breast, or decrease bottle or formula use.
 - x. Other reasons (requires local designated breastfeeding expert approval).

- f. Electric breast pumps prescribed by a physician or prescriptive authority for any infant must be -offered a lactation assessment within two business days of receiving the prescription.
 - i. Equivalent pump types will be honored (a multi-user or single user. Specific manufacturer brands do not have to be honored.
 - ii. If an assessment is completed that does not warrant following the prescription (i.e., not providing a multi-user pump), the WIC CPA should contact the prescriptive authority. The prescriptive authority must agree with the CPAs assessment to deny issuance of the breast pump.
- g. Follow the required procedures for loaning an electric pump, as described below:
 - i. Mother must be either an active breastfeeding WIC participant or WIC staff member. Pregnant WIC participants cannot receive electric breast pumps unless they are breastfeeding an infant or child.
 - ii. Determine if the mother needs a pump kit or adaptor kit. Issue appropriately.
 - iii. Under Contact, provide contact information on one other responsible individual that may be contacted for follow up counseling or in tracking the issued item. The information should include name, and phone number. It is recommended but optional to obtain information on additional contacts or alternate residences; this can be documented under Contact 2 and Contact 3.
 - iv. In the Family screen, a "BP" will be displayed as an alert to indicate that participant has been issued a breast pump. If the pump is not returned by the Contact/Return Date entered on the participant's BF Equipment screen, this "BP" alert will turn red.
 - v. If the participant cannot be present, the pump may be issued to a proxy or a responsible party for the participant.
 - vi. According to federal policy, the participant must also receive one contact within the first 24-72 business hours following issuance. Participants with a multi-user electric breast pump must be followed monthly in order to provide lactation education and support, to promote transition to the breast, and to track the pump loaned. Documentation for all contacts must be in VISION in the [Comments/Alert](#) section.
 - vii. Refer to section xii for additional details on serialized breastfeeding aids.

- h. Local WIC Staff Home Pump Use.
 - i. Loaning electric pumps to WIC staff for home use is allowed as long as it doesn't interfere with the ability to provide pumps to WIC participants.
 - ii. The Breastfeeding pump or aid ~~and information loan agreement form signature form~~ should be completed and kept in their employee file. ~~Single User pumps are not allowed to be given.~~ A pump at the office is also encouraged for communal use, with each person having their own pump kit.
- i. Health Department Staff Use of Electric Pumps.
 - i. Health department staff who are not WIC employees may use a clinic pump if:
 - 1. A breastfeeding WIC staff member who is using the pump agrees to share use of the pump,
 - 2. Their use does not inconvenience WIC staff or participants who are eligible to use the pump, and
 - 3. The local breastfeeding coordinator approves.
- j. Upkeep and repair of owned pumps.
 - i. It is the local agency's responsibility to notify and send in pumps to the State agency for repair. These pumps are under manufacturer's warranty for one year.
 - ii. Document on local agency inventory all electric pumps that are sent to the state agency (e.g., for repair).
 - iii. WIC pumps that are part of a rental program are covered by an insurance policy with the manufacturer.
 - iv. If a pump is reported to be broken or not working, please follow the following protocol:
 - 1. Use the vacuum gauge to measure the vacuum levels of the pump and determine if the pump's suction is at a proper level.
 - 2. Record the measured suction from the vacuum gauge on a tracking sheet. The local agency Breastfeeding Coordinator must keep a record of the vacuum levels of all pumps that are reported to be broken.
 - 3. Use the troubleshooting guide for electric pumps to determine what is wrong with the pump and if specific pump parts need to be replaced.

4. If you cannot determine what is broken by using the troubleshooting guides, contact the pump's customer service line and troubleshoot with them over the phone or via email. Use the following resources.

Ameda:

- Customer Care Representatives are available Monday through Friday 7:00 AM to 4:00 PM.
- Toll-free number for customer services: 1-877-99-AMEDA (26332)
- WIC-specific email address: WIC@ameda.com
- Faxes to Customer Care at (877) 793-0169

Ardo:

- Operates Monday through Friday, 7:00 AM to 6:00 PM
Saturday 7:00 AM to 1:00 PM
- Phone support: (844) 411-2736
- Text support: (415) 504-1754
- Email: support@ardo-usa.com
- Facebook private messaging: @ardoUSA goes to -Ardo's mobile application. This allows Ardo's staff to respond within 24 business hours.

Hygeia:

- Customer service team is available Monday through Friday from 8:00 AM to 5:00 PM
- Toll-free number monitored 24/7: 888-PUMP-4-MOM (888- 786-7466)
- Designated fax line: 714-494-8571
- Email: customer.service@hygeiahealth.com
- Always available at www.hygeiahealth.com

Medela:

- The Customer Service Department consists of Customer Service Manager, Supervisors, Phone CSR's, Chat/Email support, and Receptionist for Human Milk and Healthcare.
- Customer Service Call Center is available Monday through Friday 6:30 AM to 5:00 PM

- Toll-free Number: 800-435-8316 (for Consumers; moms and dads press 1).
 - 5. If the applicable company listed above cannot be reached, then contact the state breastfeeding coordinator to facilitate communication with the company.
- k. Multi-User Breast Pump Returns
- i. Multi-user breast pumps must be returned at the end of participant use.
 - 1. If a participant has a history of not returning a multi-user breast pump, clinics should deny issuance of a multi-user breast pump, unless there are extenuating circumstances, such as, but not limited to the pump being stolen (with police report provided) or cases of domestic violence. Contact the state breastfeeding coordinator for guidance.
 - ii. Single-user breast pumps and breastfeeding aids do not need to be returned and should be kept for possible use with future infants.
 - iii. WIC benefits cannot be denied to a participant for failing to return a pump
 - 1. Only one month benefit issuance can be provided until the breast pump is returned. This requires a conversation between clinic staff and the participant to provide a reason for delay and the estimated pump return date. This should be documented in the Comments section in VISION.
 - iv. If the participant is not able to be reached for follow-up, or the pump is suspected lost or stolen, the clinic should take the following actions:
 - 1. Contact any or all parties listed on the pump BF Equipment screen under Contact 1, Contact 2 or Contact 3. Attempts should be made to identify other contact numbers or addresses from these contacts.
 - 2. Mail certified letter to the participant or any of the contacts listed on BF Equipment screen.
 - 3. Do not indicate pump as "lost" in VISION; The breastfeeding coordinator should be contacted when pumps are lost.
 - a. Provide to the State Breastfeeding Coordinator via email:
 - i. participant ID number
 - ii. clinic name

- iii. pump type
 - iv. location of pump documentation in VISION
 - 4. All relevant information pertaining to the actions taken by the local agency or of the circumstances of the participant should be documented in VISION.
 - 5. Notify the state breastfeeding coordinator immediately if the pump is returned to the local agency in order to cancel the investigation by either the State office or by a private investigative service.
 - 6. Communication will be between the state and local agencies. A private investigative service, upon working on a case, may contact the local agency to confirm a pump has been returned or to arrange a delivery date and time for returning a pump to the clinic.
- I. Breast Pump Cleaning.
- i. The local breastfeeding coordinator must designate a staff procedure or person responsible for pump cleaning and maintenance.
 - ii. Electric pumps must be cleaned:
 - 1. When returned to the clinic after loan to a participant.
 - 2. After each use, when used by more than one staff member.
 - 3. After use in the clinic by a participant.
 - 4. Documentation should be done in VISION in the BF Equipment screen under comments or in an electronic log that can be shared with the state office when requested.
 - iii. Clean electric pumps as described:
 - 1. Use the appropriate cleaning solution.
 - 2. Prepared commercial antimicrobial cleaner specified for breast pumps, such as "Cavicide" or other approved germicidal solution specified by the pump is allowed.
 - 3. Wear gloves when cleaning electric breast pumps.
 - 4. Apply the cleaning solution to the pump (spray or wipe).
 - 5. Follow the disinfectant agent's instructions for use. Air dry or use a clean, dry cloth to wipe down the pump. Document date cleaned and staff initials according to clinic protocol.
 - 6. Caution: Breast milk is a body fluid. Follow local health department precautions or see OSHA guidelines on handling of body fluids when in contact with breast milk. (Note: Universal Precautions do not apply to breast milk, but

caution is recommended. Reference information is from CDC.)

XXVIII. Procedures for Single-User Electric Breast Pump.

a. Single-user electric breast pumps may be provided to WIC breastfeeding mothers who are breastfeeding their infants any amount. The infant needs to have breastfeeding well established and has demonstrated adequate growth. The purpose of this type of pump issuance is to help breastfeeding participants maintain their established milk supply while continuing to breastfeed upon return to work and/or school. The single user breast pump is not designed for high-risk infants such as those who are premature, have cleft lip/palate, FTT, and hospitalized moms/infants.

b. Issuing Single-User Electric Breast Pumps.

- i. Issue pump in VISION
- ii. Provide Breastfeeding pump or aid agreement and information form, collect signature in VISION
- iii. Document this in the Nutrition Education screen in VISION as follows:
 1. Nutrition Education Covered: Instructions for breastfeeding BF Equip/Pump/Aids
 2. Pamphlets Provided: Breastfeeding pump or aid agreement and information.
 - 2-a. Senior peer counselors may document this in the BF PC Documenting screen by selecting: Received Breastfeeding Aid Agreement and Information Form in the postpartum topics
- iv. Make a plan to follow up at 2 weeks after issuance. Document contacts in the Comments/Alerts section in VISION. Only peer counselors can document in BFPC Documentation screen.
- v. Infant formula cannot be denied to participants if there is a change in breastfeeding frequency.

c. At health fairs and WIC outreach events, the public may be informed that Single-user electric breast pumps are available from WIC.

XXIX. Reducing Liability.

a. Breastfeeding aids, except the multi-user electric pumps that are loaned, are not exchanged or returned.

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- b. Participants receive new breast pump kits when receiving a multi-user pump.
- c. Hard cases are encouraged to be used with multi-user electric breast pumps. Soft tote bags may be given to the participant but will not be returned for reuse with other participants. These cannot be sanitized as per manufacturer's recommendations.
- d. Breastfeeding aids, except multi-user pumps, are not to be exchanged between mothers or returned to the clinic.
- e. Mothers must be encouraged to keep their supplies in a safe place when they are no longer needed, so that they will be available for future use (e.g., a subsequent pregnancy or separation from infant).
- f. Only trained, qualified staff may issue equipment. Manufacturer's instructions must be followed for all aids. For all staff who issue equipment, this responsibility must be included in their job description, performance plan, or annual evaluation.
- g. The Breastfeeding Equipment screen must be completed for every participant who receives any breastfeeding equipment. A signature must be captured confirming the Breastfeeding pump or aid agreement and information form has been read and understood. The signature verifies:
 - i. The participant is informed of her rights and responsibilities.
 - ii. The WIC program is not responsible for any personal damage caused by the use of the supply.
 - iii. The local agency may release or request medical information from the participant's health care providers (listed in VISION).
 - iv. The participant consents to be touched when necessary for instruction or use of the breastfeeding aid.
 - v. The participant has received written guidelines for pumping and storing breast milk.
 - vi. The participant assumes responsibility to return the pump in good condition if it was loaned.
- h. Appropriate materials and verbal instructions must be given to every mother who receives breastfeeding equipment.

- i. Provide the Breastfeeding ~~-pump or~~ aid agreement and information form.
- j. Provide manufacturer's instructions provided with pump kit or aid.