

4.0 Breastfeeding

Effective Date: 2/1/10

4.04 Breastfeeding Equipment Inventory and Maintenance

PURPOSE: To establish a method for ordering, tracking, storing, distributing and maintaining breastfeeding equipment.

A. POLICY

1. The Breastfeeding Coordinator shall oversee the local agency breast pump program. This includes the ordering, inventory, distribution and maintenance of breastfeeding equipment and completion of required documentation in the MI-WIC system as requested by the State WIC office (See Policy 1.07 Local Agency Staffing).
2. Local agencies shall maintain a multi-user breast pump for work place use.
3. Breast pumps, attachment kits and other breastfeeding aids shall be stored in a locked area or cabinet(s).
4. Personal use breast pumps and attachment kits must be stored in original, unopened, individual packaging until issuance to a WIC client. Corrugated shipping boxes should be disposed of upon receipt of order.
5. Local agencies shall maintain an inventory of all breast pumps and attachment kits purchased with state or local agency WIC funds.
 - a. Individual clinics shall maintain an inventory of all breast pumps and attachment kits in the MI-WIC system.
 - b. Physical breastfeeding equipment stock shall be reconciled prior to the addition of new shipments and at the end of the fiscal year.
6. Multiple-user electric pumps and pedal pumps shall have an inventory/serial number affixed to or displayed on them.
7. Upon return of a multi-user electric breast pump or pedal pump to the clinic, the local agency shall:
 - a. Inspect the pump for damage.
 - b. Ensure all pump parts are present.
 - c. Plug the electric pump in to determine if it is working properly.
 - d. Return the pump in the client's MI-WIC record on the BF Aids & Notes screen.
 - e. Staff will obtain the client electronic signature on a Loaner Breast Pump Return Receipt, complete the form and issue to the returnee (See Exhibit 4.04A).
 - f. Clean the pump and case before re-issuance to another client.
 - g. Place the pump back in "In Stock" status in the administration module of MI-WIC.
8. Local agencies shall be responsible for returning broken or defective multiple-user breast pumps to the manufacturer for repair/replacement (See Exhibits 4.04B and 4.04C). For broken or defective Nurture III pumps notify the State WIC office. State WIC will then determine the cost-effectiveness of repairing the pump with Bailey Medical. Multiple-user electric breast pumps that are no longer serviceable shall be returned to the MDCH WIC Division for salvage.

9. Local agencies shall not issue a replacement personal use electric breast pump to a client until warranty information is verified and the client returns the broken or defective electric breast pump to the clinic.
The local agency shall contact the pump manufacturer to arrange replacement of a defective, returned pump.
10. Local agencies may issue only one attachment kit to a WIC client.
 - a. Local agencies may only replace manufacturers' defective attachment kits if they are returned to the WIC clinic.
 - b. Attachment kits that are defective due to user negligence or abuse will not be replaced by the local agency.

B. GUIDANCE

1. The local agency may use local funds to purchase/order spare parts for occasional repair of damaged breast pumps and attachment kits.
2. Because WIC cannot always guarantee what environment the multi-user pumps might be subjected to, the local agency should institute a thorough cleaning procedure for returned pumps which includes:
 - a. Thorough inspection of the pump and pump case.
 - b. Gently shaking the pump to dislodge debris or contaminants.
 - c. Cleaning the pump case, the exterior of the pump and all accessible crevices with an anti-bacterial cleanser or mild (1:10) bleach solution. Products containing Phenolic should not be used to clean pumps, as the chemical is known to cause hyperbilirubinemia in newborns/infants.
 - d. Use of compressed air to clean pump crevices.
 - e. Storage of pumps in sealed, clear plastic bags until re-issuance to another client.
3. Infested pumps may be returned to the company for sanitizing. Fees related to sanitizing shall be the responsibility of the local agency.

Reference:

Federal Regulations 246.12 (n)(2)
USDA Policy Memoranda 95-15, 99-WIC-73
NAWD Position Paper: Guidelines for WIC Agencies Providing Breast Pumps (97-003)

Cross-reference:

4.05 Issuance of Multiple-User Breast Pumps
4.06 Issuance of Personal Use Electric Breast Pumps
4.07 Issuance of Manual Breast Pumps

Exhibits:

4.04A: Loaner Breast Pump Return Receipt
4.04B: Multiple-User Electric Breast Pump Repair Procedure for Evenflo/Ameda Elite Pumps
4.04C: Multiple-User Electric Breast Pump Repair Procedure for Medela Lactina Pumps