

# MI-WIC POLICY

## ***Breastfeeding***

### **4.0 Breastfeeding**

*Effective date: 01/13/2023*

### **4.05 Breastfeeding Equipment Issuance and Documentation**

**PURPOSE:** To implement a consistent process for issuing and documenting breast pumps and kits.

#### **A. POLICY**

1. Breast pumps and attachment kits purchased with WIC funds must not be given:
  - a. Away in raffles, lotteries, or other similar forms of distribution.
  - b. Prenatally to clients, unless they are breastfeeding a WIC participating infant.
2. Breast pumps and other breastfeeding aids and accessories must not be:
  - a. Offered solely as an incentive to consider or to continue breastfeeding.
  - b. Returned to the local agency for reissuance if designated as single use.
3. Breast pumps supplied by the MDHHS WIC Division must be:
  - a. Given to clients free of charge.
  - b. Issued by staff who have completed Breastfeeding Basics and have been trained on Milk Expression by local or State agency staff. (See Policy 1.07, Local Agency Staffing and Training).
4. Prior to issuing a breast pump, staff must:
  - a. Fully evaluate the breastfeeding dyad to determine the need and the most appropriate pump for the client.
  - b. Determine if the client is eligible for a pump through health insurance, including Medicaid. No written documentation required.
  - c. Provide counseling and education.
5. Counseling and education must include, but is not limited to:
  - a. Hands-on demonstration on usage, assembly, and cleaning of breastfeeding equipment, with return demonstration by client.
  - b. Importance of regular and consistent stimulation/expression to ensure an adequate breast milk supply according to the infant's nutritional needs.
  - c. Importance of skin-to-skin contact, especially if baby is not feeding at breast.
  - d. Hand expression and hands-on pumping to ensure emptying of the breast.
  - e. Proper handling and storage of human milk.
  - f. How to determine proper breast shield/flange size.
  - g. Contact information and community resources should problems arise.
  - h. Break Time for Nursing Mothers Federal law, if applicable.
6. The Breastfeeding Coordinator/Lactation Consultant may determine special circumstances that necessitate a specific pump.

7. Breast pumps and attachment kits must be issued through MI-WIC and all required fields must be completed.
8. A signature is required on the Release Agreement.
  - a. A client's or proxy's electronic signature will be obtained on the electronic form and a copy printed for the client.
  - b. If there is no access to a signature pad at the time of issuance, a paper form must be used then scanned into the MI-WIC system within two business days and a copy provided to the client.
9. Staff must attempt to contact the client within two business days of pump issuance to assure that the pump is working effectively and being used properly. The contact, whether attempted or actual, shall be documented in the client's Breastfeeding Notes.
10. The following must be adhered to when loaning multiple-user pumps:
  - a. Pump shall be given to clients experiencing any of the following and/or as determined by the individual issuing pump:
    - i. Difficulty initiating and/or maintaining an adequate milk supply; or
    - ii. Extended breastfeeding client/infant separation; or
    - iii. Breastfeeding client/infant illness; or
    - iv. Desire to re-establish breastfeeding.
  - b. Re-evaluated at monthly intervals.
    - i. Loaned for the desired time needed by the client; and
    - ii. If the return date is extended, the new return date must be entered in the client's MI-WIC record.
    - iii. All attempted and actual contacts must be documented in the client's Breastfeeding Notes.
    - iv. If the client is terminated, contacts must be documented in the Breastfeeding tab of the notepad, in the breastfeeding client's record.
  - c. A Loaner Breast Pump Return Receipt must be completed when a multiple-user breast pump is returned to the clinic.
    - i. A client's or proxy's signature must be obtained on either an electronic form or paper copy.
    - ii. A copy of the receipt must be given to the client.
    - iii. A paper copy of the receipt must be scanned into the MI-WIC system within two business days.
  - d. A multiple-user breast pump must be returned to the WIC clinic prior to the issuance of a personal use breast pump.
11. The following must be adhered to when issuing personal use pumps:
  - a. Pump shall be given to client categorized as exclusively breastfeeding in the MI-WIC

system.

- b. Personal use pumps are not appropriate for problems associated with initiating breastfeeding, poor latch, or temporary breastfeeding issues such as engorgement or sore nipples.
- c. Clients shall be given only one personal use pump per pregnancy, unless replacing a pump that breaks under warranty. A client shall not be issued a replacement pump until the broken pump is returned to the local agency.

12. The following must be adhered to when issuing manual pumps:

- a. Pump may be provided to any postpartum breastfeeding client, including those choosing an NPP (non-lactating postpartum) category but are:
  - i. Attempting to breastfeed or provide breast milk.
  - ii. Experiencing temporary breastfeeding issues such as engorgement or sore nipples.

13. The following must be adhered to when issuing attachment kits:

- a. Local agencies may issue only one attachment kit, at a time, to a WIC client.
- b. Attachment kits may be given to clients who need a replacement regardless of who issued the pump.
- c. Replacement parts can be given to clients when worn, missing, or broken.

## **B. GUIDANCE**

- 1. If no pumps are available for loan, the local agency should refer clients to providers who rent or sell breast pumps such as hospitals, breast pump manufacturers, private lactation consultants, or durable medical equipment dealers. The local agency should also provide manual expression education and ongoing breastfeeding support.
- 2. Contact information for at least one additional person should be documented in the client's Breastfeeding Notes and on the Release Agreement when a multiple-user pump is issued.
- 3. Breast pump education is the responsibility of the local agency. Local agencies can allow a third party (e.g., other health department employee, community partner, hospital employee) to deliver and have client sign a release agreement for a pump. This is a last resort but allowed if the client is unable to obtain pump from the local agency clinic. The local agency must assure that this alternative staff providing a pump are:
  - a. Adequately trained in breastfeeding support.
  - b. Trained in assembly of breast pumps and able to demonstrate to client.
  - c. Following all state and local breastfeeding policies, procedures, or protocols.

## References:

[Centers for Disease Control and Prevention website: Breastfeeding/Guidelines and Recommendations](#)

7 CFR 246.12 (n)(2), 246.13(a), 246.25

[Loaner Breast Pump Return Receipt](#)

[Multi-User Breast Pump Loan and Release Agreement](#)

NAWD Position Paper: Guidelines for WIC Agencies Providing Breast Pumps, 97-003

[Nutrition Services Standards, USDA, August 2013](#)

[Single-User Breast Pump Release Agreement](#)

[USDA Infant Nutrition and Feeding: A Guide for Use in the Special Supplemental Nutrition Program for Women, Infants, and Children \(WIC\). April 2019](#)

[USDA WIC Breastfeeding Policy and Guidance, July 2016](#)

### Cross-References:

1.07 Local Agency Staffing and Training