

SECTION 6.11

BREASTPUMP EDUCATION AND PROCEDURES

Local agencies will make breastpumps available to participants at their discretion, only when, after evaluating participant needs and other sources of breastpumps, providing a WIC breastpump is the best option for the individual participant.

6.11.1 Determining Need for a Breastpump

Providing breastpumps and supportive education may facilitate longer duration of breastfeeding for some women. Providing a breastpump to a woman who does not have a need for a pump, or providing a pump not suitable to her needs, may make breastfeeding seem complicated, and could lead to shorter breastfeeding duration. Breastpumps may be provided to women who: 1) must be separated from their infants for a variety of reasons (such as returning to work/school); 2) desire to be able to leave their infant with a caregiver who can provide pumped milk; 3) have medical problems requiring separation; or 4) other situations. Issues to consider when deciding on the use of a pump include:

- Does the infant have special needs, such as a hospitalized infant, an infant who is not able to breastfeed, an infant with a suck too weak to obtain sufficient breastmilk? In these situations, an electric pump is recommended. The participant should check with their or their infant's medical caregiver or insurance provider/Medical Assistance regarding breastpump coverage when pumping is medically indicated.
- What are the mother's plans? Will she be away from her infant and provide pumped milk only occasionally? Is she returning to work or school? A manual pump may be an appropriate choice for occasional or short term separations, or when returning to work for ½ days or less. For participants who are returning to work full time, a PedalPump with a double pump kit will be faster and will help provide stimulation to maintain milk supply. If a mother is returning to work with a pump provided by WIC, WIC staff should provide follow-up to see how the pump is working for her and to discuss any decrease in her milk supply. Women returning to work or school may also have coverage for a breast pump through Medical Assistance.
- Is manually expressing milk an option? Many women become proficient at manual expression of breastmilk and prefer it to a pump.
- Does the mother have a place and the time to pump milk? An electric pump may be more appropriate if a woman has limited time to pump.
- Is the mother sufficiently interested or motivated to make the effort to pump milk? Does she have the support and resources that are necessary to enable her to pump milk?

6.11.2 Education and Documentation Requirements for Breastpumps

All local agency staff who are distributing pumps should be trained on breastpump assembly, use and cleaning, and on common questions related to use of the pump, by a representative of the breastpump manufacturer (or trainer approved by the state WIC office). When a pump is provided to a WIC participant, the staff person should discuss assembly, cleaning and use, and how to store breastmilk. The participant should then demonstrate correct assembly of the pump for the staff person. Written instructions on breastpump assembly should accompany the pump. Breastpump distribution and education provided should be documented in the participant's record with other nutrition education documentation, or on the pump tracking form, with a note in the client's nutrition education record that a pump was provided "see tracking form for (date)".

If more simplified assembly instructions, or instructions in other languages are needed, contact the breastpump manufacturer. If appropriate materials are not available, contact the State Breastfeeding Coordinator.

6.11.3 Providing Follow-up on Breastpumps

WIC recommends that participants who are provided with breastpumps receive a follow-up contact to determine how the pump is working for them, to assess any changes in their milk supply, and to answer any questions they might have. Sample forms, which can be used to track participants who have received pumps, are included as exhibit 6-G. These forms can be modified to meet the needs of the local program. You may find it easier to track all types of pumps on one form, or to use separate forms for each type of pump. One form includes an inventory. Another option for tracking breastpump issuance is to record pump issuance in the WIC Information System notes and set an alert for providing a follow-up contact.

6.11.4 Purchasing Breastpumps

The Local Agency Breastfeeding Coordinator is responsible for determining the type and number of breastpumps to purchase. Correspondence related to selecting and purchasing breastpumps should come from the Local Agency Breastfeeding Coordinator or Coordinator.

The State WIC Office determines the method that Local WIC Programs must use to obtain breastpumps if they will seek reimbursement for the breastpumps from the State WIC Office. The current method is described in Exhibit H. The State WIC Office will notify Local WIC Programs when there is a change in pump procurement methods. Specific information on ordering through our current procurement method is found in Exhibit H and Exhibit I. Manual breastpumps, double pump kits, PedalPumps™, and related supplies, as listed on the Minnesota WIC Breastpump order form, may be purchased by the local WIC program on an as – needed basis, unless you are informed otherwise in the future.

The purchase of electric and / or personal electric breastpumps always requires prior approval from the State WIC Office. If you determine a need for an electric or personal electric breastpump contact the State Agency Breastfeeding Coordinator for purchase approval.

You will not be reimbursed for any purchase of an electric or personal electric breastpump for which you do not have prior approval. If you purchase an electric breastpump refer to section 2.11 for information on inventory of WIC equipment.

You will be reimbursed only for the items listed on the Minnesota WIC Pump Order Form. If you feel you need a breastpump or supply that is not listed on the form contact the State Agency Breastfeeding Coordinator.

6.11.5 Obtaining Reimbursement for the Breastpumps You Purchase

When receiving the pumps:

1. Verify that number of pumps received and charges are correct. There should not be a charge for shipping.
2. Pay the vendor.
3. Complete the Claim Form for Breastpump Purchase Reimbursement, Exhibit 2H. To ensure faster payment, please use the checklist on the claim form to make sure all information necessary for payment is included.
4. Note that pump cleaning supplies are included on the order form for your convenience. We cannot reimburse you for pump cleaning supplies.
5. Submit the Claim Form for Breastpump Purchase Reimbursement with a copy of the invoice (not the statement or packing list) to the State WIC Breastfeeding Coordinator. Claim the breastpump reimbursement only on the Claim Form for Breastpump Purchase Reimbursement, and not on your normal monthly claim for reimbursement.
6. Funds will be transferred to your account. If one fiscal agent serves more than one local WIC agency it would be helpful to notify the fiscal agent to expect the funds for your agency.

6.11.6 Providing Manual Breastpumps to WIC Participants

Breastpumps and/or personal pump kits may be purchased through procedures specified by the State WIC Office. These procedures include provisions which describe reimbursement methods currently in effect. Alternatively, local agencies may elect to purchase breastpumps and/or personal pump kits with their local WIC funds and provide them for free to participants or sell them to participants at or below the price paid by the agency, including shipping charges. Only breastpumps and/or personal pump kits that are purchased with WIC funds and not reimbursed by the State WIC Office may be sold to participants. Proceeds, if any, from sales of breastpumps should be deposited into the local WIC account and credited to the same category used when the pumps were purchased. Disposition of all breastpumps must be recorded so that all pumps and pump kits can be tracked back to an eligible WIC participant

6.11.7 Reuse of PedalPumps / Manual Breastpumps

The wooden component of the PedalPump™ may be re-used, with a new spring. Clean the pump with Envirocide™ or Cavicide™ (listed on the order form Exhibit I), or a similar product, before lending the PedalPump™ to another participant. Personal pump kits or personal electric pumps should be treated as a single-user item. WIC discourages re-use of single-user breastpumps or pump attachments, even when they are autoclaved.

6.11.8 Purchase or Lease of Electric Breastpumps by Local Agencies

Due to the staff time involved with leasing, tracking, and maintaining electric pumps, and liability to the local agency the Minnesota WIC program recommends that WIC agencies not lease/loan electric breastpumps. If you find a participant who has a medical need for a breastpump and the participant does not have insurance coverage or another way to obtain or rent the pump contact the state WIC Breastfeeding Coordinator to discuss the need and possible options for the participant.

In *rare* circumstances, a local agency may be approved to purchase or lease electric breastpumps for loan to participants. The agency must:

- Request approval from the state WIC office before purchasing the pump;
- Assure that there is adequate WIC staff time to provide required WIC services in addition to maintaining pump loan and follow-up; and
- Demonstrate that the local agency's legal consultant has reviewed lease or loan arrangements.

Such pumps must be appropriate for multiple users. Leases should not incur liability for replacement of the pump on either the state or local WIC agencies. Lease agreements should be carefully reviewed and signed by the participant, so that the participant clearly understands her responsibilities to care for and return the pump. A refundable deposit may be collected from the participant. A written agreement specifying the amount of deposit, conditions for returning the deposit, and the date, should be signed by both the local agency and the participant. A copy of the agreement must both be given to the participant and retained in the agency file.

6.11.9 Selection of Breastpumps for Purchase or Lease

Many different breastpumps are available. Breastpumps should be evaluated for safety and effectiveness prior to purchase by the local agency. Contact the state WIC Breastfeeding Coordinator for guidance in evaluating and selecting breastpumps.

6.11.10 Glossary of Terms

For the purposes of this policy, the following definitions have been used:

- Manual breastpump: a pump operated by hand (no motor) suitable for occasional pumping
- PedalPump: a wooden device, operated by foot, which can be attached to a pump kit for single or double pumping
- Personal electric pump: an electric pump that is designed to be used by only one person. Most personal electric pumps can be used with a pump kit for single or double pumping.
- Electric pump: a pump with a more durable motor than that on a personal electric pump, and a mechanism to prevent contamination of the motor with breastmilk; suitable for sharing between multiple users.

- Spring (ExpressSpring™): a device in the cylinder of the Medela manual breastpump to aid return of the pump piston. May be used with the Medela manual pump or PedalPump™.
- Double or single personal pump kit: a personal kit that is attached to a PedalPump™, personal electric pump, or electric pump, to collect breastmilk. The kit may be either single (pumps one breast at a time) or double (pumps both breasts at the same time).