



Hospital Grade Breast Pumps



Date September 30, 2016

Policy C-G-3

Purpose: For families that are participating in the WIC program and do not qualify for the Medicaid Program a loan of an electric breast pump can be essential in establishing or maintaining an adequate milk supply when there is maternal/infant illness; during mother/infant separations such as hospitalization and for breastfeeding women who have temporary breastfeeding problems.

Policy: Distribute hospital grade breast pumps within the WIC program for qualified clients. If clients have Medicaid Insurance coverage, clinic staff will assist with arrangements for obtaining breast pumps through their insurance provider

Procedure:

- I. Clinic nurses will be trained in the distribution of breast pumps.
 - A. Clinic nurses will be trained to evaluate a woman's need for a breast pump; authorize the provision and issuance of a pump; teach hand massage and expression in conjunction with the pump; teach clients to use the pump; and provide follow-up services.
 - B. Staff will receive regular training regarding breastfeeding and the issuance of breast pumps through staff meetings, video, discussion, articles, and other various media.
- II. Hospital grade breast pumps may be needed for high-risk mothers and babies to establish and maintain lactation during periods of extended separation or other medical problems.
 - A. A prescription with medical documentation of need is required.
 - B. A breast pump may be issued to a woman that is not fully breastfeeding. A breast pump may not be denied to a participant for the sole reason of not fully breastfeeding.
 - C. Circumstances when breast pumps may not be issued:
 1. During pregnancy.
 2. Women beyond one year postpartum, even when her child is participating in WIC.

3. Mothers who are currently using marijuana, drugs of abuse or other contraindicated medications. Medication assisted therapy with Methadone, Suboxone, etc. for opioid addiction is not a contraindication of breastfeeding or breast pump issuance.
4. Mothers who have any contraindicated medical condition.
5. A WIC participant who previously borrowed a hospital grade breast pump and did not return the pump.

III. Breast pumps and collection kits should be handled in a way to prevent theft or unauthorized use.

- A. Breast pumps and collection kits will be stored in a locked cabinet or room.
- B. Permanently mark loaner pumps as “property of the WIC Program” and include local health department name, address, and telephone number.
- C. Perpetual inventory of all breast pumps and collection kits on the following logs:
 1. Hospital Grade Breast Pump Inventory Log
 2. Breast Pump Collection Kit Inventory Log
- D. Perform physical inventory of all breast pumps and collection kits on a monthly basis.
 1. Inventory will be completed by the clinic support staff.
 2. A person other than the professional that issues the breast pumps must do the inventory.
- E. Store new pumps and collection kits in unopened packaging as received by the manufacturer.
- F. Identify staff member(s) who are responsible for the cleaning, disinfecting and maintenance of breast pump motors.
- G. Follow the recommended maintenance schedule for each type of breast pump.
- H. Follow procedures for retrieving pumps that are lost, stolen or otherwise not returned.

IV. Client will receive accurate information about assembling, using, and cleaning breast pumps and collection kits.

- A. Information should include the instruction manual from the breast pump manufacturer.
- B. Clinic nurse will provide a demonstration of the assembly and the use of the breast pump and collection kit.
- C. Clinic nurse will orient client to the washing and sterilization of the breast pump and collection kit per manufacturer’s directions.
- D. Client should demonstrate the assembly and the disassembly of the breast pump before leaving the office.
- E. The client shall receive printed materials about cleaning procedures.

V. Clients should receive information on the collection and storage of breast milk.

- A. Guidelines can be printed from the Center for Disease Control and Prevention website including the Proper Handling and Storage of Human Milk.

- VI. Clients should have documentation of breast pump counseling and issuance in their chart. Documentation should include:
- A. Reason for issuing pump.
 - B. Name of pump provided.
 - C. A summary of information given.
 - D. An assessment of the client's comprehension of the counseling provided.
 - E. Plans for follow-up.
- VII. The client shall receive follow-up services as outlined in the WIC & Nutrition manual.
- A. Make initial follow-up contact within 24 hours.
 - B. Follow-up by phone weekly.
 - C. Refer to lactation specialist.
 - D. Ensure that baby's weight is being checked by a medical provider at check-up visits.
- VIII. Document the issuance of a breast pump and/or breastfeeding kit and the counseling provided in the client's record.
- A. The following is the minimum documentation:
 1. Type of pump provided.
 2. Reason for issuing the pump.
 3. An evaluation of the client's understanding about using and cleaning the pump.
 4. A summary of the counseling is provided.
 5. Plans for follow-up.
 - B. Complete the Verification of Informed Consent Form found in the WIC & Nutrition Manual prior to issuance of any pump or breastfeeding aids.
 - C. Complete and review with the client, Kentucky WIC Program Hospital Grade Loaner Electric Breast Pump Agreement found in the WIC & Nutrition Manual.
- IX. Loaning/Renting hospital grade electric breast pumps.
- A. To authorize loan/rental through WIC, the following criteria must be met:
 1. The breast feeding mother must be a WIC participant.
 2. The electric breast pump is needed due to medical reasons e.g. poor weight gain, poor milk transfer, mother/baby medical conditions, mother-baby separation due to hospitalization of either mother or baby.
 3. A prescription must be received prior to issuance of a hospital grade breast pump.
 - a. The prescription must specify the medical condition, the time period the pump is needed and be signed by a physician, physician assistant, or Advanced Practice Register Nurse (APRN).
 - b. The prescription cannot be for a time period of longer than three months.
 - B. The following is the minimum documentation:
 1. Type of pump provided.
 2. Reason for issuing the pump.

3. An evaluation of the client's understanding about using and cleaning the pump.
 4. A summary of the counseling is provided.
 5. Plans for follow-up.
- C. Complete the Verification of Informed Consent Form found in the WIC & Nutrition Manual prior to issuance of any pump or breastfeeding aids.
- D. Complete and review with the client, Kentucky WIC Program Hospital Grade Loaner Electric Breast Pump Agreement found in the WIC & Nutrition Manual.
- X. Procedures to loan a hospital grade breast pump.
- A. Prior to receiving the pump, the breastfeeding woman must receive a demonstration and information on how to:
 1. Properly assemble, disassemble and use the pump.
 2. Properly clean the pump.
 - B. Counseling must be provided on:
 1. Use of hand expression and hands on pumping to increase amount of milk pumped.
 2. Importance of continuing to feed baby at the breast, if possible, or get the baby to the breast as soon as possible.
 3. Pumping frequency.
 4. Locations form pumping.
 5. Length of pumping sessions.
 6. Collection, storage, and handling of breast milk.
 7. For Hygeia pumps, also counsel on the use of C.A.R.E. button feature to record sound.
 - C. Review and complete the Kentucky WIC Program Hospital Grade Loaner Electric Breast Pump Agreement found in the WIC & Nutrition Manual.
 1. See manual form for instructions.
 2. Emphasize the pumps is the priority of the local agency and must be returned.
 - D. Document the encounter in the client's chart on the CH-3A. The information to be documented shall include:
 1. Type of pump/aid issued.
 2. Reason for issuance.
 3. Counseling provided.
 4. Evaluation of the client's understanding about using and cleaning the pump.
 5. Documentation that release form was completed and signed.
 - E. On the Patient Encounter Form (PEF) code W0210- issuing a breast pump. This will generate two labels, one for the Inventory Log and one for the medical record. Also code W9402 WIC Nutrition Ed/Counseling (15 Min) with the V241-ICD for lactation support as this breastfeeding counseling is above the certification or follow-up counseling protocol for a breastfeeding woman.
 - F. Record pump issuance on Hospital Grade Breast Pump Log.
 - G. The health professional shall determine the mother's need for a collection kit. If the mother did not receive a collection kit in the hospital or received on that is not

designed to work with the type of breast pump issued, a collection kit shall be provided.

1. Collection kits shall not be returned and shall not be reused by other mothers.
 2. Document issuance of collection kit on Breast Pump Assessment and Information Checklist for Hospital Grade Pumps found in the WIC & Nutrition Manual.
- H. Follow-up within 24 hours of issuing the pump to ensure the breastfeeding woman is properly using the pump, to answer questions and to offer support.
- I. A single-user electric breast pump and hospital grade electric breast pump should not be issued to a client at the same time.
1. The hospital grade electric breast pump must be returned to the clinic before a single-user electric pump may be issued.
 2. A single-user breast pump may be issued the same day a hospital grade electric pump is returned if it is determined the WIC participant needs it to maintain her milk supply and meets the requirements.
- J. The health professional shall allow a proxy to pick up a breast pump for WIC participants in special circumstances in accordance with the Kentucky WIC Proxy Authorization Form.
1. The health department staff should follow the instructions for obtaining verbal authorization and documentation outlined in the Revised Kentucky WIC Proxy Authorization Form.
 2. The proxy will be required to provide proper identification.
 3. The health professional will talk to the mother by telephone to determine that she meets the requirements for pump issuance. If the mother can answer yes to all three of the following questions she does not need additional breast pump training:
 - a. Have you already used a collection kit for a Medela Symphony/Hygeia EnDeare pump in the hospital?
 - b. Do you know how to take it apart, clean it, and put it back together?
 - c. Have you received information about how to store and handle your pumped milk?
 4. If the mother cannot answer yes to the above questions, then WIC staff will train the proxy on proper cleaning of the collection kit and collection/storage of breast milk before issuing the pump.
- K. Follow-up must be performed to ensure that the pump is returned on time.
1. If the prescription has expired and the pump is still needed another prescription must be obtained.
 2. If the patient presents with a new prescription and the prescription is for more than one month, follow-up monthly, by phone, with the breastfeeding woman to make sure she is still using the pump and not having any problems.
- L. When the pump is returned, document the date returned and the condition of the pump.

XI. Process for Retrieval of Hospital Grade Electric Breast Pump.

- A. To maintain HIPAA compliance, attempts to contact the participant must be in accordance with her instructions on the Kentucky WIC Program Hospital Grade Loaner Electric Breast Pump Agreement.
- B. At a minimum, the health professional should contact the client once per week over a four-week period. Each of the four attempts should be documented in the client's chart.
- C. At least one of the four attempts should be a certified letter. The letter should be in Spanish, if attempting to contact a Spanish speaking client.
- D. The following can be counted as attempts:
 - 1. You speak with the person on the phone or in person.
 - 2. You leave a message with a person or on voicemail asking the participant to call the clinic.
 - 3. You send a postcard requesting that the client call the clinic. If the postcard is returned, file in the client's chart.
 - 4. You send a retrieval letter to the participant. If the letter is returned, file in the client's chart.
 - 5. If the participant tells you the pump has been stolen, document in client's chart, and do not make any further attempts to contact. Do not lend the participant another pump unless a police report is provided.
- E. If you are unable to contact the participant or retrieve the pump within five weeks past the documented due date, contact the clinic manager.
- F. Tips for retrieving the pump:
 - 1. Ask client if she is still using the pump.
 - a. If she still needs it, assess her eligibility for a single-user pump.
 - 2. Keep the client accountable.
 - a. If she says she will return the pump ask her the day she will do so, and tell her you are writing it down.
 - 3. If the participant is unable to return the pump due to transportation issues, contact the clinic manager.
 - a. Arrangements to pick up the pump from the client's house may be possible.
- G. The health professional must comply with the Federal Fair Debt Collection Practices Act when attempting to retrieve a hospital grade, multi-user pump. The health professional may not:
 - 1. Engage in any conduct the natural consequence of which is to harass, oppress, or abuse any person in connection with the collection of a debt.
 - 2. The health professional may not call the client before 8am or after 9pm.
 - 3. The health professional may not continue to call the client at work after she asked you not to call her there.
 - 4. The health professional may not call a participant after she tells you the pump was stolen.
 - 5. Use any false, deceptive, or misleading representation or means in connection with the collection of any debt.
 - 6. The health professional may not identify themselves as anyone other than health department employee.

7. Use unfair or unconscionable means to collect or attempt to collect any debt.

XII. Process for cleaning/sanitizing/maintenance Multi-User Hospital Grade Breast Pumps.

A. When pump is returned to the clinic, a designated staff person will:

1. Wear protective gloves, at a minimum, when handling the pump. Staff may wear additional PPE (personal protective equipment) as they see appropriate.
2. Using the Returned Pump Cleaning Instructions, visually check the pump for signs of insect and rodent infestation.
 - a. Place the entire pump and pump case in a sealed, heavy-duty, clear plastic bag. Place a zip tie at the top of the plastic bag to provide a tight seal. Leave pump and pump case in bag for two to three days; this will usually kill any insects that have crawled into the pump motor casing or pump case. Mark the bag with a label that states the name of the client who returned the pump and the date the pump was bagged.
 - b. After two to three days, visually inspect the pump through the plastic bag before opening to check for obvious signs of insects before removing the pump from the bag.
 - c. Remove pump from bag and spray front and back air vents with compressed air. Tilt pump forward and tap gently on hard, light-colored surface (such as a table covered with exam paper). If there is an infestation, it will be noticed at this time.
 - (1). If an infestation is discovered, re-bag the pump and inform the clinical and environmental manager.
3. Check for return of all parts.
4. Clean pump motor casing and pump case with Citrus II.
 - a. Be sure to unplug pump before cleaning.
 - b. Do not immerse pump unit in water.
 - c. Do not spray or pour liquid directly onto the pump.
 - d. Inspect the pump. (Additional information can be found in the Hygeia EnDeare Technical Assistance Guide.)
 - e. Inspect the cover for damage and that the cover closes and locks shut.
 - f. Inspect the outer cover for damage, such as cracks.
 - g. Press gently on diaphragm.
 - (1). An undamaged diaphragm will roll along the edge, which doesn't affect suction.
 - h. Inspect for damage the rubber feet or missing rubber feet.
 - i. Inspect power cord for damage such as bent prong, severed cord, damaged plug, or damaged cord.
 - (1). If damaged, plug in the pump to test it and ensure it is in good working order.

5. If pump does not appear to be functioning properly, use a vacuum gauge to test the suction.
 - a. For the Hygeia EnDeare: Vacuum Range 100 to 270 mmHG, at highest speed and suction setting, 240 to 270 mm HG.
6. For the Hygeia pump, press the black button for 5 seconds to delete any previous sound recordings.
7. If damage/defect is found, document on the Hospital Grade Breast Pump Log and notify the clinic manager.
8. Record pump cleaning/inspection and return on the Hospital Grade Breast Pump.
9. Log and update the breast pump inventory.
10. After adding the pumps to inventory, the returned breast pumps should be placed behind the current stock. This will help ensure they are distributed in the order they were received. Breast pumps should be in a locked cabinet area, until issued to another client.

XIII. Process for inventory of breast pumps/collection kits.

- A. Store all pumps and collection kits in unopened packaging as received from the manufacturer in an area or cabinet that can be locked.
- B. Maintain perpetual inventory of all breast pumps and collection kits.
- C. Perform physical inventory of all breast pumps and collection kits on a monthly basis.
 1. A person other than the person(s) that issues the breast pumps, etc. must do the inventory.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date