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**Subject: Manual Breast Pumps**

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Effective Date: October 1, 2021

Revised from: October 1, 2019

**Policy:** Manual breast pumps may be given after delivery to breastfeeding clients in the following situations:

- To help resolve short-term breastfeeding concerns such as engorgement, flat or inverted nipples, oversupply, sleepy baby, plugged duct or another reason determined by a CPA, Breastfeeding Peer Counselor, or IBCLC.
- For mothers who need to pump for infrequent separation from their baby such as part-time return to work, school, or other reason as determined by a CPA, Breastfeeding Coordinator, Breastfeeding Peer Counselor, or IBCLC.
- In incidences when an electric breast pump is unavailable for issuing conditions; or when a collection kit is unavailable for the electric breast pump issued.

A manual breast pump is for individual use only and should NOT be returned to the WIC Program.

**Reference:** 7 CFR Part 246.14; 246.10(E)(5 and 6); and USDA FNS Policy Memorandum, 99-WIC-23

**Procedure:**

1. The CPA, Breastfeeding Coordinator, Breastfeeding Peer Counselor, or IBCLC must:
  - a. Ensure that the client is active as breastfeeding on the WIC program before issuing a manual breast pump. Clients who are minimally breastfeeding and 6 months or more postpartum are eligible to receive a breast pump if they meet the issuance criteria.
  - b. Determine the client's need for a manual breast pump:
    - assess whether the manual pump is needed to fully establish breastfeeding or to increase breastfeeding duration;
    - assess how many times a day the participant plans to use the pump. If the client plans to use a pump only occasionally (e.g. when she plans a trip to the grocery store or a night out), do not issue a pump but instruct on hand expression if possible. **All WIC breastfeeding mothers should be taught hand expression.** The following links can be useful to send or show to clients for a visual demonstration of how to hand express:
      - Stanford Medicine - <http://newborns.stanford.edu/Breastfeeding/HandExpression.html>
      - Global Health Media (English video) - <https://globalhealthmedia.org/portfolio-items/how-to-express-breastmilk/>
      - Global Health Media (Spanish video) - <https://globalhealthmedia.org/portfolio-items/como-extraer-leche-materna/?portfolioCats=199%2C134%2C16%2C33%2C75>
        - (Please note that Global Health Media provides many other language options for most of their videos. To access the Hand Expression

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resource in another language besides English or Spanish, visit the Global Health Media site, click on Our Videos at the top of the page, and then choose the language from the Choose Language drop down list.)

- c. Issue the client a manual breast pump using the Issue Breast Pump window in KWIC. Have the client sign the Breastfeeding Equipment User's Agreement for the manual breast pump (electronic signature or print from KWIC or available in the [Forms Section](#).) Give the client the printed copy of the Breastfeeding Equipment User's Agreement.
  - d. Add the Staff Reminder "Manual Breast Pump" to the Staff Reminders Tab to use as a reminder to staff to check with the client issued a breast pump at each subsequent visit about usage, problems, and questions.
  - e. Provide information on how to use and clean the breast pump.
  - f. Demonstrate how to assemble and clean the pump.
  - g. Provide information on the handling and storage of breast milk. Document issuance of education materials on the handouts tab.
  - h. Instruct client to discontinue the use of the pump if discomfort occurs and call the WIC Program.
2. Follow up with the client receiving the manual breast pump regarding any questions, concerns or problems. At a minimum the following should be documented in the client's KWIC record:
- a. A subsequent contact (may be a phone call) within one week of issuance of the breast pump. Document by adding a Follow Up Note in the Issue Breast Pump window in KWIC. Entering a Follow Up Note on the Issue Breast Pump Window will ensure that the date of the follow-up appears on the Breast Pump Issuance by Client Report. Issuance may be tracked by:
    - Using the "Breast Pump Issuance by Client Report." This report can be run weekly to follow up with clients appropriately.
    - Filing copies of the user agreements in a "tickler file" to track follow up needs.
  - b. A contact at every subsequent client appointment - Clerks should check the Staff Reminders Tab and ask about breast pump usage before issuing benefits.
  - c. Clients with breastfeeding questions, problems, or discontinuation of breastfeeding should be referred to the appropriate staff for assistance.