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**Subject: Multi-User Electric Breast Pumps**

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Effective Date: October 1, 2021

Revised from: October 1, 2019

Policy: Local WIC clinics may provide multi-user electric breast pumps and collection kits to WIC clients in the following situations:

- Mother separated from infant for reasons such as return to work or school, infant /mother hospitalization, or sharing custody of an infant.
- Premature infant unable to nurse effectively.
- Infant has special needs e.g. cleft lip or palate, Down Syndrome, cardiac problems, PKU, cystic fibrosis, neurological impairment, or other needs as determined by a CPA, Breastfeeding Coordinator, Breastfeeding Peer Counselor, or IBCLC.
- Infant has physical or neurological impairment such as uncoordinated suck/swallow patterns, weak suck, inability to suck, or inability to latch on the breast.
- Infant is sick and unable to nurse.
- Mother is sick which may cause difficulty with maintaining milk supply and/or on medication that is contraindicated for breastfeeding. The electric pump will allow breastmilk supply to be maintained until the infant can safely return to breastfeeding.
- Mother of twins or other multiples.
- Low breastmilk supply.
- Mother is physically unable to hand express or use a manual breast pump.
- Engorgement (short term use – one time or overnight only – must still be issued through KWIC)
- Re-lactation.
- CPA, Breastfeeding Coordinator, Breastfeeding Peer Counselor, or IBCLC determines a need.

**Reference:** 7 CFR Part 246.14; USDA FNS Policy Memorandum, 99-WIC-23

**Procedure:**

1. The clinic CPA, Breastfeeding Coordinator, Breastfeeding Peer Counselor, or IBCLC issuing the breast pump must:
  - a. Ensure that the client is an active breastfeeding client on the WIC program before issuing a multi-user electric 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. Issue the client a multi-user breast pump using the Issue Breast Pump window in KWIC. Have the client review and sign the Breastfeeding Equipment User's Agreement for the multi-user 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.

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- c. Educate client/designee on pumping frequency to maintain milk supply. Provide additional information or print materials as needed. "Helpful Hints for Using a Breast Pump" is available to print for the client on the Kansas WIC Website under Information for WIC Local Agencies/ Nutrition Education Materials/Breastfeeding:  
[http://www.kansaswic.org/nutrition\\_education/nutrition\\_edu\\_materials.html](http://www.kansaswic.org/nutrition_education/nutrition_edu_materials.html)

Document issuance of education materials on the handouts tab.

- d. Add the Staff Reminder "Multi-User Electric Loaner Breast Pump" to the Staff Reminders Tab or Cautions 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. Assure that the client/designee is able to assemble and disassemble and clean the pump. The flyer, "How to Keep Your Breast Pump Kit Clean" is available to print for the client on the Kansas WIC Website under Information for WIC Local Agencies/ Nutrition Education Materials/Breastfeeding:  
[http://www.kansaswic.org/nutrition\\_education/nutrition\\_edu\\_materials.html](http://www.kansaswic.org/nutrition_education/nutrition_edu_materials.html)
  - f. Instruct client on how to use the pump including parts replacement (how to order replacement parts) and/or equipment needed to operate the pump (e.g. batteries, filters, disposable plastic bags, etc.)
  - g. Instruct client/designee to discontinue the use of the pump if discomfort occurs and contact the WIC clinic for assistance.
2. Follow up with the client receiving the multi-user electric 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" using to track follow up needs.
    - b. A contact at every client appointment. Clerks should check the Staff Reminders Tab or Cautions and ask about breast pump usage and return before issuing benefits.
    - c. Clients with breastfeeding questions, problems or discontinuation of breastfeeding should be referred to the appropriate staff for assistance.

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3. If a multi-user electric breast pump is lost or damaged, the breastfeeding coordinator/designee must report the loss or damage to the State WIC Office.
4. Steps to follow when a multi-user electric breast pump is returned.
  - a. Multi-user electric breast pumps only are to be returned. Collection kits are for individual use only and should NOT be returned to the WIC Program.
  - b. Enter the returned date in the client's Issue Breast Pump screen in KWIC. Once a returned date is entered the pump will be marked as available on the breast pump inventory. Mark the Staff Reminder "Multi-User Electric Loaner Breast Pump" as completed on the Staff Reminder Tab and/or remove the Caution.
  - c. Clean using the procedure in #5. Replace missing parts if necessary.
  - d. Collection kits are single-user items and a new kit must be provided to each client using a multi-user breast pump. Clients do not need to return their collection kit when they return the multi-user breast pump. If the collection kit is returned, it should be discarded.
  - e. Store electric breast pumps and collection kits in a secure area.
5. Cleaning and sanitizing multi-user electric breast pumps
  - a. When a client returns a multi-user breast pump, place the entire pump and pump case unit inside a heavy-duty plastic bag. Keeping a pump in a sealed airtight bag for 2-3 days will usually kill insects that may have crawled into the pump motor casing or pump case. Twist the top of the bag and securely close it with a twist tie.
    - i) Record the pump serial number and date of return on the outside of the bag.
    - ii) After 2-3 days remove the pump from the bag and clean. Consider cleaning pump in a location away from clean pumps to avoid cross contamination.
  - b. Spray the front and back air vents with compressed air to remove dust and/or insects. (If there is an insect infestation, it will usually be noticed at this time). Tilt pump forward and tap gently on a hard surface as a secondary check for insect infestation. If infested, contact the SA Breastfeeding Coordinator.
  - c. Clean exterior surface of pump, pump case, and the Styrofoam that lines the pump case with a mild bleach solution or other disinfectant. Clean all accessible crevices thoroughly. Air dry. Replace missing parts. Repackage.
  - d. Just prior to re-issuing the pump, remove pump from case and spray vents with compressed air as a tertiary check for dust and infestation.

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- e. If a pump needs servicing for cleaning or repair, first notify the SA Breastfeeding Coordinator to request approval. Heavily soiled or insect infested multi-user electric breast pumps may qualify for cleaning by the manufacturer. Contact the manufacturer's Customer Service Department for information and instructions on how to send in a heavily soiled or insect infested pump.
    - Medela, Inc. Customer Service: 800-435-8316
    - Ameda Customer Service: 866-992-6332
    - Hygeia Customer Service: 888-786-7466
    - Ardo Customer Service: 844-411-2736
6. Accountability and security of multi-user electric breast pumps:
- a. The breastfeeding coordinator/designee is responsible for the care, security, and return of multi-user electric breast pumps.
    - i) All electric breast pumps and unused collection kits must be stored in a secure area.
    - ii) All collection kits must be stored in original, unopened packaging.
  - b. The breastfeeding coordinator/designee is responsible for the tracking of multi-user electric breast pumps loaned to clients until the breast pump is returned.
7. The breastfeeding coordinator/designee may recall a multi-user electric breast pump for an infant or breastfeeding WIC client who has a higher priority.