
Subject: Single User or Personal Use Electric Breast Pumps

Effective Date: October 1, 2021

Revised from: October 1, 2019

Policy: Local Agency (LA) WIC programs may offer a single user (personal use) electric breast pump to a breastfeeding client who meets the following criteria. Personal use electric breast pumps are intended for use only by the person to whom they are issued.

- Client must be an active WIC breastfeeding participant **and** infant WIC status is exclusively breastfeeding.
- Client must plan to pump breastmilk at work or school.
- Client must be working or in school **and** separated from her baby for more than four hours a day for at least 4 days per week.
- Client must be planning to offer breast milk exclusively (e.g. not receive formula from WIC) for her infant's first year of life.
- Infant must be receiving no formula at all from WIC or any other source.
- Client may not have received a personal use electric breast pump from a Kansas WIC clinic within the last year or for the same infant she is currently nursing.
- A single user electric breast pump is for individual use only and NOT be returned to the WIC Program, sold or given to anyone.

Procedure:

1. The clinic CPA, Breastfeeding Coordinator, Breastfeeding Peer Counselor, or IBCLC issuing the breast pump must:
 - a. Assist the client in obtaining a breast pump from their health insurance provider, if applicable.
 - b. Evaluate the client's need for a single user electric breast pump using the "Breast Pump Questionnaire" (found at http://www.kansaswic.org/manual/forms/Breast_Pump_Questionnaire.pdf)
 - c. Determine that the client is a good candidate to receive a single user electric breast pump using the criteria listed in the policy statement above. Clinics may wish to ensure that a client is comfortable and willing to pump her breastmilk by having the client pump with a multi-user electric pump for four to six weeks before issuing a single-user electric pump.
 - d. Ensure that the client has not have received a single user or personal use electric breast pump from a Kansas WIC clinic within the last year or for the current child she is breastfeeding. Personal use electric breast pumps are built for limited use and not typically intended to be utilized for milk expression for subsequent children.

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- e. Personal use pumps lost within the last year will not be replaced. Provide all WIC clients with page four of this policy.
2. Do not issue a single user electric breast pump if the client is tentative about returning to work (e.g. The client does not have a firm back-to-work date. In this instance, issue the pump after she returns to work.)
3. The WIC clinic issues a single user breast pump to the client using the Issue Breast Pump window in KWIC.
 - a. Have the client review and sign the Breastfeeding Equipment User's Agreement for the single user electric 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.
 - b. Educate client 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. Document issuance of education materials in the Handouts Tab under Nutrition Education in KWIC.
 - c. Add the Staff Reminder "Single User Breastpump" 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.
 - d. Provide information on how to use and clean the breast pump. Give the client a copy of Single User or Personal Use Electric Breast Pump Statement of Use included at the end of this procedure.

Inform the client that they are now the owner of the single user electric breast pump. It should not be used by any other person, given away or sold. If they experience mechanical problems with the pump, the client should contact the manufacturer's Customer Service Department as they will not be provided another single user electric pump by WIC.

- 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
- e. The WIC clinic issues the "Employer or School Breastfeeding Support Letter" http://www.kansaswic.org/local_agencies/administrative_materials.html for the breastfeeding client's employer or school and/or caregiver information, if the need is indicated by the "Breast Pump Questionnaire." Issuance of the letter

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and other education materials should be documented using the Handouts Tab under Nutrition Education in KWIC.

4. Follow up with the client receiving the single-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 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.

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Single User or Personal Use Electric Breast Pump Statement of Use

- If you receive a single user or personal use electric breast pump from a Kansas WIC Clinic, you may not receive another personal use electric breast pump from a Kansas WIC clinic within one year.
- Single user or personal use electric breast pumps are for individual use only and should not be sold or given away to anyone.
- Contact the manufacturer's Customer Service Department if the pump develops a problem or defect.
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