

## Staff Checklist for Issuing Hospital-Grade Breast Pumps

- Trained staff, who have completed the electric breast pump training, are responsible for issuance and follow-up of loaned breast pumps. Pumps are not issued prenatally.
- Initial and date each item as this checklist is completed with the client. Place copy in client's chart.

### ASSESSMENT:

- \_\_\_\_\_ 1. Complete **Hospital-Grade Electric Breast Pump Flow Chart**. If client qualifies for rental breast pump, continue with this checklist.
- \_\_\_\_\_ 2. Determine if client needs a collection kit.
- \_\_\_\_\_ 3. Schedule pump instruction and pick-up date with participant. Pick-up date should be  $\leq 2$  weeks before participant returns to work/school, unless the State Breastfeeding Coordinator (SBC) has permitted the pump to be loaned earlier. Participant must be able to pick-up pump within 3 business days of delivery to agency.
- \_\_\_\_\_ 4. Fax or email the **Request for Breast Pump Rental** to Healthy Babies, Happy Moms Inc. (HBHM). HBHM will call to confirm they have received faxed or emailed form.
- \_\_\_\_\_ 5. Email SBC with participant name, WIC ID, name of client's insurance, and date of return to work/school.
- \_\_\_\_\_ 6. Confirm delivery date of pump to agency.
- \_\_\_\_\_ 7. Document everything above on RIWEBS.

### ISSUANCE OF PUMP: (complete the following steps when mom is at clinic to pick-up pump)

- \_\_\_\_\_ 1. Determine correct size of breast shield.
- \_\_\_\_\_ 2. Instruct client to wash hands before pumping.
- \_\_\_\_\_ 3. Show client how to connect the attachment kit to the electric pump and how to adjust suction setting. Have client perform demonstration, to verify understanding.
- \_\_\_\_\_ 4. Review cleaning instructions. Include manufacturer's recommendations.
- \_\_\_\_\_ 5. Adjust suction if appropriate. Explain that pump should be used only to comfort level. Review vacuum adjustment levels, if appropriate.
- \_\_\_\_\_ 6. Review pumping frequency and length of time for pumping session.
- \_\_\_\_\_ 7. Provide milk storage information and return to work information.
- \_\_\_\_\_ 8. Provide pump kit instruction booklet, if applicable.
- \_\_\_\_\_ 9. Client must read and fill-out **HBHM Client Information & Rental Agreement**. (Give *white* copy to HBHM; place *yellow* copy in participant or central file, give *pink* copy to participant.)
- \_\_\_\_\_ 10. Client must read and fill-out **Multi-User Electric Breast Pump Loan/Release Form**.
- \_\_\_\_\_ 11. Put an alert on RIWEBS indicating that a pump has been loaned and pump must be returned before infant can receive formula checks.
- \_\_\_\_\_ 12. Document in a Breastfeeding Note on RIWEBS the following information: date the pump was loaned, why pump was loaned, agency check-in plan, and expected date of return.
- \_\_\_\_\_ 13. Provide client with contacts of appropriate LA staff to call for help.
- \_\_\_\_\_ 14. Review follow-up plan and any concerns with client.

◇ If client does not show up for her quarterly check pick-up, pump is considered lost. Please refer to procedure manual for lost pump procedures.

- \_\_\_\_\_ 15. Review protocol for lost, stolen, or damaged pump with client.
- \_\_\_\_\_ 16. Instruct client to call WIC office if pump is not working properly. Instruct client to stop using pump and call WIC office if experiencing any pain or discomfort.
- \_\_\_\_\_ 17. Instruct client to call MD/Lactation Consultant for medical questions/concerns.
- \_\_\_\_\_ 18. Determine date of pump return and document on both the **WIC Electric Breast Pump Log** and in client's chart. (Not to be beyond date of baby's first birthday.)

**FOLLOW-UP: (as each item on this checklist is completed, initial and date)**

*Any time a client indicates that she is no longer fully breastfeeding, instruct client to return pump within 3 business days. Client may not receive infant formula checks until pump return.*

**1-2 business days after pump loan**

- \_\_\_\_\_ 1. Contact client by phone within 1-2 business days of initial instruction to assure pump is operating properly.
- \_\_\_\_\_ 2. Document on RIWEBS made/attempted phone call and additional information about contact.

**Monthly (initial this each month that client has the pump in her possession)**

- \_\_\_\_\_ 1. Follow-up shall continue by telephone at least monthly.
- \_\_\_\_\_ 2. Verify in phone call that client is still fully breastfeeding.
- \_\_\_\_\_ 3. Document on RIWEBS that phone call was made/attempted and additional information about contact.

**Each check pick-up (initial this each time the client comes in for check pick-up and pump is in her possession). Client should be instructed to bring pump with her at each check pick-up visit. ✧**

- \_\_\_\_\_ 1. Verify that client is still fully breastfeeding.
- \_\_\_\_\_ 2. Complete a Breastfeeding Note on RIWEBS after meeting with client.

**RETURN:**

- \_\_\_\_\_ 1. Plug pump in, to ensure it is in good working order and assess pump for damage.
- \_\_\_\_\_ 2. Document return date on both the **WIC Electric Breast Pump Log** and in client's chart.
- \_\_\_\_\_ 3. Complete a Breastfeeding Note on RIWEBS indicating that pump has been returned.
- \_\_\_\_\_ 4. Remove the alert about the breast pump from the system.
- \_\_\_\_\_ 5. Email SBC with client name, WIC ID and information that pump has been returned.
- \_\_\_\_\_ 6. Fill-out Client Receipt on **WIC Electric Breast Pump Loan/Release Form**. Make a copy of form (with receipt filled-out) and place in client's chart. Give receipt to client for her records.
- \_\_\_\_\_ 7. Notify HBHM that pump has been returned.
- \_\_\_\_\_ 8. Place pump in designated safe, locked location for breast pump storage.

✧ If client does not show up for her quarterly check pick-up, pump is considered lost. Please refer to procedure manual for lost pump procedures.