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**Subject: Manual Breastpumps**

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Effective Date: October 1, 2013

Revised from: October 1, 2012

**Policy:** Manual breastpumps 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 breastpump is unavailable for issuing conditions; or when a collection kit is unavailable for the electric breastpump issued.

A manual breastpump 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 breastpump. Clients who are minimally breastfeeding and 6 months postpartum are eligible to receive a breastpump if they meet the issuance criteria.
  - b. Determine the client's need for a manual breastpump:
    - 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. The DVD "Making Enough Milk, The Key to Successful Breastfeeding...Planning for Day One" has been issued to every clinic to use for hand expression training.
  - c. Issue the client a manual breastpump using the Issue Breastpump window in KWIC. Have the client sign the Breastfeeding Equipment User's Agreement for the manual breastpump (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 Breastpump" to the Staff Reminders Tab to use as a reminder to staff to check with the client issued a breastpump at each subsequent visit about usage, problems, and questions.

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- 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.
1. Follow up with the client receiving the manual breastpump 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 breastpump. Document on the Notes Window in KWIC. Issuance may be tracked by:
    - Using the "Breastpump Issuance by Client Report." This report can be run weekly to follow up with clients appropriately.
    - Filing copies of the user agreements in a "tickle file" using to track follow up needs.
  - b. A contact at every check pickup. Clerks should check the Staff Reminders Tab and ask about breastpump usage before issuing checks.
  - c. Clients with breastfeeding questions, problems or discontinuation of breastfeeding should be referred to the appropriate staff for assistance.