
Subject: Single User or Personal Use Electric Breastpumps

Effective Date: October 1, 2013

Revised from: October 1, 2012

Policy: Local Agency (LA) WIC programs may offer a single user (personal use) electric breastpump to a breastfeeding client who meets the following criteria. Personal use electric breastpumps 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 breastpump from a Kansas WIC clinic within two years.

Procedure:

1. Evaluate the client's need for a single user electric breast pump using the "Breastpump Questionnaire" (find at http://www.kansaswic.org/manual/forms/Breast_Pump_Questionnaire.pdf)
2. The WIC Clinic determines that the client is a good candidate to receive a single user electric breastpump 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.
3. To receive this pump the client may not have received a single user or personal use electric breastpump from a Kansas WIC clinic within the last two years. Personal use electric breastpumps are durable and can be utilized for milk expression for subsequent children. New kits or replacement parts can be purchased and given to WIC breastfeeding clients if necessary. (See Procedure 5e.) Personal use pumps lost within the last two years will not be replaced. Provide all WIC clients with page three of this policy.
4. 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.

Subject: Single User or Personal Use Electric Breastpumps

5. The WIC clinic issues a single user breastpump to the client using the Issue Breastpump window in KWIC.
 - a. Have the client review and sign the Breastfeeding Equipment User's Agreement for the single user electric 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.
 - 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 Issuance should be documented using the Handouts Tab 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 breastpump at each subsequent visit about usage, problems, and questions.
 - d. Provide information on how to use and clean the breastpump.

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

- Medela, Inc. Customer Service 800-435-8316
- Ameda Customer Service 800-947-1277
- Hygeia Customer Service 760-597-8811

- e. The WIC clinic issues the "Employer or School Breastfeeding Support Letter" http://www.kansaswic.org/local_agencies/administrative_materials.html for the woman's employer or school and/or caregiver information, if the need is indicated by the "Breastpump Questionnaire." Issuance should be documented using the Handouts Tab in KWIC.
6. Follow up with the client receiving the single-user electric breastpump regarding any questions, concerns or problems. At a minimum the following should be documented in the client's KWIC record.

Subject: Single User or Personal Use Electric Breastpumps

- 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.

Single User or Personal Use Electric Breastpump Statement of Use

- Single User or Personal Use Electric Breastpumps provided by WIC clinics are durable and should be used to pump breastmilk for future children.
- It is expected that women receiving a Single User or Personal Use Electric Breastpump from WIC will use it to pump breastmilk for future children and that the pump should be retained for use.
- If you receive a Single User or Personal Use Electric Breastpump from a Kansas WIC Clinic you may not receive another personal use electric breastpump from a Kansas WIC clinic within two years.
- Single User or Personal Use Electric Breastpumps 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.
 - Medela, Inc. Customer Service 800-435-8316
 - Ameda Customer Service 800-947-1277
 - Hygeia Customer Service 760-597-8811