

# Breast Pump Lending

Target Audience				
Who Should Read This Policy	 Mental Health	 Learning Disabilities	 Children, Young People & Families	 Corporate
Health Visitors	✗	✗	✓	✗



Honesty and  
Transparency

Integrity

Empowerment

Compassion &  
Kindness

Dignity &  
Respect

<b>Ref.</b>	<b>Contents</b>	<b>Page</b>
1.0	Introduction	4
2.0	Purpose	4
3.0	Objectives	4
4.0	Process	5
4.1	Criteria for Use	5
4.2	Flowchart for Supplying Breast Pumps	6
5.0	Procedures connected to this Policy	6
6.0	Links to Relevant Legislation	6
6.1	Links to Relevant National Standards	6
6.2	Links to other Key Policies	7
6.3	References	8
7.0	Roles and Responsibilities for this Policy	9
8.0	Training	10
9.0	Equality Impact Assessment	10
10.0	Data Protection and Freedom of Information	10
11.0	Monitoring this Policy is Working in Practice	11
 <b>Appendices</b>		
1.0	Ardo Calypso Electric Breast Pump with Hand Set	12
2.0	Items to be Supplied and Returned to the Trust	13
3.0	Breast Pump Log Sheet	14
4.0	Conditions of Supply Agreed between Health Professional and Mother	15
5.0	Warranty and Error Messages	16
6.0	Ardo Standard Training Agenda	17
7.0	Ardo Check List	18

## **Explanation of terms used in this policy**

**Preterm Baby** - Any baby born before 37 weeks gestation

**Faltering Growth** - A growth rate below that appropriate for a child's age and sex

**Cleft Lip/Palate** - A cleft is a gap or split in either the upper lip or the roof of the mouth (palate), or sometimes both

**Tongue Tie** - Tongue-tie is a problem that occurs in babies who have a tight piece of skin between the underside of their tongue and the floor of their mouth

## 1.0 Introduction

Evidence shows that breastfeeding has a major role to play in Public Health, as it promotes health and prevents disease in both infant and mother (Renfew 2012). It is recommended that babies are exclusively breastfed for their first 6 months of life. Babies who are breastfed are less likely to develop many illnesses in infancy, childhood and adulthood whilst mothers who breastfeed for longer periods of time have reduced risk of breast and ovarian cancers.

UK breastfeeding rates have been amongst the lowest in Europe, and Dudley has a particularly low breastfeeding rate, of 60.3% (2014/15) at initiation and 31.7% (2014/15) at 6 – 8 weeks. In recognition of the need to increase the incidence and duration of breastfeeding in England, NHS Trusts are required to increase their breastfeeding rates (UNICEF UK 2005). The UNICEF UK Baby Friendly Initiative best practice standards have been adopted across the UK, including Dudley, which will help increase both breastfeeding initiation and duration.

This policy sets out the guidelines for the supply and use of the ‘Ardo Calypso Electric Breast Pump’ (see **Appendix 1** and **2**) to breastfeeding mothers. Some mothers may need to express breast milk and whilst hand expression is the method taught to mothers and the one of choice, it is recognised there are some occasions when the use of an electric breast pump is a good alternative. It is acknowledged that an electric breast pump may be an appropriate mechanism to help establish or support lactation, especially for longer term use. Furthermore, the Department of Health encourages purchasers and providers to ensure that sufficient breast pumps are made available for loan as appropriate to mothers who may need to use them (NICE 2008).

## 2.0 Purpose

The purpose of the Breast Pump Policy is to provide evidenced based information and advice to be given by health professionals to all parents in Dudley to provide a safe, clear process for the supply and use of the ‘Ardo Calypso Electric Breast Pump’. The policy provides healthcare professionals who are responsible for supplying the pumps with clear guidance of when the pumps should be supplied, who is eligible to receive the pumps and return procedure.

The information provided within this policy is in line with Breastfeeding Network BfN (2009) leaflet ‘Expressing and Storing Breast milk’ and Ardo and Medela company (2010) tear off information pad.

## 3.0 Objectives

- Provide the persons responsible for supplying the breast pumps, of the procedures of when the pumps should be supplied, who is eligible to receive a pump and the pumps return
- State the training required by the Health Professionals who are responsible for teaching mothers how to use the pump
- State criteria that needs to be met by mothers wishing to receive a pump
- State the procedure for collection and return of the pumps
- Give infection control guidelines which cover essential cleaning and sterilising responsibilities
- State Governance guidelines for the paperwork involved with collection and return of the pump
- Provide the recording procedure for the Ardo collection sets

- Support and sustain breastfeeding by providing mothers access to use of breastfeeding pumps

#### **4.0 Process**

Black Country Partnership Foundation Trust agrees to supply a breast pump to mothers registered at GP Surgeries or who pay council tax to Dudley MBC (see **4.1 Criteria for Use**).

There are mothers who would benefit from using a pump on a short term basis. Reasons would be primarily when either the mother and/or baby have a medical condition, when hand expression is not appropriate or has been unsuccessful, or when a mother wants to increase her supply of breast milk.

Health professionals will complete a breastfeeding assessment form with breastfeeding mother and discuss all options before supply of the breast pump is agreed. They will also agree terms of supply and demonstrate how the breast pump before checking the mother's understanding. Health professional will then complete paperwork and agree the date of pump return.

Records will be kept by Health Visitors of the whereabouts of the pumps, and how often they are being supplied to mothers (see **Appendix 3** for pump log sheet and **4.2 Flowchart for Supplying Breast Pumps**). Health visitors will keep a copy of **Appendices 4 and 5** in the Breast pump folder as part of the record system.

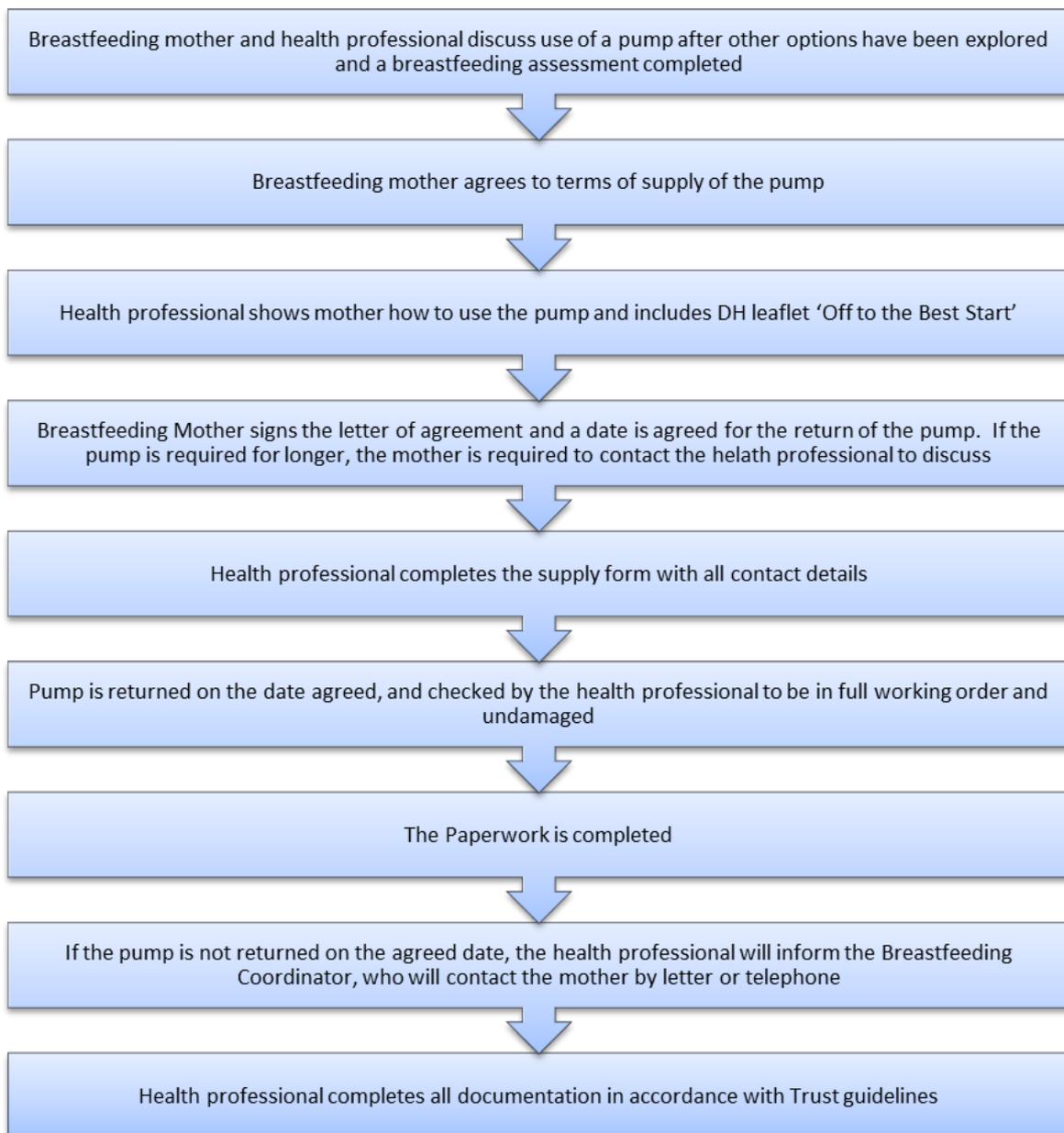
#### **4.1 Criteria for Use**

1. The pumps can only be used for pre-term infants discharged from the neonatal unit or paediatric ward – they will be supplied to women registered with a Dudley GP or who pay council tax to Dudley MBC
2. Pumps are only to be supplied following a face to face consultation between a health professional and mother
3. Pumps will only be supplied following completion of a full breastfeeding assessment

Circumstances for priority use may include:

- Pre-term infants in the neonatal unit or paediatric ward
- Babies who are potential risk of faltering growth or are failing to thrive and breastfeeding
- Babies with additional health needs, anomalies or situations which may interfere with breastfeeding but are being breastfed e.g. pre-term, cardiac, cleft lip/palate and tongue tie
- Mothers who experience difficulties e.g., traumatised nipples and/or difficulties latching on/mastitis/breast abscess
- When mother and baby are separated for any health reasons or episode of crisis
- A mother who needs to express milk if she is hospitalised
- A mother who needs to increase her milk supply e.g. to re-lactate as part of the care package
- When a baby is unable to feed over a prolonged period of time
- Mother on temporary medication that prevents breastfeeding
- Twin/Multiple births

## 4.2 Flowchart for Supplying Breast Pumps



### 5.0 Procedures connected to this Policy

There are no procedures connected to this policy.

### 6.0 Links to Relevant Legislation

There is no relevant legislation connected to this policy.

### 6.1 Links to Relevant National Standards

#### NICE Clinical Guideline PH11 – Maternal and Child Nutrition

This guidance is for health professionals, commissioners and managers, pharmacists, those providing pre-school childcare and other relevant public, community, voluntary and private sector organisations.

It relates to pregnant women (and those who are planning to become pregnant), mothers and other carers of children aged under 5 and their children. It is particularly aimed at those on a low income or from a disadvantaged group.

Recommendations for health professionals include:

- Provide women with information and advice on the benefits of taking a vitamin D supplement (10 micrograms [µg] per day) during pregnancy and while breastfeeding
- Provide Healthy Start vitamin supplements (folic acid and vitamin C and D) for eligible pregnant women
- NHS commissioners and managers are advised to implement a structured programme to encourage breastfeeding within their organisations. It should include training for health professionals
- Encourage breastfeeding by providing information, practical advice and ongoing support – including the help of breastfeeding peer supporters and advice on how to store expressed breast milk safely
- Once infants are aged 6 months, encourage and help parents and carers to progressively introduce them to a variety of nutritious foods, in addition to milk

#### **CQC Regulation 14: Meeting Nutritional and Hydration Needs**

The intention of this regulation is to make sure that people who use services have adequate nutrition and hydration to sustain life and good health and reduce the risks of malnutrition and dehydration while they receive care and treatment.

To meet this regulation, where it is part of their role, providers must make sure that people have enough to eat and drink to meet their nutrition and hydration needs and receive the support they need to do so.

People must have their nutritional needs assessed and food must be provided to meet those needs. This includes where people are prescribed nutritional supplements and/or parenteral nutrition. People's preferences, religious and cultural backgrounds must be taken into account when providing food and drink.

## **6.2 Links to other Key Policies**

### **Community Baby Friendly Policy**

The purpose of this policy is to ensure that all staff working within the Health Visiting/Pre-School Services within the Trust, Public Health-Dudley and Local Authority Children's Centres understand their role and responsibilities in supporting expectant and new mothers and their partners to feed and care for their baby/infants in ways which support optimum health and wellbeing in line with UNICEF UK Baby Friendly Initiative, NICE Clinical Guidelines and local policy guidelines.

### **Infection Control Assurance Policy**

The aim of the policy is to:

- Ensure that robust arrangements for the prevention and control of infection are in place within the Trust
- Ensure that infection prevention and control is embedded at all levels of the organisation 'from the Board to the Ward'

- Ensure Standard operating procedures and policies for effective infection prevention and control are in place (See Manual of Infection Control Standard Operating Procedures)

### **Safe Sleep Policy**

This policy has been developed jointly with Dudley Group NHS Foundation Trust so evidenced based advice can be given to all parents in Dudley by Midwives and Health Visitors in the ante natal period and at the new birth visit. It will provide professionals and support workers with the information they need so that a consistent message can be given to parents and carers of young babies about safe sleep with the aim of reducing the risk of Sudden Infant Death Syndrome (SIDS).

The policy emphasises the current advice given and applies to sleeping during the day and night, sleeping on the sofa/armchair as well as a bed, and to any young adult who may sleep with the baby.

The policy also aims to minimise the risk of sudden infant death by identifying where babies and infants sleep. This requires the health professional to ask where the baby will sleep, so the sleeping environment can be assessed and any health and safety advice can be given.

### **Health Visiting Overarching Policy**

The purpose of this policy is to have a 'core standard for operating procedures' that supports the Health Visiting Implementation Plan (2011-2015), a workable document for newly qualified Health Visitors and to allow existing Health Visitors to 'reclaim the role', refreshing and developing their public health skills.

### **6.3 References**

- DH (2012) Off to the Best Start. DH
- BfN (2009) Expressing and Storing Breastmilk. Breastfeeding Network
- Renfrew, M. et al. (2012) Preventing Disease and Saving Resources.
- UNICEF UK Baby Friendly Initiative. Co-ordinated Introduction of Best Practice for Breastfeeding Across a Local Authority Area UNICEF UK 2005
- Ardo (2010) Ardo tear off information pad – Breast Massage and Breastfeeding Positions. Ardo Medical
- [www.nice.org.uk](http://www.nice.org.uk)
- [www.babyfriendly.org.uk](http://www.babyfriendly.org.uk)
- [www.nhs.uk/start4life](http://www.nhs.uk/start4life)
- [www.nhs.uk](http://www.nhs.uk)
- [www.nhs.uk/breastfeeding](http://www.nhs.uk/breastfeeding)
- [www.nhs.uk/parenting-pamphlets](http://www.nhs.uk/parenting-pamphlets)

## 7.0 Roles and Responsibilities for this Policy

Title	Role	Key Responsibilities
Breastfeeding Mother	Adherence	<ul style="list-style-type: none"> <li>- Sterilise all equipment provided in Ardo milk collection pack (This item is non-returnable)</li> <li>- Ensure the pump is collected and returned to the 'named' Health Centre on the date specified. If not returned as agreed, the Breastfeeding Coordinator is informed who will contact the mother initially by telephone or in writing</li> </ul>
Health Professionals	Operational	<ul style="list-style-type: none"> <li>- Have face to face contact with the mother and complete a breastfeeding assessment</li> <li>- Order more pump sets from Ardo when required</li> <li>- Provide the breastfeeding mother with a laminated Ardo fact sheet 'Expressing Breastmilk with a Pump' and also the DH (2012) leaflet 'Off to the Best Start' when supplying the pump</li> <li>- Ensure the equipment is returned to them, they are then responsible for checking the contents; then 'cleaning and sterilizing' the equipment as per manufacturers guidelines to ensure infection control standards are maintained (see <b>Appendix 6</b>)</li> <li>- Record all contact details at the time of supplying the pump. This includes completing the conditions supply (<b>Appendix 4</b>)</li> <li>- Review every two weeks</li> <li>- Record process together with mother</li> <li>- Ensure they record pump supply and includes clients name, address, and telephone contact number. Audit takes place through the supply record book where each supply is recorded</li> </ul>
Designated Health Visitor (in Each Team)	Operational Leads	<ul style="list-style-type: none"> <li>- Ensure supply and return of pumps to nursing mothers</li> </ul>
Pre-School Team Managers	Implementation	<ul style="list-style-type: none"> <li>- Purchase replacement Ardo Onemum Pumpset packs</li> <li>- Ensure safe storage and maintenance of the pumps</li> <li>- Ensure audits are carried out around the pumps and their use</li> <li>- Ensure all designated health professionals are trained in the use of the Ardo pump</li> </ul>
CYPF Quality and Safety Group	Responsible	<ul style="list-style-type: none"> <li>- Oversee the implementation of a systematic and consistent approach to this policy</li> <li>- Approve all policies and procedures that relate to their subject matter or area of practice</li> <li>- Provide exception and progress reports to the Trust Board</li> <li>- Members of the group are responsible for ensuring this policy is accurate and up to date</li> </ul>
Trust Board	Strategic	<ul style="list-style-type: none"> <li>- Strategic overview and final responsibility for setting the direction of this policy</li> <li>- Ensure that it fulfils its statutory responsibilities</li> </ul>
Executive Director of Nursing, AHPs and Governance	Executive Lead	<ul style="list-style-type: none"> <li>- Trust strategic direction for this policy</li> <li>- Agree action plans to address issues relating to this policy</li> <li>- Update the Trust Board regularly on issues relating to Breast Pump</li> </ul>

## 8.0 Training

What aspect(s) of this policy will require staff training?	Which staff groups require this training?	Is this training covered in the Trust's Mandatory and Risk Management Training Needs Analysis document?	If no, how will the training be delivered?	Who will deliver the training?	How often will staff require training	Who will ensure and monitor that staff have this training?
How the pump works and how the mother can safely store her breast milk	Health Visitors responsible for teaching mothers how to use the pump	No, staff will receive specific training in relation to this policy where it is identified in their individual training needs analysis as part of their development for their particular role and responsibilities	Internally – face to face	Ardo Representative	One off	Managers (CYPF)

## 9.0 Equality Impact Assessment

Black Country Partnership NHS Foundation Trust is committed to ensuring that the way we provide services and the way we recruit and treat staff reflects individual needs, promotes equality and does not discriminate unfairly against any particular individual or group. The Equality Impact Assessment for this policy has been completed and is readily available on the Intranet. If you require this in a different format e.g. larger print, Braille, different languages or audio tape, please contact the Equality & Diversity Team on Ext. 8067 or email [EqualityImpact.assessment@bcpft.nhs.uk](mailto:EqualityImpact.assessment@bcpft.nhs.uk)

## 10.0 Data Protection and Freedom of Information

This statement reflects legal requirements incorporated within the Data Protection Act and Freedom of Information Act that apply to staff who work within the public sector. All staff have a responsibility to ensure that they do not disclose information about the Trust's activities in respect of service users in its care to unauthorised individuals. This responsibility applies whether you are currently employed or after your employment ends and in certain aspects of your personal life e.g. use of social networking sites etc. The Trust seeks to ensure a high level of transparency in all its business activities but reserves the right not to disclose information where relevant legislation applies.

## 11.0 Monitoring this Policy is Working in Practice

<b>What key elements will be monitored? (measurable policy objectives)</b>	<b>Where described in policy?</b>	<b>How will they be monitored? (method + sample size)</b>	<b>Who will undertake this monitoring?</b>	<b>How Frequently?</b>	<b>Group/Committee that will receive and review results</b>	<b>Group/Committee to ensure actions are completed</b>	<b>Evidence this has happened</b>
All PCHR have breast pump loan recorded as being given	4.2 Flowchart for Supplying Breast Pumps	Questionnaire audit of PCHR (audit takes place through the supply record book where each occasion is recorded against the relevant pump reference number, so the whereabouts of each pump is always known)	Pre-School Team Managers	Annually	CYPF Quality and Safety Steering Group	CYPF Quality and Safety Steering Group	Minutes of meetings/ Action plans signed off
Only recommended leaflets are distributed in primary packs	4.2 Flowchart for Supplying Breast Pumps	Audit of primary pack resources (audit takes place through the supply record book where each occasion is recorded against the relevant pump reference number, so the whereabouts of each pump is always known)	Pre-School Team Managers	Bi-Annually	CYPF Quality and Safety Steering Group	CYPF Quality and Safety Steering Group	Minutes of meetings/ Action plans signed off

**Appendix 1**

**Ardo Calypso Electric Breast Pump with Hand Set**



## Appendix 2

### Items to be Supplied and Returned to the Trust

Ardo bag containing (all items returnable):

- Ardo Calypso pump
- Mains adapter
- 1 double bottle holder
- Laminated Ardo operating instructions for the calypso breast pump
- Laminated Ardo Breast Massage and Breastfeeding Positions
- BfN leaflet expressing and storing breastmilk

Items to be supplied but are non-returnable and disposed of by recycling with other plastic items unless used with an Ardo Amaryll Kombikit\* include:

- Ardo Sterile OneMum pump Set
  - 150 ml bottle
  - Adapter tube cover
  - Flexible membrane pot
  - 26mm breast shell (mums would need to purchase different sized shells themselves if this is not the correct size)
  - Lip valve
  - Silicone tubing
  - Tube connector
  - Bottle cap
  - cap liner

\*Amaryll Kombikit is used with the Ardo Sterile OneMum pumpSet to convert the pump set into a manual breast pump. This has to be bought directly from Ardo products by the client.



**Appendix 4****Conditions of Supply Agreed between Health Professional and Mother**

Please read this carefully and sign below. A copy will be kept by the Trust and you will be given a copy of the agreement.

Name .....

Address.....

.....

.....

Home phone number.....

Mobile number.....

I accept supply of the Ardo breast pump. The breast pump today is supplied for up to two weeks and remains the property of the Trust. The collection sets are not for return.

I have checked it and confirm it includes the following:

- 1 Ardo bag containing
- Ardo Calypso pump
- Mains adapter – this is specific to the pumps (please check it is correct adapter on return)
- 1 double bottle holder
- Laminated Ardo operating instructions for the calypso breast pump
- Laminated Ardo Breast Massage and Breastfeeding Positions
- BfN leaflet expressing and storing breastmilk
- 1 Sterile OneMum pumpSet

I have received instruction on how to use the pump Yes No

A return date has been agreed for the pump Yes No

I agree to return the pump in full working order and undamaged. Yes No

I agree to *collect* and *return* the pump to the named health professional based at..... (Designated Health Centre) on the dates specified below (alternatively a health visitor can collect the machine)

By signing this form you are taking responsibility for the safe return of the breast pump in a clean and serviceable condition.

Date supply commenced.....

Date pump to be rebooked or returned.....

**(to be reviewed every two weeks - if there is no waiting list for the pump, a mum can continue with her loan of the pump)**

Mother's signature.....Print name.....

Health Professional's signature.....Print name.....

Contact number.....

**You must inform the Breastfeeding Buddy/Health Professional if:**

- You change address
- The equipment is lost or damaged
- You no longer require the equipment

## **Appendix 5**

### **Warranty and Error Messages**

The Calypso Compact has a guarantee of one year. If the red light shows it means that the warranty of 400 hours of pumping has expired. If there is a flashing light either red and green or red and amber contact Ardo main office and speak to the Calypso repair team.

Please check that the correct plug adapter is returned with the pump.

## Appendix 6

### Ardo Standard Training Agenda

- The OneMum Pumpset is a Single use Set
- The standard size is 26mm breast shell which fits 95% of mums
- Ardo stock other sizes 22mm and 28mm inserts
- Also 31mm and 36mm breast shell

#### Cleaning the OneMum Pumpset

- Hot water wash and cold water rinse
- Microwave steam bags or containers
- Electric steaming
- Dishwasher
- Milton Cleaning solution

#### What parts can be cleaned?

- The membrane
- The breast shell
- The lip valve
- The bottle

#### What parts cannot be cleaned?

- The cap
- The silicone tube
- The tube connector

The tubing on the pumpset is made of silicone and is hydrophylic meaning it will attract and hold water molecules and it can take up to 72 + hours to fully dry. Thus causing standing water allowing for a bacterial build up.

#### Breast shell fitting

The breast shell size is correct if:

- The nipple moves freely in the funnel and can follow the rhythmic movements of the pump
- None or very little of the areola tissue is in the funnel
- The milk flows and breast feels soft everywhere after pumping

If the breast shell is too small

- The nipple rubs against the wall of the funnel
- Expression is uncomfortable even with a weak vacuum
- The milk only flows slowly
- The mother can express less milk than expected

If the breast shell is too big

- The areola is also sucked into the funnel
- Expressing is uncomfortable

## Appendix 7

## Ardo Check List

**Client Name:** \_\_\_\_\_**Baby's Name:** \_\_\_\_\_**Date of Loan:** \_\_\_\_\_**Return Due Date:** \_\_\_\_\_**Outgoing Check List**

- Make sure pump is clean for clients immediate use
- Make sure the pump has a sterile Ardo Collection Kit
- Check that there are instructions inside the box

**Incoming Checklist**

- Clean the pump with appropriate cleaning solution
- Remove and dispose of any Collection Set items returned
- Check the Adaptor is in with the pump
- Check the pump is functioning correctly
- Add instructions for use if missing

## Policy Details

<b>Title of Policy</b>	Breast Pump Lending Policy
<b>Unique Identifier</b> for this policy	BCPFT-CYPF-POL-04
State if policy is <b>New</b> or <b>Revised</b>	New
<b>Previous Policy Title</b> where applicable	n/a
<b>Policy Category</b> Clinical, HR, H&S, Infection Control etc.	Children's Services
<b>Executive Director</b> whose portfolio this policy comes under	Executive Director of Nursing, AHPs and Governance
<b>Policy Lead/Author</b> Job titles only	Health Visitor Team Leader
<b>Committee/Group responsible for the approval of this policy</b>	CYPF Quality and Safety Steering Group
<b>Month/year consultation process completed</b> *	December 2015
<b>Month/year policy approved</b>	May 2016
<b>Month/year policy ratified and issued</b>	May 2016
<b>Next review date</b>	May 2019
<b>Implementation Plan completed</b> *	Yes
<b>Equality Impact Assessment completed</b> *	Yes
<b>Previous version(s) archived</b> *	n/a
<b>Disclosure status</b>	'B' can be disclosed to patients and the public
<b>Key Words</b> for this policy	Flowchart for supplying breast pumps, Ardo Calypso Electric Breast Pump with hand set, Ardo checklist, Preterm baby, Breast feeding, Faltering growth

\* For more information on the consultation process, implementation plan, equality impact assessment, or archiving arrangements, please contact Corporate Governance

### Review and Amendment History

Version	Date	Details of Change
1.0	May 2016	New policy for BCPFT