

DRAFT Table of Revisions

Policy/Page	Revision	Comments
Through-out chapter	<ol style="list-style-type: none"> 1. Updated to meet New Food Choices (NFC) requirements and changes. 2. Updated to VENA (Value Enhanced Nutrition Assessment) and participant-centered terms and education concepts. 	Specific policy and procedure changes are listed below.
<p>“Promote and Support Breastfeeding as the Normal Method of Infant Feeding” p. 1 - 2</p>	<p>Policy: Name change from “Positive Clinic Environment Which Endorses Breastfeeding as the Preferred Method of Infant Feeding.” Staff promote and support breastfeeding as the normal method of infant feeding. The Washington WIC Nutrition Program encourages all pregnant women to fully breastfeed for the first six months of life, unless medically contraindicated, and continue breastfeeding for the first year of life and thereafter, for as long as mutually desired.</p> <p>Procedure: Added A, 2: Inform each pregnant client: WIC does not provide formula to breastfed infants during the first month of life due to the negative impact to breastfeeding; how to initiate and sustain full breastfeeding; WIC provides breastfeeding support; local breastfeeding support services are available. Revised B: Use no infant formula manufacturer client educational materials, promotional items, displays or logos, or any other formula manufacturer materials. Added B, 2: Prohibit staff use of infant formula promotional items. Added C, Note: Ways to create an environment that supports and promotes breastfeeding as the norm such as:</p> <ul style="list-style-type: none"> • display pictures of WIC staff breastfeeding their children, • place signs in the waiting area encouraging clients to breastfeed in the WIC area anytime, • display pictures of WIC staff trained to help clients successfully breastfeed. • post positive messages about breastfeeding at each work station, • display pictures of clients and their story about what breastfeeding means to them. 	

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<p>“Breastfeeding-Friendly Workplace” p. 3</p>	<p>Guidelines: Added A, 4. Breastfeeding-friendly workplace policies may include provisions to allow breastfeeding infants to accompany their mothers to work.</p>	
<p>“Breastfeeding Promotion Coordinator” p. 4</p>	<p>Policy: Added: The Breastfeeding Promotion Coordinator works with the clinic coordinator to ensure that local agency breastfeeding policies are developed and followed. The Breastfeeding Promotion Coordinator coordinates breastfeeding promotion and support activities for the local agency and with community partners. Procedure: Procedures added to support policy.</p>	
<p>“Identifying Breastfeeding Promotion and Support as a Core Job Responsibility” p. 5</p>	<p>New Recommendation: Clinic coordinators are encouraged to work with agency administration to identify breastfeeding promotion and support as a core job responsibility for all positions. Guidelines: A. Develop a goal statement regarding the agency’s commitment to promoting and supporting breastfeeding and shares the statement with job candidates. B. Develop interview questions to assess a candidate’s experience, training and attitude towards breastfeeding. C. Include roles and responsibilities that address breastfeeding promotion and support to job descriptions. D. Incorporate breastfeeding training goals into annual performance evaluations.</p>	
<p>“Orienting New Staff on Breastfeeding Promotion and Support” p. 6</p>	<p>Policy: Name change from “Guidelines for Staff Orientation and Training on Breastfeeding Promotion and Support” Policies regarding orienting new staff on breastfeeding promotion and support and policies regarding on-going breastfeeding education and training were separated.</p>	

<p>“Orienting New Staff on Breastfeeding Promotion and Support” continued p. 6</p>	<p>Procedure: Breastfeeding orientation requirements include:</p> <ol style="list-style-type: none"> 1. Review state and local agency breastfeeding promotion and support policies. 2. Review of policies and procedures for issuing appropriate food packages to breastfed infants. 3. Review of appropriate duties and responsibilities to promote and support breastfeeding. 4. Information about community breastfeeding services and referrals. 5. Education and training on: normal breastfeeding; maintaining milk production; the negative impact formula supplementation has on breast milk production; and the limited circumstances when a woman should not breastfeed and what actions to take in those cases. 6. Review of local agency breastfeeding promotion objectives and activities outlined in the Annual Nutrition Education Plan. 	<p>Refer to Volume 1, Chapter 23 – WIC Foods for more information about food packages for breastfeeding women and breastfed infants.</p> <p>Task-appropriate roles related to promoting and supporting breastfeeding have been added to the Appendix of this chapter.</p>
<p>“The Breastfeeding Review Counseling Session” p. 7 – 10</p>	<p>New Policy: Clinic staff shall not routinely issue formula to breastfed infants less than one month of age. Breastfeeding clients requesting formula for their infants shall receive a complete Breastfeeding Review by a CPA trained in breastfeeding support.</p> <p>The CPA shall educate and counsel the client on the negative effect of formula supplementation on breast milk production.</p> <p>The CPA shall assess the situation and issue the minimal amount of formula, if needed, to meet the infant’s nutritional needs and reduce the negative impact to breast milk production.</p> <p>Powder formula shall be recommended when issuing formula to breastfeeding infants.</p> <p>Document the Breastfeeding Review in the infant’s file in Client Services.</p> <p>If staff trained in breastfeeding support is not available: give the minimum amount of formula, schedule the client to return the following month, document in the client’s file.</p>	<p>Refer to Volume 1, Chapter 23 – WIC Foods for more information about food packages for breastfeeding women and breastfed infants.</p>

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<p>“Breastfeeding Review” continued p. 7 – 10</p>	<p>Procedure: A, B and C: Use client centered techniques and affirm the client’s feelings or concerns while offering support and encouraging breastfeeding. D. Determine the amount of formula to issue, if any. E. Encourage the client to continue breastfeeding, even if formula is issued. F. Refer the client for further breastfeeding follow-up if needed. G: Document the Breastfeeding Review in the infant’s Client Services file. H: Document when staff trained in breastfeeding support is not available and the steps taken. Information: Provides a list of the most common breastfeeding concerns and a list of references and resources.</p>	
<p>“Providing Staff with Continued Breastfeeding Education and Training” p. 11 -12</p>	<p>Policy: Staff who provide direct client services shall receive training on breastfeeding promotion and support at least twice per year. Staff shall have access to resources and information to enhance their knowledge and skills to promote breastfeeding, to answer breastfeeding related questions and to support clients to fully breastfeed. Procedure: Supports policy statements listed above.</p>	<p>Contains some of the information previously listed in the “Guidelines for Staff Orientation and Training on Breastfeeding Promotion and Support” policy.</p>
<p>“Assuring Access to Breastfeeding Promotion and Support during the Prenatal and Postpartum Periods” p. 13</p>	<p>Procedure: Added B, 2: Support breastfeeding for the first 6 months of life, unless medically contraindicated, with continued breastfeeding for at least the first year of life and thereafter, for as long as mutually desired by the woman and her child. Added B, 4 a and b: Staff discuss breastfeeding with all pregnant clients as part of the basic contact; and with all pregnant and breastfeeding clients at all WIC appointments Added B, 5: Ensure that every breastfeeding client receives a Breastfeeding Review prior to issuing formula to her breastfed infant.</p>	

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<p>“Distributing Breast Pumps” p. 14 – 16</p>	<p>Policy: Name change from “Local Agency Policies for Distributing Breast Pumps” Added: # 4: WIC staff who are participants shall have another staff member issue breast pumps to them. # 7: Clients shall not be required to pay a deposit for the use of a multi-user electric breast pump. # 8: Staff shall not collect copies of clients’ Social Security Cards or record Social Security numbers. Local agencies have the option to count breast pump education that occurs subsequent to and separate from the certification visit as the breastfeeding client’s second nutrition education contact. Procedure: Procedures revised to support existing and new policy requirements.</p>	
<p>“Contracting with a Third Party to Provide WIC Breast Pumps to Breastfeeding Clients” p. 17</p>	<p>New Policy: Information was previously listed in the “Local Agency Policies for Distributing Breast Pumps” policy. No significant change to content.</p>	
<p>“Staff Authorized to Issue Breast Pumps” p. 18 – 22</p>	<p>New Policy: The WIC coordinator shall work with the Breastfeeding Promotion Coordinator to authorize and train staff to issue breast pumps to clients. Staff authorized to issue breast pumps to clients are required to do so according to listed procedures. Procedure: A: Be trained on the agency’s breast pump distribution policies and know how breast pumps work. B: Review the criteria for issuing breast pumps to determine when a client needs a pump and if so, which pump is appropriate. C: Make sure the components of the pump are present and working prior to issuing to the client. D: Demonstrate how to use the pump and provide the client with instructions.</p>	

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<p>“Staff Authorized to Issue Breast Pumps” continued p. 18 – 22</p>	<p>Procedure: (continued)</p> <p>E: Cover key education messages about: keeping the pump clean, manually expressing, maintaining milk supply and storing breast milk safely.</p> <p>F: Encourage the client to ask questions.</p> <p>G, H: Complete the Release of Liability form and provide a copy to the client.</p> <p>I: Provide clinic contact information.</p> <p>J: Document in Client Services the type of pump provided, initials of staff providing the pump, and when the pump is due back (for multi-user pumps).</p> <p>K: Contact the client to assess if further guidance is necessary.</p> <p>L: Follows procedures specific to issuing a manual breast pump as listed.</p> <p>M: Follows procedures specific to issuing a personal use electric breast pump as listed.</p> <p>N. Follows procedures specific to issuing a multi-user electric breast pump as listed.</p> <p>N, Note: Added recommendations for tracking multi-user breast pumps.</p> <p>Added: Criteria for Issuing Breast Pumps Table (p. 22).</p>	
<p>“Conditions for Loaning Breast Pumps”</p>	<p>Deleted Policy.</p>	<p>The information contained in this policy was moved to other policies in this chapter.</p>
<p>“Checking-in, Cleaning and Assessing the Performance of Multi-user Electric Breast Pumps” p. 23 – 24</p>	<p>Policy:</p> <p>Name change from “Cleaning and Maintaining Electric Breast Pumps”</p> <p>Multi-user pumps that have been loaned to clients shall be cleaned and assessed for performance at the time of check-in and prior to loaning to another client.</p> <p>Procedure:</p> <p>Added A: Document the date the pump was returned in the client’s file on the Notes tab.</p> <p>Added B: Update any inventory logs, Release of Liability forms and other clinic paperwork.</p> <p>Added D: Store the breast pump in a manner that keeps it clean and secure.</p> <p>Added E: Assess the pump’s performance prior to issuing it to a client.</p>	

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<p>“Checking-in, Cleaning and Assessing the Performance of Multi-user Electric Breast Pumps” continued p. 23 – 24</p>	<p>Information: Added: Staff may use local breastfeeding funds to cover costs associated with shipping, cleaning, purchasing plastic bags, or the cost of pump maintenance and repair.</p>	
<p>“Tracking Inventory of Electric Breast Pumps” p. 25 – 26</p>	<p>Policy: Policy and procedure were re-formatted. Content remained the same with the following additions:</p> <ul style="list-style-type: none"> • Conduct an annual inventory of personal-use pumps and compare to inventory log. • Report any loss of inventory which may be due to theft to the state WIC office. 	
<p>“In-state Transfer Clients and Recovery of Multi-Use Pumps” p. 27 – 28</p>	<p>New Policy: Staff shall request the return of a multi-user electric breast pump before a client transfers to another clinic. Staff notify the new clinic about an unreturned multi-use electric breast pump. Staff at the receiving transfer clinic assist with breast pump recovery attempts. Recovered pumps are returned to the original clinic. WIC checks, transfer documentation and/or services shall not be withheld from clients who fail to return multi-user electric breast pumps. Procedure: Procedure supports policy requirements.</p>	
<p>“Lost or Stolen Multi-user Electric Breast Pumps” p. 29 – 30</p>	<p>Policy: Policy was re-formatted. Content remained the same with the following additions:</p> <ul style="list-style-type: none"> • Staff shall attempt to recover a multi-use electric breast pump when not returned by the due date before notifying the state WIC office. • All recovery attempts shall be documented in Client Services. 	<p>Some sections from the previous version of this policy were moved to other policies in this chapter.</p>

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<p>“Lost or Stolen Multi-user Electric Breast Pumps” continued p. 29 – 30</p>	<p>Procedure:</p> <p>Added A: Contact the client within 30 days after the pump was due to remind her to return the breast pump. A sample “Over Due Pump Letter” is located in the Appendix.</p> <p>Added B: Document all recovery attempts in the client’s file.</p> <p>Added C: Contact the state WIC office when the client transfers out-of-state without returning the pump.</p>	
<p>“Damaged Multi-user Electric Breast Pumps” p. 31 – 32</p>	<p>Policy:</p> <p>Added:</p> <p>Staff have the option to use local agency breastfeeding funds to repair pumps and purchase replacement cases and straps.</p> <p>Staff have the option to order a replacement pump if a defective breast pump is returned by a client.</p>	
<p>Appendix A</p>	<p>Added: Examples of Task-Appropriate Roles Related to Promoting and Supporting Breastfeeding.</p> <p>Revised: “Dear Breastfeeding Mom” Letter</p> <p>Added: Over Due Breast Pump Letter</p> <p>Added: Assessing the Effectiveness of Breast Pumps</p> <p>Revised: Report of Lost, Stolen, or Damaged Multi-User Electric Breast Pumps</p> <p>Revised: Sample – Inventory Form for Multi-user Pumps</p> <p>Added: Sample – Inventory Form for Personal Use Breast Pumps</p>	