

Guideline for loan of breast pumps in community (maternity and health visiting).

Originator: Rachel Evans (Infant Feeding Coordinator, Maternity)

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Approved By: Perinatal Forum

Date for Review: September 2024

Guidelines for the Loan of Breast Pumps in Community

Statement

This purpose of this guideline is to ensure appropriate management of the community pump library in order to that:

1. Women receive appropriate support and suitable equipment if they require it.
2. Equipment is appropriately used, cleaned and tracked.

Scope of guideline

This applies to all staff offering specialist infant feeding support or with responsibility for administering the pump library, including the maternity and health visiting Infant Feeding teams, core staff in the Birth Centre at NPTH and Ward 20 staff.

Aim of guideline

To ensure that community loan pumps are appropriately distributed, used, tracked and returned to maintain the pump library for ongoing use.

Criteria for loan of pumps

Pumps are to be used in conjunction with ongoing breastfeeding support from the Infant Feeding Team. Loan of a pump may be indicated in the following situations:

1. Where direct breastfeeding is not possible for a short period of time e.g. mother and baby are separated.
2. Where there are concerns about faltering growth.
3. Where there is a need to increase milk supply e.g. for a preterm baby or multiples.
4. Where there is a clinical need identified by the Infant Feeding Team.

Who can issue loans?

Pump loans can be authorised by the staff identified in Appendix 2, which may be updated from time to time by the Infant Feeding Coordinators. In general members of the Infant Feeding teams and nursery nurses working on Ward 20 may authorise loans of the Ardo Calypso pumps. There are two Ardo Carum hospital grade pumps. Loan of these should be arranged in consultation with one of the Infant Feeding Coordinators.

Where other staff members have identified potential need for a pump they can arrange this by phone with a member of the team. Pumps can be accessed 24 hours from Ward 20 or NPTBC.

When loans are made the member of staff responsible for the loan should be recorded.

Pumps can be lent out for up to two weeks at a time and should not be lent out without a review date in place.

Procedure for loans

The mother should be given a multi user Calypso pump, two single user expressing kits and bottles if required. She should be given instructions and a demonstration if possible. If the staff member lending the pump is not confident demonstrating, please signpost to a member of the infant feeding team.

Loans should be recorded on the spreadsheet saved on the Z drive under Maternity/SBU Infant Feeding Shared Info/Pump Library. The following details should be recorded against the pump asset number:

1. Mother's name, address and telephone number.
2. Staff member responsible for the loan.
3. Date lent out and date of next review.
4. Flanges issued (will usually be standard size unless different size requested by member of the Infant Feeding Team).

Mothers should be asked to sign a loan agreement and given a copy. The agreements should be scanned and saved in the above folder. If you are unable to access the folder please email the above details, the loan agreement and the pump asset number to SBU.infantfeeding@wales.nhs.uk.

Return of pumps

When pumps are returned the following steps should take place:

1. Check that the multi user parts have been returned and that the pump is in working order. These are the pump unit, power cable, green bottle holder, instructions and bag (not all pumps have bags).
2. Clean the pump using Clinell wipes.
3. Record the return on the spreadsheet by removing the loan details and noting the location of the pump next to the asset number.

Appendix 1: Loan agreement



Swansea Bay Health Board

Breast Pump Loan Agreement

I confirm I have received the following (delete as appropriate):

Breast pump

Bottle Holder

Power Lead

Bag

Instructions

Other (please note)

I understand that the loan will be reviewed two weekly and I agree to keep the pump in good condition and to return the pump and above accessories to the Health Board.

	Staff member issuing loan	Borrower
Please sign		
Please print		

Appendix 2: Staff list

Maternity Infant Feeding Team	Ward 20 Team (NNEBs)	Health Visiting Infant Feeding Team
Rachel Evans Liz Smith Claire Davies Rebecca Smith Chris Hanford Sim Hill Sharon Nedin	Rachel Davies Emma Lewis Sian Suggett Jo Crowley Elin Whiskerd Natalie McCartney Kelly Suggett Lettisha Howells Lisa Jones Natalie McCartney Kylie Phillips	Belinda Hannah Kuhinoor Begum

Maternity Services

Checklist for Clinical Guidelines being Submitted for Approval

Title of Guideline:	Guideline for loan of breast pumps in community (maternity and health visiting).
Name(s) of Author:	Rachel Evans
Chair of Group or Committee approving submission:	Perinatal Forum
Brief outline giving reasons for document being submitted for ratification	
Details of persons included in consultation process:	
Name of Pharmacist (mandatory if drugs involved):	
Issue / Version No:	1
Please list any policies/guidelines this document will supercede:	
Date approved by Group:	17 September 2021
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Please indicate key words you wish to be linked to document	Breast pump, infant feeding
File Name: Used to locate where file is stores on hard drive	ABM Groups/Z/Maternity/Policies and Guidelines