



OSTARA
INITIATIVE
Reimagining Health & Justice

Sample Lactation Policy and Procedure Facility X

Policy: Participation in the Breastfeeding/Pumping Program at Facility X is voluntary. When an inmate mother chooses to lactate for her child, it benefits her and the child. Health Service Staff will provide information to women about making the decision to lactate for their child if that is an option upon request of a pregnant inmate mother. Mother may breastfeed/express milk for her baby for up to 24 months if breastfeeding is not contraindicated and so long as she is producing an amount reasonable for her baby's continued use. A Lactation Coordinator will be designated by Warden and may be a facility staff person, health care worker, social services worker, or someone from a volunteer in-reach program. There will be a quarterly meeting with Lactation Coordinator, Health Services Staff, and Social Services Staff to discuss progress and problems that arise with the program.

References to Other Policies and Official Protocols: Pregnant Inmate Policy and Procedure #XXXX; Any Other Facility Policies Referenced; Proper Storage and Handling of Human Milk, CDC; Academy of Breastfeeding Medicine Clinical Protocol #8: Human Milk Storage Information for Home Use for Full-Term Infants.

Procedure:

- A. If an inmate mother wishes to participate in the lactation program, she will contact Health Services Staff, Social Services Staff, and Lactation Coordinator prior to giving birth to initiate the process.
1. The guidelines of this agreement are outlined in a contract given to and signed by the inmate mother (Attachment A) and the Warden.
 2. To participate in the program the inmate mother must meet the guidelines as established in the contract (attachment A) and must sign the contract prior to birth. Inmate mother may voluntarily remove herself from the program at any time.
- B. Inmate mothers will pump or hand express as a way to remove breast milk while housed at Facility X; unless with the child at regular visits, at which time they may breastfeed. A cover or private area will be made available during visits from infant.
- C. Inmate will be issued a gold slip upon return from giving birth which allows her access to the pumping room at any time, except during lockdown and count.
- D. Inmate will request she be let out of dorm to pump whenever needed. It should be expected that inmate will pump up to 8 to 12 times in a 24 hour period. She may pump less often. She will sign into a log book in Health Services (Attachment F) and officer will unlock pumping room and inmate's assigned locker. Inmate will be allowed to be in pumping room for up to 40 minutes.
- E. Inmate mothers and staff should wash their hands before and after expressing or handling breast milk.



alabama
prison
birth
project

Want to learn more, contact us:
info@ostarainitiative.org
On our website at ostarainitiative.org/connect



OSTARA
INITIATIVE
Reimagining Health & Justice

Staff should wear gloves when handling breast milk.

F. Breast milk will be collected and sealed in a storage bag that is designed for this function.

G. The inmate mothers will ensure that the storage bag is clearly labeled with:

1. Lactating inmate's name
2. Infant's name
3. Date that the milk was expressed and Time of Day
4. Estimated ounces in bag

H. The inmate mother will put the sealed storage bag(s) of milk inside a separate ziplock bag, as outlined in the contract (Attachment A). She will fill out an entry in her Breastmilk Daily Log Sheet (Attachment D) and notify health care staff of the need to put milk into freezer. Staff may leave milk at room temperature no longer than 30 minutes.

1. Health care staff will not accept unmarked bags of milk; they will be handed back to the inmate mother who brought them.

I. The nurse will put the bag(s) of milk in the designated breast milk freezer located in Health Services within 30 minutes and will initial the inmate mother's Daily Log Sheet (Attachment D). Freezer will remain locked at all times other than when adding or removing milk.

J. Inmate will wash her gear, clean up the space, and lock her belongings into the locker she has been assigned. She will sign out using the log sheet at Health Services (Attachment F).

K. Logging of Milk Storage and Removal

1. The following forms will be used to keep track of milk and its viability:
 1. Freezer Temp Log (Attachment E): will be kept in plastic pouch mounted on freezer at all times. Temp will be logged once per day.
 2. Breast Milk Daily Balance Sheet (Attachment D): will be kept per participant in a folder mounted on freezer. This sheet will tell how many bags are currently in freezer per mother and will be updated every time inmate mother pumps.
 3. Breast Milk Release Log (Attachment C): will be kept in folder mounted on freezer and will be marked every time milk leaves the freezer for delivery to infant, or discarded, whichever the case may be.

L. Freezers that are used to store breast milk will be kept locked and will be monitored each day with temperature checks and recordings, as med fridges are also checked in Health Care. Freezer temperature will be maintained per guidelines as established by Academy of Breastfeeding Medicine (-4C to -20C or 24.8F to -4F).

M. If the freezer temperature is out of range, Health Care staff will notify on call nurse manager and Lactation Coordinator and will initiate process of getting milk ready for shipment or for delivery to Responsible Party.



alabama
prison
birth
project

Want to learn more, contact us:
info@ostarainitiative.org
On our website at ostarainitiative.org/connect



OSTARA
INITIATIVE
Reimagining Health & Justice

If milk is partially thawed or slushy, it may still be shipped on dry ice or transferred to Responsible Party. If milk is completely thawed, it will be discarded. Efforts should be made to determine if the freezer has ice build up, which should then be removed.

1. The health care staff will record the unusual occurrence of temperature range using the temperature log (Attachment E). The staff member will then promptly contact the health services manager on call and the Lactation Coordinator.
2. Discarded milk will be noted on the Breast Milk Release Log (Attachment C). The following will be noted: date, lactating inmate's name, initials of the staff member, number of bags discarded, reason for discard. This will also be noted on the inmate's milk balance sheet (Attachment D).
3. If there are circumstances, outside of freezer temperature compliance issues, where discarding of breast milk is necessary, nursing staff will receive pre-authorization from an on-site/on-call manager prior to disposing of the breast milk.

N. As outlined in the contract (Attachment A), the following parties will be allowed to deliver milk or ship milk to caregiving family: Responsible Party OR Lactation Coordinator OR Social Services, or any combination of the three.

1. The Responsible Party will notify Facility Access that they are here to pick up breast milk. Health Services Staff will gather the breast milk for that inmate mother and take it to Facility Access. The nurse will hand deliver the milk to the Responsible Party in waiting area.
2. If room is scarce in the freezer, Lactation Coordinator will be notified.
3. Health care staff will make notes on the Individual Balance Sheet (Attachment D) AND Milk Release Log (Attachment C) AND the Health Services Log (Attachment F) that the milk has been removed from Freezer by Responsible Party, Social Services, or Lactation Coordinator in order to transfer it to caregiving family. A signature will be required by the person taking custody of milk.

O. Lactation Coordinator, Social Services, and Health Care Staff will meet quarterly to discuss how the program is working and what might need to be modified.

P. Health Care Staff and Officers working in Health Care Area will watch a brief training video about lactation and the Pumping Program rules when duties related to the Pumping Program are assigned.



alabama
prison
birth
project

Want to learn more, contact us:
info@ostarainitiative.org
On our website at ostarainitiative.org/connect



OSTARA
INITIATIVE
Reimagining Health & Justice

Attachment A Facility X's Lactation Program Contract

Effective Date _____

Inmate Mother Name _____ AIS _____

Infant Name _____

Designated Responsible Party(ies) (more than one may be circled):

Social Services Staff

Lactation Coordinator

Family Member

Name: _____

Address: _____

1. The inmate mother will arrange for a responsible party (i.e. child caregiver, guardian, volunteer) to pick up the breast milk supply every week from the correctional facility. These arrangements will be coordinated and approved through the Health Services Nurse Manager/designee and the Operations Captain.
2. If no family member is able to pick up milk, the responsible party may be designated as Social Services Staff or Lactation Coordinator. Arrangements for delivery to hospital for baby in NICU will be made on an as needed basis. Lactation Coordinator will be responsible for shipping milk.
3. Initial postpartum stay will occur in the Facility Infirmary or General Population. Upon return from the hospital, the inmate mother will be set up with a hospital grade breast pump. While in the medical area, pumping of breast milk will be permitted as needed to supply milk needs of infant and relieve engorgement. The inmate mother is authorized to keep her pump kit and parts from the hospital and other pumping necessities within her designated locker in the pumping room.
4. The lactating inmate has been instructed that the pump kit and accessories must be locked up at all times except when in use. Failure to appropriately attend to this equipment could result in loss of breast pumping privileges.
5. The inmate mother is authorized for the following items: gold slip, pump kit and parts, hand pump, nursing cover, one photo of newborn, sharpie marker, plastic wash container.
6. The inmate mother has been instructed to keep this document with her belongings at all times.
7. The inmate mother is authorized to pump every 2-3 hours (8 to 12 times in a 24-hour period) or as needed to maintain her milk supply. It is recommended that the inmate mother pump at least once during the night to maintain an adequate breast milk supply.



alabama
prison
birth
project

Want to learn more, contact us:
info@ostarainitiative.org
On our website at ostarainitiative.org/connect



OSTARA
INITIATIVE
Reimagining Health & Justice

8. Breast pumping will occur in the designated area only. The inmate mother will keep her body appropriately covered and face away from any windows to maintain privacy while pumping. The pumping process should not take longer than 30 minutes and cleanup no longer than 10 minutes.
9. The inmate mother is responsible for notifying health care staff when pumping session is completed. Nursing staff will place properly-labeled milk inside locked freezer within 30 minutes.
10. The inmate mother is responsible for sharing with health care providers that she is supplying breast milk to her child so as to avoid medications that are not indicated for lactating women.
10. The inmate mother is responsible for sharing with health care providers that she is supplying breast milk to her child so as to avoid medications that are not indicated for lactating women.
11. The inmate mother will be responsible for cleaning all breast pump equipment before and after use. She will learn about proper care and cleaning of equipment and proper handling of breast milk from her doula or the Lactation Coordinator.
12. The inmate mother will promptly report any issues with her breast pump or supplies to Health Services staff. Health Services staff will notify Lactation Coordinator.
13. The inmate mother will be subject to regular drug testing and typical health screenings.
14. The inmate mother will not use illegal drugs or alcohol while participating in this program. Privilege of participating in the Lactation Program will be immediately revoked if this rule is violated.
15. Nicotine can be found in breast milk. Nicotine patches can be used while breastfeeding. Low-dose patches are recommended. If the lactating inmate smokes, she will be asked to refrain from smoking until immediately after a pumping session so as to put the lowest amount of nicotine in each milk expression. As with all participants, thorough hand and arm washing before pumping will also help to reduce the amount of nicotine in breast milk. Removal of outer clothing, such as a jacket that was exposed to cigarette smoke, is encouraged before pumping.
16. The inmate mother will notify health care staff if she has an open wound on her chest or breasts, or cracked or bleeding nipples. Health care staff will determine if she is still eligible to pump milk for her baby.
17. Decisions regarding health eligibility will be made according to the American Academy of Pediatrics Policy Statement on Breastfeeding, which is easily accessible online.
18. The inmate mother will be eligible for continued WIC benefits while expressing milk for her infant according to the rules and regulations of the WIC program.



alabama
prison
birth
project

Want to learn more, contact us:
info@ostarainitiative.org
On our website at ostarainitiative.org/connect



19. The inmate mother will be responsible for placing breast milk in breast milk storage bags and labeling with name, date, infant's name, and amount. This is the only writing that will be allowed on the bags. Notes of any kind on the breast milk storage bags are strictly prohibited. The permanent marker will be strictly kept in pumping room and may not be used for any purpose other than to label the breast milk bags. Breast milk bags submitted that are not properly labeled will be handed back to the inmate mother. Bags found in the freezer that are not properly labeled will be discarded.
20. The inmate will accurately fill out her Daily Milk Balance Sheet (Attachment) after each pumping session.
21. The inmate mother will place properly labeled storage bags inside a separate, larger ziplock bag. This practice is known as double-bagging.
22. The breast milk will be stored flat in the designated breast milk freezer. The temperature for the freezer will be checked and documented by the Health Services nursing staff daily when being utilized for storage of frozen breast milk. If more than one inmate is participating in the program simultaneously, each will be assigned a specific shelf in the freezer to store milk on.
23. At least once a week the designated responsible party (family member, Lactation Coordinator, or Social Services will transfer the frozen milk from the facility. The responsible party will notify Facility Access that they are present to pick up breast milk. Health Services nursing staff will gather the breast milk and hand it directly to the responsible party by nursing staff. Lactation Coordinator will deliver milk or ship milk to designated caregiving family.
24. The inmate mother is allowed to directly breastfeed her child during visiting sessions in the designated area. The inmate mother will need to face away from the windows and keep her body appropriately covered while breastfeeding if a private space is unavailable.
25. Facility X and Health Services Management retain the right to discontinue the inmate mother's participation in the Mother's Milk Initiative for failure to uphold the guidelines established in this contract. An inmate mother's participation may also be discontinued if she is no longer producing milk within the expected range for the infant's age.

Incarcerated Mother	Date
---------------------	------

Warden	Date
--------	------

Social Services	Date
-----------------	------

Registered Nurse	Date
------------------	------



