



## ADMINISTRATIVE MANUAL

<b>SUBJECT:</b> EMPLOYEE BENEFITS, SERVICES AND AWARDS Lactation Room	<i>Chapter:</i> 14
	<i>Section:</i> 14.4
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	<i>Revised:</i> 5-23-08

### LACTATION ROOM

#### I. PURPOSE:

To provide a Lactation Room to make it convenient for breastfeeding employees to return to work, yet continue to provide breast milk for their infants.

#### II. SCOPE:

Employees located at the Department of Health and Senior Services buildings in, Jefferson City, Missouri.

Employees in other Department of Health and Senior Services (DHSS) offices are encouraged to contact the Chief, Office of Human Resources, or the State Breastfeeding Coordinator.

#### III. POLICY:

Breastfeeding is one of the most important measures for protection of maternal, infant and child health. Significant nutritional, immunological, biochemical, dental, and anti-allergic benefits have been well documented for infants fed breastmilk.

##### A. The Department will make available:

1. A furnished room for women to use to express their milk. The rooms are located in Jefferson City in the 920 and 912 Wildwood buildings, State Public Health Laboratory on North Chestnut, and the Knipp building. In the 920 and 912 Wildwood buildings and Laboratory the employee will have to get the key to the lactation room from the building receptionist. In the Knipp building a sign up sheet will be available in the main entrance reception area. People are encouraged to sign up for a time slot to allow for multiple user availability.



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2. A minimum of one (1) electric breast pump to express breastmilk. Additional electric breast pumps will be considered if there are more requests to use a pump than there are times available to use the room.
3. A refrigerator to store the milk.
4. A listing of where pumping systems can be purchased.
5. Written instructions on how to use the Electric Breast Pump.
6. Educational materials on breastfeeding.

Supervisors are encouraged to allow employees to adjust break times and lunch periods to accommodate breastfeeding employees.

- B. Breastfeeding employees will be responsible for:
1. Obtaining and returning the key with each use.
  2. Obtaining a pumping kit that can be used on the Electric Breast Pump provided in the Department Lactation Room. Employees should ask to receive instructions on how to use the pumping system at the location where they purchase the kit or contact the State Breastfeeding Coordinator at 751-6266, if technical assistance is needed.
  3. Labeling and storing expressed breastmilk in the refrigerator.
  4. Cleaning their own pumping system.
  5. Cleaning the electric breast pump and wiping up any spills after each use.
  6. Leaving the lactation room in order.
  7. Contact the Breastfeeding Coordinator at 751-6266, if any of the following occurs:
    - a. Breast milk backs up into the pump.
    - b. The electric cord on the electric breast pump is fraying.
    - c. Any mechanical problems with the electric breast pump.
    - d. Any questions about breastfeeding or the use of the electric breast pump.



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The Department is not responsible for any problem, which result from use of equipment in the room.

Prepared by:

Approved by:

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Chief, Office of Human Resources

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Deputy Department Director