

4 Policies

Adopt Written Policies that Support Breastfeeding Families and Employees

A written policy supporting breastfeeding families and employees exists and is communicated.

Creating a policy allows childcare providers to demonstrate their support for breastfeeding families and employees. Creating a policy may sound intimidating; however, breastfeeding-friendly language can be short and simple. Childcare providers can adopt breastfeeding-friendly language written as a procedure, added into family contracts, or included in family/employee handbooks.

- **Describe how breastfeeding is supported.** Include information about breastfeeding onsite, employee training, and handling, storing, and feeding practices. For larger childcare centers, work with the Human Resources department to develop a lactation accommodation policy for staff.
- **Communicate written policy and procedures to all staff and families.** Communicate the policy and procedures in-person, over the phone, via email, or through the inclusion of the policy in the family or employee handbook.
- **Provide sample policy language.** Provide the sample breastfeeding-friendly [policy](#) for families and staff to childcare providers. Childcare providers can adopt the policy as is, or modify as needed.

Breastfeeding employees are given appropriate break time to pump or breastfeed.

Childcare providers should extend the same breastfeeding-friendly supports to employees.

- **Discuss individual needs.** Connect with employees on their breastfeeding and pumping plans before and after their return to work.
- **Consider break time and pumping schedules.** Ensure that employees have proper coverage for their duties, and enough time to pump.

ACCOMMODATING BREASTFEEDING EMPLOYEES

- **Provide a space to breastfeed or pump.** Federal and state laws require that the space is not a restroom. The space does not have to be permanent, but does need to be private. Work with the employee to find a convenient and comfortable location.
- **Provide adequate break time.** Discuss break time and the employee's needs for breastfeeding or pumping. Work with their schedule, and ensure that the employee has proper coverage for their duties, if applicable.
- **Cultivate a culture of support.** Ensure employees feel comfortable and supported. Work with Human Resources to ensure that all employees know their rights and feel safe exercising them at work. Discuss support before, during, and after their family leave. This can increase employee retention, loyalty, and productivity.

Policy - English



Breastfeeding-Friendly Child-Care Policy Sample



Breastfeeding has been shown to be the best form of infant nutrition, providing a multitude of health benefits to both infant and mother. Because breastfeeding families need ongoing support from childcare providers to provide their milk for their babies, _____ will support breastfeeding families in the following ways:

We provide a breastfeeding-friendly environment.

We will make a private and clean space available for breastfeeding mothers, including employees, to breastfeed their babies or express (pump) milk.

We show sensitivity to breastfeeding mothers and their babies.

We will provide ongoing support to breastfeeding mothers, such as an opportunity to breastfeed their baby when possible including but not limited to drop off, lunch time/breaks or at pick up. Staff will hold off giving a bottle, if possible, when mom is due to arrive.

We ensure that all breastfeeding families are able to properly store and label their milk.

Breastfeeding mothers may store their expressed breast milk in the center’s refrigerator. Parents should provide their own properly sealed containers, clearly labeled with their child’s name and date.

We train our staff to support and promote optimal infant feeding.

Staff will be trained how to store and handle human milk. _____ will follow human milk storage guidelines published by the Child and Adult Care Food Program (CACFP) to avoid waste and prevent foodborne illness. Staff will use breast milk within 72 hours and return any unused milk to the mother.

We develop an individual feeding plan with each family that supports best feeding practices.

We will work with each family to develop a feeding plan for their child, including feeding practices to help maintain breastfeeding success. Artificial baby milk (formula) and solid foods will only be provided if the parent requests. Babies will be held closely when feeding and bottles will never be propped. Feeding plans will be coordinated with the mother’s schedule and updated every _____ and upon request from the parents.

We continue learning about ways to support parents in protection, promotion and support of breastfeeding.

All staff members will receive training when they are hired along with continuing education to support breastfeeding families. We will work with local community partners to ensure our staff receives the most up to date information to promote and support breastfeeding families.

We will never deny children entry into the facility because they are breastfeeding

This information has been adapted from the “Breastfeeding-Friendly Child Care Initiative” of the Carolina Global Breastfeeding Institute/UNC Gillings School of Global Public Health.





Política de Lactancia Materna en el Cuidado de Niños



La lactancia materna ha demostrado ser la mejor forma de nutrición para los bebés, aportando beneficios de salud importantes para la madre y el bebé. Las familias en periodo de lactancia necesitan apoyo extenso y constante de las personas que proveen los cuidados para su bebé. Por eso nosotros, _____ apoyamos a las familias que proveen lactancia materna con los siguientes procedimientos:

Proporcionamos un ambiente confortable donde las mamás pueden alimentar con leche materna a su bebé.

Nos aseguramos de tener un espacio limpio y con privacidad, para las mamás y empleadas que proveen lactancia materna, y cuando necesitan extraer la leche materna con sacaleches eléctrico doble.

Comprendemos el apoyo y delicadeza que las mamás requieren al estar amamantando a sus bebés.

Proporcionamos apoyo a las mamás lactando de acuerdo a las necesidades de las familias, por ejemplo, cuando la mamá está por llegar, podemos esperar hasta que ella llegue y amamante a su bebé, en lugar de darle el biberón.

Nos aseguramos que todas las familias que amamantan pueden almacenar su leche apropiadamente en nuestro sitio.

Nuestro refrigerador esta disponible para que las mamás pueden almacenar su leche adecuadamente. Los padres deben de traer su propios recipientes cerrados y marcados con la etiqueta del nombre del bebé y de la fecha.

Capacitamos a nuestro personal acerca de como alimentar a los bebés de manera óptima.

El personal de _____ esta capacitado para manejar y almacenar la leche materna. Nuestro sitio sigue los reglamentos publicados por el Departamento de Trabajo Administración de Seguridad y Salud Ocupacional (OSHA en inglés) y los Centros para el Control y la Prevención de Enfermedades (CDC en inglés) para evitar el desperdicio de la leche materna y prevenir enfermedades transmitidas por alimentos.

Creamos un plan alimenticio individual para cada familia que incluye las mejores prácticas de alimentación.

Trabajamos con cada familia para crear un plan de alimentación para su niño, que incluye maneras para que su bebé pueda continuar con lactancia materna. La leche de fórmula y la comida únicamente se le dará al bebé cuando la mamá así lo indique. El bebé se toma en los brazos para ser alimentado y nunca se reclina el biberón, ni se le deja solo. El plan será coordinado con el horario de mamá y será actualizado cada (_____) o cuando lo pida mamá/papá.

Seguimos aprendiendo maneras para apoyar, promover y proteger a los bebés durante la lactancia materna.

Todo nuestro personal recibe capacitación al empezar a trabajar en nuestro sitio y continúan su educación para apoyar a todas las familias durante la lactancia materna. Trabajamos con agencias comunitarias para asegurar que todo nuestro personal esta actualizado lo mejor posible para proveer información útil para que las familias continúen amamantando a sus bebés.

Nunca negaremos la aceptación a ningún bebé en nuestro sitio porque este en lactancia materna.

Esta información ha sido modelada usando la iniciativa "Breastfeeding-Friendly Child Care Initiative" del Instituto Mundial de Lactancia Materna de Carolina / UNC Gillings School of Global Public Health.

