

BREASTFEEDING ACCOMODATIONS

Purpose:

To provide guidelines for accommodating staff and/or volunteers who are breastfeeding.

Policy Statement:

School Name provides a supportive environment for employees and/or volunteers to breastfeed during school and work hours. **School Name** will provide reasonable unpaid break time or permission for an employee to use paid break time, meal time or both, each day to allow the employee to express breast milk, in a private setting, for her nursing child for up to two (2) years after the child's birth.

This support includes the following:

- **Milk Expression Breaks** - Breastfeeding employees will be permitted to express their milk during regularly scheduled breaks and meal times. They will be allowed to extend their work day to compensate for any milk expression breaks that go beyond regularly scheduled breaks and meal times. If they choose, employees may go off campus during regularly scheduled breaks and meal times to breastfeed infants attending day care programs in the area.
- **Lactation Room** – **School Name** provides a shared **name of space (lactation room/quiet room, etc.)** in the **identify the area** with a locking door and blinds on the window. This space has priority for expressing milk during posted times. This space has access to power and seating; the adjacent shared refrigerator may be used for storing milk in clearly labelled containers. Employees interested in using this space for expressing milk will coordinate with **Name of person coordinating the space** to schedule appropriate and consistent times for expressing milk, and the **Name of coordinator or person responsible** will post those times when the room will be reserved for expressing milk.
- **Support** - It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.
- **Employer Supplied Breast Pump** – **School Name** provides use of a shared breast pump in the identified lactation room. The pump may be used within the lactation room or other space on school grounds and must be recorded on the Breast Pump Log (example attached). Staff using the breast pump are responsible for providing their own supplies including; tubing, tubing adapters, bottles and phalanges and for cleaning the pump after use.

Breastfeeding employees are responsible for keeping the shared Lactation Room clean for the next user, and should label all milk expressed with name and date expressed. Each employee/volunteer is responsible for proper storage of their milk using the **identify the storage space/refrigerator, etc that will be used for storage of expressed milk**.