



INFORMATION SHEET: CHECKLIST TO AVOID ACCIDENTAL SHARING OF BREAST MILK (V1 - DECEMBER 2011)



1. POLICY STATEMENT

Healthcare facilities should facilitate the availability and implementation of current Policies to ensure:

- ✓ The correct breast milk from the biological mother is given to the correct baby.
- ✓ Documentation and checking procedures prior to giving expressed breast milk (EBM) to a baby are complete and accurate.
- ✓ All parents should be provided with appropriate information regarding the collection, labeling, storage and checking procedures for the management and storage of EBM, eg. this HICMR Information Sheet.

2. RISK MANAGEMENT

- ✓ Each baby should have an allocated area and a labeled storage basket/container for EBM in the refrigerator/freezer.
- ✓ All EBM containers should be clearly labeled using moisture resistant ink, including the following details:
 - The baby's and mother's name (computer generated ID).
 - Baby's/mother's medical record number.
 - Milk type and additives if any.
 - Date and time of collection.
 - Date and time of freezing.
 - Date and time thawed.
 - EBM is best used fresh. Warmed milk should be used straight away and any unused portion discarded.
- ✓ EBM that is dispensed into a second or third container/syringe should be correctly labeled (as above) and signed following checking with original EBM container at time of dispensing.

3. CHECKING OF EBM

- ✓ For all breastfed babies correct checking procedures should be followed. Two members of staff, or one member of staff and the mother if appropriate, should always undertake identification of the EBM and checking the baby's identification bands, including:
 - **Prior** to giving babies to their mothers for breastfeeding.
 - **Prior** to storing EBM, or removing EBM from storage.
 - **Prior** to giving EBM to babies.
- ✓ EBM should be checked using an appropriate EBM checklist, eg. refer HICMR Policy: *Breast Milk - Safe Management*.
- ✓ The following should be checked:
 - Correct EBM: by cross checking the details identified on the EBM identification label are a match with the baby's identification tags.
 - Correct feeding time and amount: by checking the EBM identification label with the baby's feed chart.
 - Correct baby: by checking the baby's identification tags and signing off on the baby's feeding chart that this check is correct prior to the baby receiving EBM.
 - Containers should be correctly identified: use computer ID labels, either the baby's own, (if admitted) or the mother's.

References

1. HICMR Policy: Breast Milk - Safe Management. www.hicmr.com.au
2. NHMRC, Draft, October 2011. Infant Feeding Guidelines For Health Workers. http://consultations.nhmrc.gov.au/open_public_consultations/infant-feeding
3. NSW Health, 2010. PD2010_019: Maternity - Breast Milk: Safe Management. www.health.nsw.gov.au/policies/pd/2010/pdf/PD2010_019.pdf