

**Indiana WIC Program**  
**Indiana State Department of Health**  
**Local Agency Breastfeeding Staff**

**Policy**

The local agency must have a qualified Breastfeeding Coordinator and qualified Breastfeeding Peer Counselor(s). The local agency is encouraged to have an International Board Certified Lactation Consultant (IBCLC) on staff.

**Authority**

7 CFR Part 246.11(c)(7)(ii)

**Procedures**

- I. The Breastfeeding Coordinator will
  - A. meet the qualifications of a CPA;
  - B. have experience in counseling women about how to successfully breastfeed; and
  - C. meet training requirements including:
    1. Breastfeeding Coordinator Training provided by the State WIC Office.
    2. Breast Pump Training, Breastfeeding Orientation for new CPA's and Loving Support Peer Counselor Training.
    3. Attend a 5 day lactation management course as soon as possible or at least within 2 years of hire. Breastfeeding Coordinators are strongly encouraged to become an IBCLC.
  
- II. The Breastfeeding Coordinator will be responsible for:
  - A. completing the breastfeeding portion of the Nutrition Education/Breastfeeding plan;
  - B. mentoring and supervising the local agency Peer Counselors;
  - C. documenting breastfeeding training at the local agency including:
    1. Pump training,
    2. Breastfeeding Coordinator Training,
    3. Breastfeeding Orientation for new CPA's,

- 4. Loving Support Peer Counselor training and,
  - 5. Lactation Management Courses
  - 6. WIC Works On-line Training
- D. attending Breastfeeding Coordinator support meetings and communicate appropriate information to local agency staff.
  - E. ensuring the clinic environment follows the National WIC Association Six Steps to Achieve Breastfeeding Goals and Checklist.
  - F. ensuring that all pregnant and breastfeeding women are provided nutrition education opportunities that promote and support breastfeeding.
  - G. ensuring that all infant feeding education promotes breastfeeding as the normative way to feed an infant.
  - H. increasing the rates of initiation, exclusivity and duration of breastfeeding at the local agency.
  - I. keeping an updated referral list of qualified individuals able to answer staff and client breastfeeding questions.
  - J. ensuring clients who have loaner pumps are contacted to determine if the pump is being used and to offer breastfeeding support.
  - K. promoting breastfeeding within her community and providing outreach to appropriate breastfeeding partners.
- III. In the temporary absence of a Breastfeeding Coordinator the State WIC Office will provide guidance and support to the local agency.
- IV. Peer Counselor will:
- A. meet the Loving Support Model;
  - B. be current or previous breastfeeding mother preferably in the last five years;
  - C. be available to clients outside of usual clinic hours and clinic environment when appropriate;
  - D. be able to make and receive phone calls;
  - E. complete Peer Counselor Training prior to assuming job duties;
  - F. make contacts with mothers as assigned as soon as possible but no later than 10 days after receiving referral;
  - G. provide basic breastfeeding information and support to prenatal and postpartum mothers within the Peer Counselor's scope of practice;
  - H. sign a confidentiality statement;
  - I. sign a laptop agreement;

- J. keep accurate records of all contacts;
- K. facilitate or assist with breastfeeding classes and support groups;
- L. attend peer counselor meetings and breastfeeding conferences/workshops;
- M. assist local agency staff in promoting breastfeeding through special projects, such as World Breastfeeding Week; and
- N. make immediate referrals to the IBCLC or the Breastfeeding Coordinator when encountering major or minor breastfeeding problems that are not within the PC's scope of practice and not resolved within 24 to 48 hours.