



Australasian College
for Emergency Medicine

Breastfeeding / expressing room procedures

Policy HR708

1. Introduction

The Australasian College for Emergency Medicine (ACEM; the College) recognises need to ensure that work and breastfeeding can be combined comfortably and practically to promote ongoing benefits to the baby, mother and workplace. These *Procedures and Guide for Users* should be read in conjunction with the *ACEM Breastfeeding Policy* and other associated documents.

The Breastfeeding Room and its facilities have been made available for members, trainees and employees of the College to breastfeed or express breastmilk during work hours in a comfortable and private environment.

ACEM has set aside the following location that may be used for breastfeeding or expressing breastmilk.

Location: Level 1, 34 Jeffcott Street, West Melbourne

Name: Member Lounge/Breastfeeding Room

Instructions: Book agreed lactation time(s) via Receptionist.

The safe storage of breastmilk is important to a child's health. Labelling and storing of breastmilk is the responsibility of the breastfeeding member, trainee or employee.

2. Facilities Available

2.1 Facilities Provided

The Breastfeeding Room has the following facilities:

- Lockable door;
- Window coverings;
- Comfortable chair;
- Table on which to place expressing equipment;
- Access to a power point for expressing equipment;
- Antimicrobial wipes and lotion;
- Educational and support materials relating to breastfeeding/parenting;
- Copy of *ACEM Breastfeeding Policy*;
- Fridge for storing expressed breastmilk (EBM); and
- Lockable cupboard for storing breast pump equipment (key available at reception).

2.2 Facilities Available Close by

The following facilities are available in close proximity to the Breastfeeding Room:

- Hot/cold running water with soap and paper towel are available in the catering kitchen on Level 1 and the toilets at the end of that corridor.

3. General Instructions

Members, trainees and employees using the Breastfeeding Room are advised:

- For privacy, there is an 'In Use' sign for the door. Please ensure that this is used to limit any interruptions and returned to 'vacant' when you finish using the room.
- Please ensure the relevant booking procedure is followed at all times.
- Out of consideration for others, there is an expectation that the room will be left in a clean and tidy state after use.

- Please report any problems or faults to Reception immediately.
- Please ensure all EBM is clearly labelled with full name, date and extension / contact number before storing.

4. Process for Storing Expressed Breastmilk

As part of combining breastfeeding and work, members, trainees and employees may elect to express breastmilk at ACEM to take home for their child. The safe storage of breastmilk is important to a child's health.

As more than one individual may be expressing breastmilk, it is essential all breastmilk is appropriately labelled and stored. Be mindful of milk storage times and conditions. These are available on the Australian Breastfeeding Association website www.breastfeeding.asn.au.

With these considerations in mind please ensure the following are carried out:

- Label each container of EBM with name and date.
- Place labelled EBM into a separately named, plastic container with lid into the fridge, for example a lunchbox is suitable.
- Remove your EBM container from the fridge when leaving the College at the end of the day.

5. Further Support and Information

The Australian Breastfeeding Association has trained Breastfeeding Counsellors who are available to assist women with their breastfeeding concerns, and questions about how to combine breastfeeding and returning to work. They can be contacted on the toll-free number:



6. Feedback

ACEM welcomes your feedback.

If you have any comments or wish to report any problems with the room please contact Reception.

Should you require further information about combining breastfeeding and work at ACEM please contact Human Resources, humanresources@acem.org.au.

7. Associated Documents

- Breastfeeding Policy (HR707)
- Breastfeeding Shared Room Use Protocol (HR709)
- Breastfeeding Employees: Checklist for Supervisors (HR710)
- ACEM Lactation Break Request and Agreement Form (HR711)

8. Document Review

Timeframe for review: every two (2) years, or earlier if required.

8.1 Responsibilities

Document authorisation: ACEM Executive Leadership Team

Document implementation: General Manager, People and Culture

Document maintenance: General Manager, People and Culture

8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	May-2019	Approved