



Australasian College
for Emergency Medicine

Breastfeeding room shared use

Protocol HR709

1. Introduction

The Australasian College for Emergency Medicine (ACEM; the College) has set aside designated locations for use by members, trainees and employees as a breastfeeding/expressing room (Breastfeeding Room). The following procedures outline the protocol for the shared use of these facilities and should be read in conjunction with the ACEM *Breastfeeding Policy* and other associated documents.

2. Breastfeeding Room

2.1 Room Location

Location: Level 1, 34 Jeffcott Street, West Melbourne

Name: Member Lounge

Instructions: Book agreed lactation time(s) for breastfeeding room via Reception.

2.2 Room Facilities

The Breastfeeding Room has been specially equipped to cater for the needs of breastfeeding and includes:

- the provision of a suitable chair;
- table for placing breast pumps;
- appropriately located power points; and
- secure fridge for storage of breastmilk.

2.3 Priority Access for the Room

ACEM has set aside this room for equal access by all who require use of the room for breastfeeding / expressing breastmilk, except where explicitly specified in this document.

2.4 Booking the Breastfeeding Room

Individuals wishing to use the Breastfeeding Room are responsible for pre-booking agreed lactation times via Reception or, in the case of staff, via the relevant College Outlook calendar.

2.5 Alternative Room

In the event of a scheduling conflict, the President's Office may be used as a 'back up' Breastfeeding Room.

Location: Level 1, 34 Jeffcott Street, West Melbourne

Name: President's Office

Please note that this room is the President's Office, so availability cannot be guaranteed. If an employee believes they will require use of the alternative room, they must contact Human Resources or Reception, who will liaise with the Office of the CEO prior to scheduled lactation time to ascertain availability.

The President's Office does not include all facilities of the primary Breastfeeding Room (e.g. a secure fridge for storage of breastmilk). If the alternate room needs to be used, access to the secure fridge in the Breastfeeding Room will be made available for the purpose of storing expressed milk.

3. Further Support and Information

Please contact Human Resources with any questions, feedback or concerns about the shared use room.

4. Associated Documents

- Breastfeeding Policy (HR707)
- Breastfeeding/Expressing Room Procedures and Guide (HR708)
- Breastfeeding Employees: Checklist for Supervisors (HR710)
- ACEM Lactation Break Request and Agreement Form (HR711)

5. Document Review

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

5.1 Responsibilities

Document authorisation: ACEM Executive Leadership Team

Document implementation: General Manager, People and Culture

Document maintenance: General Manager, People and Culture

5.2 Revision History

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