



CLINICAL GUIDELINE	
Milk Room Protocol	
Scope (Staff):	Nursing and Medical Staff
Scope (Area):	NICU KEMH, NICU PCH, NETS WA

This document should be read in conjunction with this [DISCLAIMER](#)

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See [Neonatal Nutrition Room Food Safety Management System](#) for all Nutrition Room practices at KEMH.

Ordering Infant Feeds from the Milk Room

Food Safety Guideline 11 - [Ordering Infant Feeds from the Milk Room](#)

Milk type, milk volume and all other information about enteral feeds is entered in the green section on right side of the iSOFT ICM Nursing Chart Handover **DIET** - scroll down to find **MILK ROOM** and enter details in the lower green box.

Collection and Storage of Breast Milk Expressed in the Neonatal Unit

Food Safety Guideline 3 – [Collection and Storage of Breast Milk Expressed in the Neonatal Unit](#)

To ensure that infants receive their own mother's expressed breast milk (EBM) requires adherence to strict guideline to prevent the risk of administration of an incorrect donor's breast milk and related potential risk of infection.

Collection, Storage and Transport of Breast Milk Expressed at Home

Food Safety Guideline 4 – [Collection, Storage and Transport of Breast Milk Expressed at Home](#)

In keeping with the Neonatal Units Family Integrated Care Policy, it is essential to ensure that mothers are educated in how to safely express, handle and store their milk at home and to safely transport their milk to the hospital using methods that preserve its immunological benefits and discourages the risk of contamination and bacterial growth.

Delivery of EBM to the Nursery

EBM is to be transported in an insulated container, with an ice brick, and placed in the milk fridge (or freezer if milk is frozen) on arrival to the nursery.

Mothers may deliver labelled containers of EBM to the following locations:

- **SCN** Milk Room between the hours of 0700hrs-1100hrs. After 1100hrs in the black collection box (situated in the bottom of the milk fridge) in each nursery. If frozen milk is available in the SCN milk freezer, the SCN Milk Room Nurse will indicate on iCM Milk Room "FROZEN EBM AVAILABLE."
- **3B** Milk fridge on the ward (collected and delivered to the Infant Formula Room at 1100hrs and 1400hrs)

Storage of EBM – Food Safety Guideline 6 – [Storage Procedure](#)

Storage requirements for EBM that is to be used for hospitalised sick and preterm infants is more stringent than that required for healthy babies in the home setting. The following table outlines storage guidelines for use within the hospital setting. There is a limit to the amount the hospital can store.

EBM status	Nursery Room T°	Fridge < 4°C	Freezer – 18°C
Freshly expressed	4 hours	48 hours	3 months (12 months in deep freezer)
Defrosted in fridge	4 hours	24 hours	Do not refreeze
Defrosted in water < 37°	For completion of feeding	24 hours	Do not refreeze
Feed has been started e.g. Bottle feed EBM	For completion of feeding	Discard	Discard

Emergency Collection of Breast Milk from Milk Room

Food Safety Guideline 10 – [Emergency Collection of EBM \(MOM & PDHM\) from Nutrition Room](#)

Electric Breast Pump Hire and Return

- Collect 7 addressograph stickers from the infant.
- Key for Milk Room is kept in the PCA Room; page PCA to get the key.
- The equipment, form and booklet are all kept in the ‘Out of Hours Cupboard’ which is straight in front of you on entering the Milk Room. This cupboard is not locked.
- Get a ‘HIRE OF BREAST PUMP - MILK ROOM’ form and verbally go through the **conditions of loan agreement** and complete all boxes and please record mobile phone number, as per example attached to the cupboard (**NB** duplicate form, 2stickers required). Also document the pump’s registration code (on the yellow sticker) under ‘Equipment No’:

KING EDWARD MEMORIAL HOSP 1234567	Yellow registration sticker
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- Take a breast pump and the bucket containing steam steriliser bag and a new Double Kit that comes with a size 24 cup. If a larger size cup is needed, also take a ‘personal fit’ size 27(L), 30(XL) or 36(XXL).
- Place an addressograph sticker on the pump near the yellow registration sticker.
- Pink copy of the contract to be given to client. White copy retained by Milk Room.
- Place contract together with the 3 spare addressograph stickers on the bench by the computer.
- Give parent a booklet ‘Expressing Breast Milk for Your Baby in the NICU’ (kept in ‘Out of Hours Cupboard’). Give bottles/yellow stickers and go through page 4, **expressing and storage**.
- Inform parent of the KEMH Expressing for Your Baby Talk for more detailed instructions on expressing, cleaning equipment and storage. Held Tuesdays and Fridays at 10am (parents to meet outside satellite nursery).
- Lock Milk Room and give key back to PCA.

Return of Electric Breast Pumps out of Hours

- Write the date and print your name on a piece of paper and attach to the pump.
- Leave the addressograph sticker on the pump.
- Leave the pump at reception if reception staffed or place in the Milk Room on the bench. Key for Milk Room is kept in PCA Room, page PCA to get the key.

PDHM Consent, Combining Both EBM/PDHM for Feeding

Breast milk is the preferred feed. To obtain PDHM consent after medically ordered:

- **SCN** Page PREM Bank lactation consultant on pg. 3543 for all PDHM consent request during normal hours. On weekends please page the SCN LC (pg. 3462) as first point of call if PDHM consent is required. Outside normal working hours (8am-4pm) Senior Registrar or Consultant will be required to obtain consent from parents.
- **3B** During normal hours contact 3B CNC or Senior Registrar or Consultant will be required to obtain consent from parents. Outside normal working hours (8am-4pm) Senior Registrar or Consultant will be required to obtain consent from parents.

If infants are on a combination of EBM and PDHM, always use EBM first before the PDHM.


Incorrect Breast Milk Administered to a Baby

Refer to Infection Prevention Policy Manual – [Incorrect Breast Milk Administered to a Baby](#)

Related CAHS internal policies, procedures and guidelines

[Neonatal Nutrition Room Food Safety Management System](#)

This document can be made available in alternative formats on request for a person with a disability.

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