

## Guidelines for the use of Breastfeeding Facilities

Many women return to full time or part time work or study after having their babies and many of these babies continue to be breastfed whilst their mothers work or study. La Trobe University supports and values the importance of having the time and space to provide food for their babies, whether this be by expressing milk or breastfeeding.

The University aims to provide a breastfeeding friendly environment and has breastfeeding/parenting rooms to support mothers. Talk to your supervisor about arrangements for flexibility of breaks to facilitate breastfeeding.

Breastfeeding/parents/special needs rooms are equipped with the following:

- table
- power outlet
- chair and/or bed
- sink (or access to nearby sink)

And access to nearby refrigeration.

### Guidelines for use of breastfeeding/expressing rooms

Women wishing to access the rooms should gain access according to the information provided in the [Breastfeeding Facilities](#) document.

Staff wishing to utilize the facilities have the responsibility to:

- supply their own expressing equipment and appropriate storage containers for expressed breast milk
- clearly label these containers with their name and date before placing them in the designated refrigerator
- be considerate of other users by ensuring facilities are left in neat, clean and hygienic conditions

### Breastmilk handling procedure

Freezing breastmilk

- Label the container with the date; use the oldest milk first.
- Place the container (with the lid on) in refrigerator to cool.
- When cold, place in the coldest part of the freezer.
- Chilled milk can be added to frozen milk as long as the container is returned immediately to the freezer.

**NB Frozen milk will expand in the container, so fill only 3/4 full otherwise the container may burst.**

### Thawing and warming breastmilk

- Expressed milk will separate into several layers - this is normal, just give the container a shake. Milk freezes in these neat layers, but is readily mixed once thawed.
- Frozen milk must be warmed QUICKLY, but not in boiling water, as the milk will curdle. Do NOT leave it stand at room temperature.
- Place the container under running cold water, gradually allowing the water to get warmer until the milk becomes liquid.
- Warm chilled or thawed breastmilk in a jug or saucepan of hot water or in an electric drink heater, until milk reaches body temperature. Test temperature by dropping a little on to your wrist. Some mothers and babies are happy to use the milk thawed but not warmed.
- A microwave oven should not be used to thaw or heat milk as it heats unevenly and may cause burning of a baby's mouth. Research also suggests that micro waving changes the immunological and nutrient quality of breastmilk.
- It is not necessary to boil your expressed breastmilk if it is to be given to your baby.

### Storage of breastmilk

Breast milk status	Storage at room temperature (26°C or lower)	Storage in refrigerator (5°C or lower)	Storage in freezer
Freshly expressed into sterile container	6–8 hours If refrigeration is available store milk there	No more than 72 hours  Store at back, where it is coldest	2 weeks in freezer compartment inside refrigerator (–15°C) 3 months in freezer section of refrigerator with separate door (–18°C) 6–12 months in deep freeze (–20°C)*
Previously frozen (thawed)	4 hours or less – that is, the next feeding	24 hours	Do not refreeze
Thawed outside refrigerator in warm water	For completion of feeding	4 hours or until next feeding	Do not refreeze
Infant has begun feeding	Only for completion of feeding Discard after feed	Discard	Discard

### TRANSPORTING BREAST MILK

- Transport breast milk in an insulated container – an Esky with a freezer brick
- If some milk has thawed it should be used within 4 hours – do not refreeze it
- Place the labelled milk in the refrigerator (or in the freezer if it is still frozen) immediately upon arrival

For additional information on breastfeeding and parenting on your campus email [j.johnson2@latrobe.edu.au](mailto:j.johnson2@latrobe.edu.au) or contact:

<b>Campus</b>	<b>Contact Person</b>	<b>Telephone</b>
<b>Melbourne &amp; City</b>	Josh Johnson	(03) 9479 6061
<b>Bendigo</b>	Shannon Kerrigan	(03) 5444 7223
<b>Albury-Wodonga</b>	Marita Quaglio	(02) 6024 9628
<b>Shepparton</b>	Trudy Stevenson	(03) 5820 8699
<b>Mildura</b>	Gail Ahearn	(03) 5051 4002
<b>City – Collins Street</b>	Mohammed Toaha	(03) 9479 1337
<b>Sydney</b>	Liz Lingham	(02) 9397 7604

There are people/resources available to assist or support staff and provide information, advice or appropriate referrals. Support options may include:

- Australian Breastfeeding Association  
[www.breastfeeding.asn.au/workplace](http://www.breastfeeding.asn.au/workplace)
- National Breastfeeding Helpline on 1800686268