

Maternal Expressed Breast Milk Fridge and Freezer Standard Operating Procedure

The operating procedure set out below must comply with the Data Quality Standards set out within Trust Data Quality Policy

1. Overview

This SOP will cover the recordings of the expressed milk fridge and freezer temperatures. What to do if the expressed breast milk fridge and freezers fail to meet the required temperatures. It will also cover the correct storage of expressed breast milk, the length of time it can be left at room temperature and the length of time it can be used after defrosting. Fresh mEBM should be transported to the neonatal unit by the parents or carers labelled with date and time of expressing. It should be transported to the neonatal unit in a well-insulated cool bag, if possible, with frozen ice blocks.

2. SOP Governance

Department: Neonatal Units (cross site) **No of pages:** 2 **Version & Date:** V1 August 2022

University Hospitals of Derby and Burton
NHS Foundation Trust

Author: Claire Shotter, Dally Holait-Bhogal **Authorised by:** **Review date:** September 2025

Frequency and Time frame: *three yearly*

3. Key indicators, output or purpose from this procedure

To ensure that the maternal expressed breast milk (mEBM) fridge and freezer temperatures are recorded on a daily basis. (please see page 4 of the Guideline for Storage, checking and Handling of maternal Expressed Breastmilk).

4. Data Source(s)

Guidelines for the Preparation and Handling of Expressed and Donor Breastmilk and Special Feeds for Infants and Children in Neonatal and Paediatric Healthcare Setting 2017 BDA The Association of UK Dieticians.

Guideline For The Storage, Checking and Handling of Expressed Maternal Breastmilk mEBM Ref No: NIC NNPP13 University Hospitals of Derby and Burton NHS Foundation Trust.

5. Process

- Staff to record the daily temperatures of the hospital fridge which should read 0-4°C. The hospital freezer should be -18 to -20°C. To record daily on the check list and report any discrepancies to the Nurse in Charge If temperature is out of range. Re-check within one hour, report again if still out of range. If the temperature remains out of range action must be taken to relocate the mEBM to the closest suitable fridge or freezer.

- Staff should log any fault to medical engineers as urgent. If out of hours, contact clinical site practitioner for urgent repair. Consider completing a datix if milk is wasted.

- Contact parents to come and collect milk for storage at home until freezer is repaired.

4. For the storage and usage of Maternal EBM (mEBM)

At QHB check and sign that milk has been removed from fridge or freezer. Complete relevant paperwork in the milk kitchen folder.

At RDH ensure mEBM is checked by two members of staff or parent with the correct baby.

- Daily check fridge that the mEBM is in date.

- Fresh mEBM can be kept for 48 hours in the fridge from the date and time of expressing. Fresh mEBM can be kept at room temperature for a maximum of 4 hours, before going into the fridge.

- When defrosting mEBM place in the fridge to thaw slowly this may take up to 12 hours or more depending on the fridge temperature and volume of milk. For ease of recording if thawing milk solely in the fridge use within 24 hours of placing the container in the fridge with the date and time when defrosting commenced. Ensure milk is labelled with a pre defrost label stating date and time whether it is defrosted at room temperature or in the fridge. For further details of defrosting – (please see page 3 of the guideline for the

storage, checkin and handling of .

8. Frozen maternal mEBM can be thawed at room temperature if required more quickly. This takes 0.5- 4hours depending on the volume and room temperature. Care should be taken to check the contents every 30 minutes and milk transferred to the fridge once thawed or almost thawed.
If thawing at room temperature it is advisable to put in fridge when ice crystals remain. This is to prevent temperature of the milk and bacteria rising.
9. If using an electric milk thawing/warming device, follow the manufacturer's instructions for its use. Clean to prevent cross infection and overheating.
10. Thawed milk should be stored in a fridge and used within 12 hours of complete thawing.
11. Frozen MEBM can be stored in a hospital freezer for 3 months. Ensure any fresh or frozen MEBM is given back to parents before discharge. Inform parents they can keep frozen MEBM in a deep freezer of -18°C for 6 months.
12. Discard any out-of-date MEBM and complete the relevant paperwork. See the Guideline for The Storage, Checking and Handling of Expressed Breastmilk EBM. **(Please see guideline for the Storage, Checking and handling of mEBM -Appendix 3 disposal of EC/EBM).**

6. Validation Checks

7. Sign off (separation, supervision, authorisation)

Stage/ purpose	Dally Holait-Bhogal Claire Shotter Infant Feeding Leads	Date 27 th September 2022
Peer review:	XXX	XXX
Supervisor/ Lead review:	Lynn Slade	20/11/2022
Information Asset Owner/ Trust Lead:	XXX	XXX

8. Information Governance

Ensure correct labelling of maternal expressed breast milk with pre labelled and/or defrosting labels.

9. Export/ use of data

N/A

10. Detailed Instructions

① 1 – How to xxx

N/A

① 2 – How to xxx

N/A