



## Breastfeeding/Expressing Room: Guide for Users

This room and its facilities have been made available for University of Newcastle staff and students to breastfeed or express breastmilk during work and study hours in a comfortable and private environment.

### **Facilities available in this room:**

- Lockable door and window coverings
- Comfortable chair
- Table on which to place expressing equipment
- Access to a power point for expressing equipment
- Hand sanitiser and paper towel
- Fridge for storing expressed breastmilk (EBM)
- Cupboard for storing breast pump equipment

### **Facilities available close by (if not in room):**

- Hot/cold running water with soap and paper towel is available in the nearest staff room – please ask a staff member to direct you
- Microwave is available in the nearest staff room

### **General Instructions:**

- Whilst we will ensure this room is cleaned on a regular basis we expect the users of this room to be considerate of others and leave the room in a clean and tidy state. Cleaning products are provided for your use.
- If using the infant changing mat, please ensure it is cleaned and returned to the upright position.

### **Process for storing expressed breastmilk:**

As part of combining breastfeeding and work, staff and students may elect to express breastmilk at work and then take it home for their child. The safe storage of breastmilk is important to a child's health. In addition, other staff and students may be expressing breastmilk too, and it is important all milk is appropriately labelled and stored.

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

- Labelling and storing of EBM is the responsibility of the breastfeeder. Please ensure all EBM is clearly labelled with full name, date and phone number before storing.
- Remove from shared fridges any expressed breastmilk at the conclusion of your day.
- Place labelled expressed breastmilk into a separate named, lidded plastic container within the fridge (a large lunchbox is suitable).
- Staff may wish to make use of the fridge available to them in their staff room.
- Be mindful of milk storage times and conditions. These are available on the Australian Breastfeeding Association website [www.breastfeeding.asn.au](http://www.breastfeeding.asn.au)

**Feedback:**

We welcome your feedback. If you have any comments or wish to report any problems with the room please contact Infrastructure and Facilities Services on 492 16500 or email [16500@newcastle.edu.au](mailto:16500@newcastle.edu.au).

The provision of this room and other entitlements for our breastfeeding employees are set out on our Managing Family Responsibilities web page (<http://www.newcastle.edu.au/family>). If you would like further information about combining breastfeeding and work at University of Newcastle please contact Human Resource Services on 403 39999.

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:

