Ordering Donor Breast Milk in OLCHC:
A Step by Step Guide
This guide should be used in conjunction with the SOP for the Use of DBM

1. Donor Breast Milk (DBM) should only be ordered when the following boxes are ticked 

   The infant has met the eligibility criteria in the SOP for the Use of DBM (OLCHC 2012)

   The following are informed of the decision for the infant to receive DBM by:

<table>
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<tr>
<th>Neatatal Consultant</th>
<th>Phone</th>
<th>AND</th>
<th>Blue Requisition Form</th>
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<tr>
<td>Neonatal CNS</td>
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<tr>
<td>Dietitian</td>
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   Parents/guardians received verbal (via phone or face to face) information on the use of DBM
   Parents/guardians received written information on the use of DBM (leaflets)
   Parents/guardians consented in writing to their infant receiving DBM
   Completed Consent Form is filed in the patients HCR
   Infant’s Neonatal Consultant completes a written request for DBM in HCR

   Important Note: DBM is expensive and must not be over ordered or wasted. Once defrosted it needs to be used within 24 hours or discarded

2. Prescribing DBM: Responsibility of Dietitian or NCHD to:

   • Calculate the DBM volume required for the next 4-5 days or more (Order in 60mls bottles or less if possible)
   • Determine which type of DBM is required (colostrum, preterm DBM or term DBM).

   | White Label | Colostrum, Transitional milk |
   | Yellow Label | Milk donated by mothers of premature infants |
   | Blue Label | Milk donated by mothers of mature Infants |

   • Complete the DBM Prescription Form (available at ward level in Breast Milk Information Folder)

3. Ordering DBM: Responsibility of Nursing Staff or Dietitian to order DBM with the Human Milk Bank (HMB) by:

   • Telephone the HMB (contact details below) to place order for type and required amount of milk.
   AND
   • Fax or Email (the DBM Prescription Form)
   • The DBM Prescription Form must be filed in the patients HCR
   • All orders must be completed via telephone and fax/email before 1pm to ensure next day delivery to OLCHC
   • To ensure the availability of DBM at weekends, orders must be completed by Thursday before 1 pm.

4. Ordered DBM

   • Arrives at OLCHC the following morning
   • Storage container should be intact and in good condition on arrival to OLCHC
   • Should be in a frozen state (then transferred to a dedicated freezer compartment in Formula Room)
   • NB: If DBM is not in a safely sealed or frozen condition on arrival to OLCHC it must be discarded. The dietetics and CNS and HMB must be informed / Record of discarded Track Back Labels are kept for CNS for traceability
   • Only defrost enough DBM for the following 24 hour period in the DBM fridge in the Formula Room

5. Track Back Labelling

   All DBM bottles received carry a Track Back Label containing 2 identical parts (top and bottom) containing the DBM batch number on both which stay attached to their assigned bottles. The Nurse must perform the following:

   • Document the DBM batch numbers used in the infant’s Intake and Output Sheet
   • Document on both parts of the Track Back Label: Recipient infant’s addressograph label
   • Date the DBM was administered
   • When DBM bottle is empty separate the 2 parts of the Track Back Label
   • The top part is collected by ward staff and then returned by the Neonatal CNS to the HMB (Retained for 10 yrs)
   • The bottom part is filed into the infant’s HCR (Doctors continuation notes) (Retained in OLCHC for 25 years)

Contact Details for Human Milk Bank
Address: Human Milk Bank (HMB) (Sperrin Lakeland Trust), Irvinestown, Co Fermanagh
Telephone No: (048) 68628333 (ROI) Fax No: 048 68628624
Email address: t-m-b@live.co.uk Service Hours: Monday-Friday (9am-5pm)
Coordinator: Ann McCrea