

Guidelines for Recognition as a Breastfeeding Friendly Health Department

Ten Steps for Breastfeeding Friendly Health Departments

Note: Any place you are asked to attach a document it is acceptable to provide a link to a current webpage instead. Resources to assist you in completing each step are provided in the Breastfeeding Friendly Health Departments Toolkit, available online.

Step 1: Establish a designated individual/group to manage the following tasks including policy review, development, staff orientation and education

Internal: Establish team and process

	Documentation requested
a. Establish a process for developing, reviewing and modifying policies, procedures and protocols related to breastfeeding practice and environments	<ul style="list-style-type: none"> ❖ List the positions of individuals designated to manage breastfeeding-related policy development and review, staff orientation, and continuing education related to the breastfeeding policy ❖ Attach or provide a link to your health department's document renewal procedure
<i>What process does your health department follow for developing, reviewing and modifying policies, procedures and protocols related to breastfeeding practice and environments? Who has been designated to manage this process?</i>	
b. Ensure staff receive orientation and continuing education on breastfeeding policy implementation and support	<ul style="list-style-type: none"> ❖ Supply orientation checklist or other appropriate documents
<i>How does your local health department ensure staff receive orientation and continuing education on breastfeeding upon hire and on an annual basis?</i>	
c. Complete assessment of community needs for individual breastfeeding promotion and support	<ul style="list-style-type: none"> ❖ Attach assessment of community needs for individual breastfeeding promotion and support (completed within the last five years)
<i>Has your local health department completed an assessment of community needs for individual breastfeeding promotion and support in the last five years, either alone or as part of your existing Community Health Assessment (CHA) process?</i>	
d. Initiate a breastfeeding coalition/task force with community and health department membership	<ul style="list-style-type: none"> ❖ Attach an agenda or minutes from most recent meeting
<i>Has your local health department initiated a coalition/task force with community and health department membership which is currently active?</i>	

Step 2: Have a written breastfeeding policy that is routinely reviewed with department staff and meets the following criteria including addressing all BFHD 10 steps

Internal: Policy

	Documentation requested
a. The public health department has a written policy that addresses all ten steps	<ul style="list-style-type: none"> ❖ Attach policy