

COVID-19 ACTION PLAN FOR SWNN Donor Milk Bank

This action plan includes;

- COVID-19 General Principles
- Recruiting donors
- Accepting donated milk into the milk bank
- Transport of donor milk to other neonatal units
- Health and wellbeing Instructions for Volunteer Drivers

COVID-19 General Principles

- **Donating Mothers must inform milk bank if they or anyone they live with has symptoms of COVID-19.** If a donor or anyone in the household has symptoms ask them to follow the self isolation advice from PHE and NHS. Record dates of symptoms on the donor file.
 - If the donor has symptoms of COVID-19 they cannot donate for 7 days.
 - If anyone else in the donors house has symptoms of COVID-19 then the donor cannot donate for 14 days, or longer if further family members/or the donor themselves present with symptoms of COVID-19
- **Volunteer drivers to inform milk bank if they or anyone they live with has symptoms of COVID-19.** If a volunteer driver or anyone in the household has symptoms ask them to follow the self isolation advice from PHE and NHS. Record dates of symptoms on the donor file.
 - If the volunteer driver has symptoms of COVID-19 they must self isolate for 7 days.
 - If anyone else in the volunteer drivers house has symptoms of COVID-19 then the driver must self isolate for 14 days, or longer if further family members/or the driver themselves present with symptoms of COVID-19

Recruiting donors

- **As much as possible recruitment of donors should be done by email and phone consultation.**
- Use COVID-19 updated donor questionnaire and consent form and send COVID-19 email to donors.
- At every contact with donors ask for an update on COVID-19 symptoms in the donor and in the household.
- Screening blood tests ideally to be taken at GP surgery or in hospital if baby still in NICU. If these options are not possible then for blood test with IFSM at Tiverton Hub or Southmead Hospital.

Blood tests at Tiverton Hub or Southmead hospital

- Consent, hand hygiene, equipment cleaning and collection of milk to be discussed by phone prior to the appointment.
- Donor only to come into hospital.
- Donor to wait in car park and phone IFSM. Call donor in once everything is ready.
- IFSM to wear PPE in line with current Trust guidance.
- Take blood sample and end appointment as quickly as possible.

Receiving donor milk into milk bank

Responsibilities of the Donor Milk Bank Team -

- Milk bank staff to meet driver outside reception when receiving Donor Milk delivery
- Wipe the outside of the transport boxes with clinell wipes.
- Take the boxes into the milk bank entrance.
- Take bags out of the boxes and clinell wipe the outside of the bag and place bag on trolley.
- Wipe the inside of the transport boxes
- Take the transport boxes back to volunteer driver outside reception.
- Place bags of milk in the prepasteurisation freezer

Responsibilities of the Volunteer Milk Delivery Drivers -

- Volunteer driver must not to go into donor's home.
- Knock on the door and place the transport box on the door step and step back 2 metres.
- Donor to place milk into the transport box along with the "donor's do it safely form".
- When delivering donor milk to the milk bank Volunteer driver **not** to come into the hospital.
- Pre-Arrange time when milk bank staff are able to take the milk and call the milk bank team when you arrive at the hospital.

Transporting donor milk to other hospitals

Responsibilities of the Donor Milk Bank Team -

- Where possible we will continue with the current schedule of monthly milk deliveries to each neonatal unit. Donor Milk Bank team will circulate any changes to this schedule.
- Milk bank operator to contact each unit a few days prior to delivery date to determine amount of milk required. We will encourage each unit to think ahead as much as possible to prevent need for ad hoc deliveries.
- Milk bank operator to contact all neonatal units to confirm the date and time of delivery of milk
- Volunteer driver and milk bank operator to agree suitable time for collection of milk based on needs of; other freewheeler services, NICU Blood bikes and the milk bank. This may mean that the dates and times for collection of milk may change each time.
- The Milk bank team will bring the milk out to the volunteer driver and place the bags of milk into the transport boxes
- If the volunteer drivers are unable to transport milk an alternative transport system will be arranged. Donor Milk Bank team will circulate any changes to this service as appropriate.

Responsibilities of the Volunteer Milk Delivery Drivers -

- Volunteer driver and milk bank operator to agree suitable time for collection of milk based on needs of; other freewheeler services, NICU Blood bikes and the milk bank. This may mean that the dates and times for collection of milk may change each time.
- Volunteer drivers need to avoid entering the hospitals where possible.
- Volunteer drivers to ensure transport boxes have been cleaned with clinell wipes inside and out prior to collection of milk.
- On arrival at each neonatal unit, volunteer driver to follow the infection control guidance of each hospital.

Health and wellbeing instructions for volunteer drivers

- Please consider your own safety if you are over 70 or in a vulnerable health group.
- Please do not volunteer to collect or transport milk from donors or to a hospital if you have a new cough, have a temperature above 37.8 degrees, feel unwell, or live with someone who has a cough or temperature above 37.8 degrees.
- Please do not enter a donor's home. Following social distancing rules, maintaining 2 metres away from donors and hospital staff.
- Wash your hands between each task and especially when you arrive home (use hand sanitizer on returning back to your vehicle)
- Avoid touching your face during tasks and avoid eating until you have washed your hands.