**Northern Kentucky University**

**Breastfeeding Room Guidelines**

Northern Kentucky University recognizes the importance of breastfeeding for mothers, children, families, and the community at large. The University also acknowledges the need to support employees and students in order to sustain the breastfeeding relationship when they return to work or study. As such, the University has taken measures to ensure faculty, staff and students access to designated space conducive for breastfeeding or expressing milk.

The designated Breastfeeding Rooms on campus are located in **Founders Hall 107 and Mathematics-Education-Psychology Center 434 (MEP)**. These spaces contain items to facilitate breastfeeding or expressing milk including a rocker, side table, changing table, and appropriate lighting. These room also house resources for breastfeeding mothers including books, magazines, brochures for breastfeeding, and early childhood learning information. These items are made possible by the NKU Wellness Center.

Breastfeeding mothers will need to supply their own equipment for expressing milk and make arrangements to store expressed milk in a refrigerator or cooler outside of the Breastfeeding Room.

**Use of the Breastfeeding Room**

Use of the Breastfeeding Rooms is available from 9AM-4:30PM Monday through Friday during the Fall, Spring and Summer semesters. If you need to use the breastfeeding room outside of normal hours, please contact Kim Baker at x1922. These times are subject to change based on the daily operations and staffing of the Wellness Center and Mathematics and Statistics Department. To help keep you informed of any changes in the availability of the room, please provide your email address and/or phone number where you can be reached to Kim Baker for FH 107 and/or Suzanne Ritchie for MEP 434, when you begin using the Breastfeeding Room.

Use of the space is on a **first-come-first-served basis**. The door to the room will remain locked when not in use.

**To use the room:**
1) **FH 107**: The key and sign-in sheet are located on the front desk of the Wellness Center, FH 235.

 **MEP 434**: The key and sign-in sheet are located in the office of the Mathematics/Statistics Department, MEP 403. Upon entering the office, they can be found on the right side, around the corner, on the wall.

2) Please fill in the sheet appropriately, including the estimated time that you expect to be in the room. This will help other breastfeeding mothers to know when the space will become available if it is in use when they arrive.

3) Please knock before entering the Breastfeeding Room. There is an “in-use” sign on the door. When entering the room, please flip the sign to indicate “Room in Use.”

**After using the room:**

1) Check to be sure the room is left in the condition you found it.

2) Turn off the television and the lights.

3) Pull door closed and check to be sure it is locked, unless otherwise instructed.

4) Flip the sign back to “Room Not in Use” upon departure.

5) Return key to the appropriate area and indicate on the key sign-out sheet the time that you are returning the key.

By using the space you agree to abide by the following guidelines:

* Please limit use of the space to activities associated with breastfeeding or expressing milk only.
* Please limit your time in the room to 45 minutes or less.
* Please leave the room as you found it. Be sure to wipe up any spills before you leave.
* Be sure that the television and lights are off before exiting the room.
* Wipe down the changing table after use.
* Do not dispose of soiled diapers in the Breastfeeding Room.
* NKU is not responsible for items left in the Breastfeeding Room.
* Do not leave children unattended in the room.
* Be considerate of the impact of the noise and activity level of infants and young children on the work/study environment of colleagues and fellow students.
* Please be considerate of others working near the lactation room and keep the volume of the television at a minimum level.

**FAQs**

**How will I know if the room is available when I need to use it?**

You can check the sign-in sheet to determine if the space is being used. You may also contact Kim Baker, at 859-572-1922 for FH 107 or Suzanne Ritchie 859-572-6441 for MEP 434, to inquire if the Breastfeeding Room is available for use.

**Can I store expressed milk in the room?**
No, there is no refrigerator available in the room. Please bring your own cooler to store expressed milk. For information on how to safely store breast milk, go to <http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm>

**Where is the nearest place to wash my hands and pump equipment?**

The nearest restroom in Founders is just down the hall from the lactation room near the elevators. The nearest restroom in MEP is near the elevators.

**The room is in need of maintenance/repair. Who do I contact?**

Please contact the Wellness Center if the room or equipment in the room needs attention, 859-572-1922.

**Who do I contact with questions about using the space?**

Please contact the Wellness Center at 859-572-1922 with questions.

**What should I do if I arrive to use the Breastfeeding Room during hours that are normally available and the Mathematics/Statistics office is closed?**

Please contact the Wellness Center at 859-572-1922 for assistance.