

Mobile Breastfeeding Support Kit Process Guide: Resources Request

To support staff who are breastfeeding or expressing at work, we provide a range of resources including access to dedicated on-site [parenting rooms](#) and Mobile Breastfeeding Support Kits.

Staff can request the Mobile Breastfeeding Support kit if the location of our on-site parenting facilities is not suitable to regularly express in private during working hours.

Mobile Breastfeeding Support Kits include the following items:

- Armchair with footrest
- Bar fridge to store breast milk
- Privacy screen
- Lockable cabinet to store items such as a breast pump.

To provide privacy and comfort, an office or suitable space can be identified to suit the staff member's work location.

1. Staff member discusses a loan kit with their supervisor

We encourage staff to discuss their needs with their supervisor at least four to six weeks prior to returning to work from parental leave. This will allow time to identify a suitable location at the staff member's workplace where the loan kit can be delivered and for the supervisor to lodge the booking request.

The default loan duration is 3 months, but it can be extended.

2. Supervisor completes a booking request

[Online booking form](#)

The online booking form can be submitted by the staff member's supervisor or the relevant resources contact. We recommend that supervisors discuss the request with a local resources contact (if known).

Please allow up to four weeks for processing.

The following information is required in the [online booking form](#):

- Staff member details - who requires the loan kit
- Staff member's supervisor details
- Local resources coordinator details, if known
- Specify options: armchair with footrest, bar fridge to store breast milk, privacy screen, lockable cabinet to store items such as breast pump
- Delivery location
- Loan commencement date
- Cost Centre and Fund to cover delivery expenses.

3. Buildings and Property Division receives the booking request

Upon completion of the booking form, Buildings and Property Division (BPD) will be notified by an email.

A copy of the booking request will be also emailed to:

- The staff member who requires the Mobile Breastfeeding Support Kit
- The staff member's supervisor
- The local resources contact (where details are provided).

BPD will acknowledge the receipt of the booking request via email to the staff members listed in the booking form. Before attending to the loan kit request, BPD teams may seek further clarification on the delivery date, time and location by emailing all listed contacts.

4. Loan Kit delivery and return

The default loan duration of all Mobile Breastfeeding Support Kits is three months. BPD will check in with the staff member, and their supervisor at the 3 month mark to discuss collection.

Extension can be requested via reply email, provided the kit is still in use.

Enquiries

Buildings and Property Division

Email: buildings.property@monash.edu

Phone: 9902 0222

Website: [Breastfeeding at Work](#)