

**Date and Time: 11<sup>th</sup> & 12<sup>th</sup> June 2009**

**Minutes:**

**Guideline Development Group Meeting**

**Place:** Mid City Place  
71 High Holborn  
London  
WC1V 6NA

**Present** Damien Longson (Chair) (DE)  
Shel Banks (SB)  
Paul Cook (PC)  
Lynda Coulter (LC)  
Wendy Jones (WJ)  
Camilla Kingdon (CK)  
Neena Modi (NM)  
Gillian Weaver (GW)  
Nia Williams (NW)

NICE Staff  
Kathryn Chamberlain (KC)  
Beth Shaw (EJS)  
Lynda Ayiku (LA)  
Sarah Catchpole (SC)

**Apologies** James Gray

Thursday 11<sup>th</sup> June 2009

**1.1 Agenda item 1:**

**1.1.1 Introductions**

DL welcomed the group. Sarah Catchpole, Senior Medical Editor, and Lynda Ayiku, Information Specialist, introduced themselves and their role on the guideline. There were apologies were received from James Gray. Neena Modi would be joining the meeting at 12pm.

**1.1.2 Objectives**

DL set out the objectives for the 2 days. The group would be agreeing the evidence statements and ranking and writing the recommendations.

**1.1.3 Declarations of Interest**

None declared

**1.1.4 Minutes of the last meeting**

The minutes were agreed as an accurate account of the meeting.

**1.2 Agenda item 2: Review of recommendations from GDG 1**

SC discussed her comments on the recommendations from GDG 1. She explained the reasons for her amendments and suggested alternative ways on the wording and writing the recommendations. The group discussed and agreed the changes with SC.

### **1.3 Agenda item 3: Agree evidence statements for Milk expression, Milk handling at home**

The evidence on milk expression and milk handling at home was presented and the evidence statements agreed.

### **1.4 Agenda items 4 & 5: Ranking and discussing the recommendations for Milk expression, Milk handling at home**

The group used the RAND version of the Nominal Group Technique (NGT) to develop the recommendations, rating each recommendation on a Likert Scale. Areas where consensus was not achieved were discussed by the group and the group will re-rank those recommendations at a later stage. Equality issues were discussed and all groups considered.

### **1.5 Agenda item 6: Agree evidence statements for Milk testing, Milk handling (general), Milk treatment, Milk handling at milk bank, Milk disposal**

The evidence on milk expression and milk handling at home was presented and the evidence statements agreed.

### **1.6 Agenda items 7 & 8: Ranking and discussing the recommendations for Milk testing, Milk handling (general), Milk treatment, Milk handling at milk bank, Milk disposal**

The group used the RAND version of the Nominal Group Technique (NGT) to develop the recommendations, rating each recommendation on a Likert Scale. Areas where consensus was not achieved were discussed by the group and the group will re-rank those recommendations at a later stage. Equality issues were discussed and all groups considered.

### **1.7 Agenda Item 9: Summary and close of meeting**

DL summarised the work completed during the day. The group agreed to discuss the area of milk disposal during day 2, as agreement had not been reached. They also decided that they needed to discuss quality. DL closed the meeting.

Friday 12<sup>th</sup> June 2009

### **1.8 Agenda item: DAY 2**

The group spent the day discussing the evidence for: milk transportation, milk pooling, milk fortification, and administration – track and trace only. The evidence was presented and

evidence statements agreed. Following the agreement of the evidence statements for each topic area the group used the RAND version of the Nominal Group Technique (NGT) to develop the recommendations, rating each recommendation on a Likert Scale. Areas where consensus was not achieved were discussed by the group and the group will re-rank those recommendations at a later stage. Equality issues were discussed and all groups considered.

### **1.9 Agenda item: Milk disposal**

The group discussed how milk that will not be used should be disposed of, and whether it is safe to dispose of by pouring it down a sink or if it needs to be disposed as through clinical waste.

### **1.10 Agenda item: Quality**

The group decided to consider quality issues as part of the guideline.

### **1.11 Close of the meeting**

DL closed the meeting.