

Spunky Monkeys Early Learning Centre Policy and Procedure Manual	Original Date Issued: July 2007
Bottle Safety and Preparation	
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INTRODUCTION

Children are more susceptible to food borne illness making it necessary for education and care services to implement adequate health and hygiene practices. Safe practices for handling, storing, preparing and heating breast milk or formula must be employed to minimise risks to children being educated and cared for by the service.

GOALS - What are we going to do?

The education and care service maintains hygienic premises and implements pest control measures to reduce any instance of infestation. The education and care service encourages all educators to complete professional development in safe food handling and menu planning to increase knowledge and awareness of individual responsibilities.

STRATEGIES - How will it be done?

The Approved Provider will:

- Ensure that the Nominated Supervisor and educators are aware of the procedures for preparing, heating and storing bottles of formula and breast milk.
- Ensure that children have access to safe drinking water at all times and are regularly offered food and beverages appropriate to their individual needs

The Nominated Supervisor will:

- Ensure that educators implement the procedures for preparing, heating and storing bottles of formula and breast milk.
- Develop written procedures for the safe storage and heating of food provided in bottles.

Educators will:

- Implement safe food handling practices.
- Seek to provide a supportive environment for breastfeeding.
- Store all bottles in an appropriate area for food preparation and storage that complies with the food safety standards for kitchens and food preparation areas.

PROCEDURES

- Thoroughly wash hands and wear gloves when preparing bottles.
- Prepare formula as per the instructions on the formula container and use the provided scoop for measurement. Once formula is made it must be used or kept in the refrigerator. Left over formula must be discarded after 24 hours.
- Be aware that breast milk can be stored frozen at the Centre for up to two weeks, but must be used within 24 hours if stored in the refrigerator.

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- NOT shake thawed breast milk, but gently roll to mix separated contents.
 - Ensure that two educators check the label before a bottle is given to a child.
 - NOT use a microwave for heating bottles.
 - Gently heat bottles by placing them in a container of warm water. They cannot remain in the warm water for longer than 15 minutes.
 - Test the temperature of bottle contents by placing a few drops on the inside of the wrist before feeding the child.
 - Supervise children with bottles at all times. Children will not be placed on beds or in cots for feeding as this can be a choking hazard.
 - Give bottles to children before going to bed to reduce the risk of tooth decay.
 - Discard any leftover milk, formula or breast milk at the completion of the feeding.
 - Rinse all children's bottles thoroughly after use. Bottles will be air dried in drying rack before being placed in child's bag.
 - Communicate regularly with families about children's bottle and feeding requirements.
 - Communicate with families about the amount of milk taken by the child and any changes in feeding patterns or routines at the education and care service.

Preparing feeds in advance

It is best to make powdered infant formula for each feed and to feed baby immediately. If, however, feeds need to be prepared in advance:

- place made up feed in middle or back of the refrigerator, but not in the door (temperature no higher than 5°C)
- feeds can be stored in the fridge for up to 24 hours.

Rewarming formula

It is safe to give cool formula to babies; however, most babies seem to prefer to have it warmed.

- Formula should not be removed from the refrigerator and rewarmed until immediately before feeding.
- Stand the bottle of formula in a container of hot water for a few minutes (no more than 10 minutes).
- Before feeding your baby, check the temperature of the feed by letting a little milk drop onto the inside of your wrist. It should feel comfortably warm or even a little bit cool.
- **Never** use the microwave to rewarm feeds.
- Discard any rewarmed feed that has not been consumed within one hour.

Families:

- Will be informed during orientation that children's bottles must be clearly labelled with the child's name. If bottles contain breast milk or formula the bottles also need to be labelled with the date of preparation or expression.
- Will be encouraged to supply breast milk in well- labelled, multiple small quantities to prevent wastage. Or
- Will be encouraged to keep formula powder at the education and care service so that the formula can be prepared as required. Tins of formula must be clearly labelled with the child's name.
- Will be asked to provide a labelled bottle(s) for use at the education and service for children having regular cow's milk in their bottles,

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- Be encouraged to communicate regularly with educators about children's bottle and feeding requirements.

EVALUATION

The education and care service ensures children's nutritional needs are met by providing milk, formula or breast milk as instructed by families. Food safety standards for food preparation and storage are followed at all times. Any specific cultural, religious or health requirements are respected and supported. Educators regularly consult with families about their child's needs and at all times ensure safe practices are implemented.

Sources

- NSW Food Authority – www.foodauthority.nsw.gov.au
- Food Standards Australia – www.foodstandards.gov.au
- National Health and Medical Research Council – www.nhmrc.gov.au
- NSW Department of Health – www.health.nsw.gov.au
- Australian Breastfeeding Association - www.breastfeeding.asn.au
- Mothers Direct - www.mothersdirect.com.au Links to other policies
- Queensland Government Health http://www.health.qld.gov.au/child-youth/factsheets/FormFeed_Bottle.pdf

Revisions: July 2007, July 2009, August 2010, March 2011, July 2012

The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.