

FORMULA BOTTLE PREPARATION PROCEDURE

1. Thoroughly wash hands and wear gloves when preparing bottles
2. All bottle preparation will be completed in the designated bottle and food preparation area
3. The bottle and food preparation area will always be clean and hygienic and will only ever be used for the purpose intended
4. All food and bottles will be kept totally separate from the nappy change and toileting areas
5. Prepare formula as per the instructions on the formula container and use the provided scoop for measurement, using cooled boiled water for infants under 12 months of age.
6. Once formula is made it must be used or kept in the refrigerator. Discard any leftover formula
7. Formula bottles will not be re-heated as this can allow germs to grow
8. Do not warm bottles in the microwave as microwave ovens distribute heat unevenly. Water in the milk can turn to steam that collects at the top of the bottle, and there is a danger that the infant could be scalded.
9. Our Service will use bottle warmers that have a thermostat control to heat Infant Formula/Cow's Milk/Breast Milk
 - The Service will use the bottle warmer as per the manufacturer's instructions
 - Educators will ensure that bottle warmers are inaccessible to children at all times
 - Bottles will be warmed for less than 10 minutes
10. Test the temperature of bottle contents by placing a few drops on the inside of the wrist before feeding the child
11. 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.
12. Give bottles to children before going to bed to reduce the risk of tooth decay
13. Rinse all children's bottles thoroughly after use and leave to air dry before placing in child's bag
14. Communicate regularly with families about children's bottle and feeding requirements.
15. 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.

BREAST MILK PREPARATION PROCEDURE

1. Breast milk that has been expressed should be brought to the Service in a clean sterile container labelled with the date of expression and the child's name.
2. We encourage families to transport milk to the Service in cooler bags; this should be immediately given to the Educators, who will put it in the refrigerator.
3. We will refrigerate the milk at 4 degree Celsius until it is required
4. Thoroughly wash hands and wear gloves when preparing bottles
5. All bottle preparation will be done in the designated bottle and food preparation area
6. The bottle and food preparation area will always be clean and hygienic and will only ever be used for the purpose intended.
7. All food and bottles will be kept totally separate from the nappy change and toileting areas.
8. Breast milk will be warmed and/or thawed by standing the container/bottle in a container of warm water.
9. Shake the bottle before feeding the infant and check the temperature of the milk on the inside of the Educator's wrist to ensure it is not too hot.
10. If the Service does not have enough breast milk from the family to meet the child's needs that day, individual families will be consulted on what the Service should do in these circumstances.
11. To avoid any possible confusion, we will not store unused milk at the Service.
12. Unused milk will be returned to families at the end of the day when they come to collect their child.
13. A quiet, private space with a comfortable chair will be provided for mothers/women to breastfeed or express milk. A sign will also be placed on the door when the mother/woman is using the facilities.