



Conyngham Street
**Community
 Children's Centre**
 LEARNING TOGETHER, EVERY DAY.

Policy 41

Bottle Preparation

As young children (particularly those under 12 months) are still developing their immune system, they are more susceptible to food borne illnesses and infection. This therefore makes it imperative that education and care services implement and maintain the highest level of hygiene practices. Our Service will therefore ensure that safe practices are consistently maintained for handling, storing, preparing and heating breast milk and formula.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
78	Food and beverages
168	Education and care services must have policies and procedures

RELATED POLICIES

Breast Feeding Policy Nutrition and Food Safety Policy	Healthy lifestyles Health and Safety
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PURPOSE

To ensure our Service maintains a safe and hygienic environment for all infants and toddlers requiring a bottle, educators will prepare bottles safely and hygienically in accordance with recognised guidelines and best practice. All educators preparing and/or handling bottles will have undergone training in safe food handling.

SCOPE

This policy applies to educators, staff, management, and visitors of the Service.

IMPLEMENTATION

During their first year of life, babies are at their most vulnerable to viruses, bacteria, and parasitic infections, due to their immune system not yet being fully developed. Unsafe or careless food handling practices can therefore lead to anything from a mild attack of thrush to a more serious condition of gastroenteritis, all of which are similar to food poisoning and can cause vomiting and diarrhoea, and subsequent dehydration.

To ensure that bottles are consistently prepared in a safe and hygienic manner Educators will adhere to Service procedures at all times.

Management will ensure:

- That the Nominated Supervisor and Educators are aware of the procedures for preparing, heating, and storing bottles of formula and breast milk.
- Procedures for the safe storage and heating of food provided in bottles are strictly adhered to.
- Infants over 6 months of age are given small amounts of cooled boiled water in addition to breastmilk or formula as required.

- Infants up to 12 months of age are given only breast milk, formula, or cooled boiled water: They are not given fruit juice in their bottle due to the increase risk of tooth decay. After 12 months cows milk can be provided.

A Nominated Supervisor/ Responsible Person will:

- Ensure that Educators adhere to the procedures for preparing, heating, and storing bottles of formula and breast milk.
- Adhere to the procedure for the safe storage and heating of food provided in bottles.
- Provide infants over 6 months of age with small amounts of cooled boiled water in addition to breast milk or formula as required.
- Ensure infants are not given fruit juice in their bottle due to the increase risk of tooth decay.
- Ensure families are familiar with their responsibilities in accordance with this policy.

Educators will:

- Implement safe food handling practices.
- Store all bottles in an appropriate area for food preparation that complies with the food safety standards for kitchens and food preparation areas.
- Adhere to the procedure for the safe storage and heating of food provided in bottles.
- Provide infants over 6 months of age with small amounts of cooled boiled water in addition to breast milk or formula.
- Not give Infants fruit juice in their bottle due to risk of tooth decay.
- Ensure families are familiar with their responsibilities in accordance with this policy.

Families will:

- Be informed during orientation that children's bottles must be clearly labelled with the child's name.
- Label bottles containing breast milk or formula with the date of preparation or date of expression.
- Bring enough sterilised bottles each day to meet their child's requirements.
- Supply breast milk in multiple small quantities to prevent wastage.
- Bring in formula powder in a dispenser, which is measured out for each serve that is required during the day. Formula must be clearly labelled with the child's name.
- Provide a labelled bottle(s) for use at the service for children having regular cow's milk in their bottles.
- Be encouraged to communicate regularly with educators about children's bottle and feeding requirements.
- Not put fruit juice in children's bottles.

STERILISING DUMMIES

After sterilising any item for infants, it is important to remember not to touch any part that will go into the baby's mouth with your hands. Generally, all sterilising systems come with tongs for this purpose, which must also be sterilised with the items.

Always read and follow the manufacturer's instructions that come with the sterilising system and ensure that the recommended sterilising times are strictly adhered to.

Prior to using any sterilising system or device or removing items from a steriliser staff will wash their hands. This is the single most effective way of preventing the spread of infection.

Note: Dishwashers can be used to clean bottles and equipment, but these items must still be sterilised – the dishwasher does not sterilise.

Storing Sterilised Bottles

If not using sterilised bottles immediately, care needs to be taken to store them correctly to avoid them coming into contact with bacteria.

- Ensure your hands and the work bench are clean.
- Using sterile tongs, place the teat 'upside-down' in the bottle, and place the sterilised cap and lid on the bottle.
- Store bottles in a clean place away from dust.
- If not used within 24 hours sterilised bottles should be sterilised again before use.

PREPARING FORMULA

- Ensure your hands and the work bench are clean.
- Boil water and leave to cool for approximately 30 minutes. This will ensure that the water is not too hot (70°C is the best temperature to prepare formula as it will dissolve easily).
- Without touching the teat shake the bottle well to mix the contents.
- If not using immediately made-up formula should be cooled and stored in the fridge.

STORING BREASTMILK AND FORMULA

For safe storage of formula and breast milk, refrigerators must be kept at 5°C or below and should have a non-mercury thermometer to monitor the temperature.

- Formula or breast milk must be kept refrigerated or frozen if not being immediately consumed.
- Whenever possible, make up formula as it is needed. Formula should not be refrigerated for more than 24 hours.

- Any remaining formula should be thrown out if an infant does not finish a bottle: It should not be frozen or reheated.
- Prior to placing bottle in the fridge staff will check that it/they are labelled with the child's name.

Breast milk can be stored in several ways, which include:

1. Refrigerated for 3–5 days at 4°C or lower. Store breast milk on a shelf of the refrigerator, not in the door.
2. Frozen in a separate freezer section of a refrigerator for up to 3 months at a temperature of -17°C. If being frozen in a freezer compartment inside the refrigerator (as opposed to a freezer with a separate door), the breast milk should only be stored for 2 weeks.

Frozen breast milk can be thawed:

1. In the refrigerator and used within 24 hours.
2. If using immediately, stand the bottle in a container of lukewarm water.

Source

Australian Children's Education & Care Quality Authority. (2014).

Australian Government National Health and Medical Research Council. (2013). Eat for health: Infant feeding guidelines: Information for health workers.
https://www.eatforhealth.gov.au/sites/default/files/files/the_guidelines/n56b_infant_feeding_summary_130808.pdf

National Health and Medical Research Council. (2012). *Staying healthy: Preventing infectious diseases in early childhood education and care services*.

NSW Ministry of Health. (2014). Caring for children birth to 5 years: Food, nutrition and learning experiences.
<https://www.health.nsw.gov.au/heal/Publications/caring-for-children-manual.pdf>

Safe Food and Health Service Executive. (2013). How to prepare your baby's bottle

REVIEW

POLICY REVIEWED	June 2019	NEXT REVIEW DATE	June 2021
MODIFICATIONS	<ul style="list-style-type: none"> • Re-worded opening statement and purpose. • Combined with <i>Sterilising bottles and teats policy</i>. • Added sections: <i>Storing sterilised bottles</i> and <i>Preparing formula</i>. • Changed heading from <i>Storing bottles</i> to <i>Storing breast milk and formula</i>. • Additional information added to points. • Rearranged the order of points for better flow • Sources checked for currency. • New sources added. 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	
February 2018	<ul style="list-style-type: none"> • Added the 'related policies' list • Included statements regarding handling & storage to further support compliance 	February 2019	
October 2017	<ul style="list-style-type: none"> • Updated the references to comply with the revised National Quality Standard 	February 2018	
February 2017	<ul style="list-style-type: none"> • Minor terminology changes made. 	February 2018	

Breast milk bottle 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 educators, who will put it in the refrigerator.
3. Thoroughly wash hands and wear gloves when preparing bottles.
4. All bottle preparation will be done in the designated bottle and food preparation area
5. The bottle and food preparation area will always be clean and hygienic and will only ever be used for the purpose intended.
6. All food and bottles will be kept totally separate from the nappy change and toileting areas.
7. Breast milk will not be heated in the microwave as it may destroy some of the breast milk's properties. The milk will be warmed and/or thawed by standing the container/bottle in lukewarm water.
8. The milk will then be temperature tested by educators before being given to the child.
9. 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.
10. To avoid any possible confusion, we will not store unused milk at the Service.
11. Unused breast milk will be returned to families at the end of the day when they come to collect their child.

Formula & milk bottle preparation procedure

Microwave Instructions

We recognise that microwaves are an efficient and safe way to heat infant formula and cow's milk. We will not heat breast milk in the microwave as it may destroy some of the breast milk's properties.

1. Thoroughly wash hands before preparing bottles.
2. All bottle preparation will be done 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 from families, 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. Use microwave safe bottles.
8. Only heat formula/cow's milk that has been adequately refrigerated.
9. Stand the bottle up straight.
10. Always take off the teat/bottle top and leave outside the microwave.
11. Do not use microwave ovens with wattage over 700W (or if ovens with a higher wattage are used, heat for less than the following times and take extra care when checking temperature)
12. For a 120ml size bottle – use high setting and heat for less than 30 seconds.
13. For a 240ml size bottle – use high setting and heat for less than 45 seconds.
14. Follow specific manufacturer instructions provided with the microwave.
15. Minimise the risk of uneven heating by adequately rotating and shaking the bottle directly after microwaving. After the teat/bottle top is replaced, invert the bottle at least 10 times.
16. Check the temperature of the formula/milk on the inside of the wrist before giving to the child to ensure contents is at a safe temperature.