



BOTTLE SAFETY & PREPARATION POLICY

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 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 | | |
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| 2.1 | Health | Each child's health and physical activity is supported and promoted |
| 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 | |
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| 77 | Health, hygiene and safe food practices |
| 78 | Food and beverages |
| 168 | Education and care services must have policies and procedures |

RELATED POLICIES

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| Work health and safety Food and nutrition policy | |
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PURPOSE

To ensure our Service maintains a safe and hygienic environment for all infants and toddlers requiring a bottle, 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 procedure preparing, heating, and storing of 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 are given only breast milk, formula, or cooled boiled water: They are not given fruit juice or other sugary drinks in their bottle due to the increase risk of tooth decay.

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 or other sugary drinks 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
- wash hands thoroughly before preparing bottles
- 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 or other sugary drinks in their bottle due to risk of tooth decay
- adhere to each child's feeding routine
- ensure families are familiar with their responsibilities in accordance with this policy
- document the amount of milk each infant consumed including the time of feeds
- Communicate regularly with families about infant and children's feeding patterns and routines.

Families will:

- be informed during orientation visits that children's bottles must be clearly labelled with the child's name.
- be informed during orientation visits that breast milk and cows' milks bottles are to be stored in the centre's fridge. Families must supply their own cow's milk.
- Ensure all bottles are labelled with the child's name
- be informed during orientation that no bottles will be sterilized on site, so families are required to bring enough sterilised and labelled bottles each day to meet their child's requirements.
- supply breast milk in multiple small quantities to prevent wastage.
- Formula bottles cannot be premade. Families need to bring formula powder to the service, premeasured and in a labelled formula container so that formula can be prepared as required. Bottles need to be supplied with boiled water with the correct water: formula ratio.
- be encouraged to communicate regularly with Educators about children's bottle and feeding requirements.
- not put fruit juice or other sugary drinks in children's bottles.

PREPARING FORMULA BOTTLES

Before preparing formula

- Ensure your hands and the work bench are clean.
- Heat the bottle with the cooled boiled water in the bottle warmer following the manufacturer's instructions.
- Check the temperature of the water by testing it by squirting a small amount onto the inside of your wrist if the water is too warm place into a large bowl of cold water until the bottle cools.
- Add the premeasured formula supplied by the family then without touching the teat shake the bottle well to mix the contents.

Heating bottles

- All bottles are to be heated in the bottle warmer following the manufacturer's instructions.
- All bottles can only be heated once and discarded after 1 hour.
- Before feeding the infant, check the temperature of the milk by letting a small drop fall on the inside of your wrist.
- Do not microwave any bottle.
- Do not refreeze thawed breast milk.

STORING BREASTMILK AND FORMULA

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

- Breast milk must be kept refrigerated or frozen if not being immediately consumed.
- Any remaining formula should be thrown out after 1 hour 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 and the date the bottle was prepared.

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 -18°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 the bottle warmer and follow manufacturer instructions or in a container of lukewarm water to warm. Do not place breast milk pouches into bottle warmer transfer to a bottle.

Source

Australian Breastfeeding Association www.breastfeeding.asn.au

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

Australian Government Department of Health. Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood.

<https://www1.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources>

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

ECA Code of Ethics. (2016).

Education and Care National Regulations. (2011).

Guide to the National Quality Standard.(2020)

[https://kidshealth.org/en/parents/formulafeed-](https://kidshealth.org/en/parents/formulafeed-storing.html#:~:text=Formula%20that's%20been%20prepared%20should,not%20save%20it%20for%20later.)

[storing.html#:~:text=Formula%20that's%20been%20prepared%20should,not%20save%20it%20for%20later.](https://kidshealth.org/en/parents/formulafeed-storing.html#:~:text=Formula%20that's%20been%20prepared%20should,not%20save%20it%20for%20later.)

National Health and Medical Research Council. (2013). *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 Date: January 2021

Next Review Date: January 2022

| Revision Date | Summary of Changes |
|---------------|---|
| 21/1/20 | Updated to include current recommendations around infant bottle feeding |

BOTTLE PREPARATION PROCEDURE

- Thoroughly wash hands when preparing bottles
- All bottle preparation will be completed in the kitchen
- The kitchen will always be clean and hygienic and will only ever be used for the purpose intended
- All food and bottles will be kept totally separate from the nappy change and toileting areas

FORMULA BOTTLES

To prepare formula bottles warm the provided bottle from home with boiled water in the bottle warmer following manufacturer's instructions.

Once bottle reaches desired temperature take out of the bottle warmer and check the temperature of the bottle by squirting a small amount of the water onto the inside of your wrist.

If the bottle temperature is correct (not too hot or cold) then add the pre measured formula supplied by the family and shake the bottle without holding the teat to ensure formula is mixed well

If the bottle is too cold return to the bottle warmer and follow manufacturers instructions ensuring to test temperature again.

If the bottle is too hot fill a jug with cold tap water and stand the bottle in the jug for approx. 2 minutes, then test again.

Formula bottles will not be re-heated as this can allow germs to grow and all heated bottles will be discarded after 1 hour.

BREAST MILK BOTTLES

To prepare breast milk bottles warm the provided breast milk in the bottle provided from home in the bottle warmer following manufacturer's instructions.

Once bottle reaches desired temperature take out of the bottle warmer and check the temperature of the bottle by squirting a small amount of the contents onto the inside of your wrist.

If the bottle is too cold return to the bottle warmer and follow manufacturers instructions ensuring to test temperature again.

If the bottle is too hot fill a jug with cold tap water and stand the bottle in the jug for approx. 2 minutes, then test again.

Breast milk bottles will not be re-heated as this can allow germs to grow and all heated bottles will be discarded after 1 hour.

COWS MILK BOTTLES

To prepare cow's milk bottles warm the provided cow's milk in the bottle provided from home in the bottle warmer following manufacturer's instructions.

Once bottle reaches desired temperature take out of the bottle warmer and check the temperature of the bottle by squirting a small amount of the contents onto the inside of your wrist.

If the bottle is too cold return to the bottle warmer and follow manufacturers instructions ensuring to test temperature again.

If the bottle is too hot fill a jug with cold tap water and stand the bottle in the jug for approx. 2 minutes, then test again.

Cow's milk bottles will not be re-heated as this can allow germs to grow and all heated bottles will be discarded after 1 hour.

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.

EDUCATORS WILL

1. Our Service will use bottle warmers that have a thermostat control to heat 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 always inaccessible to children.
 - Bottles will be warmed for less than 10 minutes
2. Supervise children with bottles at all times.
3. Give bottles to children before going to bed to reduce the risk of tooth decay where possible.
4. Rinse all children's bottles thoroughly after use and leave to air dry before placing in child's bag
5. Communicate regularly with families about children's bottle and feeding requirements.
6. 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.
7. Provide a quiet, private space with a comfortable for families who wish to breastfeed or express milk. A sign will also be placed on the door when the family is using the facility.