BOTTLE SAFETY AND 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, and sterilising bottles and teats.

NATIONAL QUALITY STANDARD (NQS)

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|  QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY |
| 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. |

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| 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  |
| 170 | Policies and Procedures to be followed |
| 171 | Policies and procedures to be kept available |
| 172 | Notification of change to policies or procedures |

RELATED POLICIES

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| Health and Safety Policy | Nutrition and Food Safety PolicyWork Health and Safety Policy |

PURPOSE

To ensure our Service maintains a safe and hygienic environment for all infants and toddlers requiring a bottle, educators will sterilise and 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, families, staff, management, approved provider, nominated supervisor, students, volunteers and visitors of the Service.

IMPLEMENTATION

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

Management will ensure:

* procedures for the safe storage and heating of food provided in bottles are strictly adhered to
* Children over 2 requiring bottles are only given milk, formula, or cooled boiled water: They are not given fruit juice in their bottle due to the increased risk of tooth decay.

A Nominated Supervisor/ Responsible Person will:

* ensure that educators adhere to the procedures for, heating, and storing bottles of formula and milk.
* adhere to the procedure for the safe storage and heating of food provided in bottles
* ensure children are not given fruit juice in their bottle due to the increased 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 and wear gloves when 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
* 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
* communicate regularly with families about children’s feeding patterns and routines

Families will:

* be informed during orientation that children’s bottles must be clearly labelled with the child’s name
* label bottles containing milk or formula with the date of preparation
* attempt to bring enough bottles each day to meet their child’s requirements
* provide formula powder to the service so that the formula can be prepared as required.
* 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.

PREPARING FORMULA

Before 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).

When preparing infant formula always closely follow the instructions on the tin. In general:

* always wash hands thoroughly prior to preparing formula
* do not compact the formula powder in the scoop, and always ensure the correct ratio of formula to water as specified on the tin: Too little formula powder may leave the infant hungry, whilst too much can cause constipation
* always use a sterilised knife to level the top of the scoop when measuring the formula powder
* without touching the teat shake the bottle well to mix the contents
* cool the made-up formula as quickly as possible: If using immediately run under cold tap water or place in a large bowl of cold water (with the lid on to avoid contaminating the teat)
* if not using immediately made-up formula should be cooled and stored in the fridge.

Heating bottles

* Heat bottles once only
* Do not allow a bottle to cool and then reheat as this can allow germs to grow.
* Stand the bottle in a container of hot water for no more than 15 minutes
* 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 milk or bottles
* Discard any milk that has not been used

STORING MILK AND FORMULA

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

* Formula or 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 and the date the bottle was prepared.
* Breastmilk can be refrigerated for no more than 72 hours at 4°C or lower (4°C is the typical temperature of a standard fridge).

Sources

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

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ECA Code of Ethics. (2016).

Education and Care National Regulations. (2011).

Guide to the National Quality Framework. (2018). (Amended 2020).

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

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| POLICY REVIEWED BY | Haidee Cheesewright | Educator | 7.05.22 |
| POLICY REVIEWED | May 2022 | NEXT REVIEW DATE | May 2023 |
| MODIFICATIONS | * Minor edits
* Additional regulations added
* Sources checked
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| POLICY REVIEWED | PREVIOUS MODIFICATIONS | NEXT REVIEW DATE |
| 2021 | * New Policy Developed
 | 2022 |
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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 or the formula as provided by parents and use the provided scoop for measurement.
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 uses a bottle warmer to warm bottles if needed.
10. Test the temperature of bottle contents by placing a few drops on the inside of the wrist before feeding the child
11. Always supervise children with bottles.
12. Rinse all children’s bottles thoroughly after use and leave to air dry before placing in child’s bag
13. Communicate regularly with families about children’s bottle and feeding requirements.