

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 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	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

Children (Education and Care Services) National Law NSW	
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

Breastfeeding Policy

Nutrition and Food Safety Policy

Health and Safety Policy

Work Health and Safety



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.

SCOPE

This policy applies to educators, families, staff, management, approved provider, nominated supervisor, students, volunteers 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 are given only breast 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 implement 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 breastmilk or formula as required



- Ensure Infants and 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 the 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 and storage 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 tap water in addition to breastmilk or formula.
- Not give Infants and children fruit juice 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 the 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 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 expression.
- Be encouraged to supply breast milk in well labelled, multiple small quantities to prevent wastage.
- Keep formula powder at the service so that the formula can be prepared as required. Tins of formula must be clearly labelled with the child's name.
- 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 breast milk
- Do not refreeze thawed breast milk
- Discard any milk that has not been used.

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 no more than 72 hours at 4°C or lower (4°C is the typical temperature of a standard fridge).
2. Store breast milk on a shelf of the refrigerator, not in the door.



3. 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. Standing the bottle in a container of lukewarm water and used straight away.

Staying healthy: Preventing infectious diseases in early childhood education and care services- 5th Edition

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*.
- 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 Framework. (2017). (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/health/Publications/caring-for-children-manual.pdf>
- Safe Food and Health Service Executive. (2013). How to prepare your baby's bottle.



Review

Policy Reviewed	Modifications	Next Review Date
February 2017	Minor terminology changes made.	February 2018
October 2017	Updated the references to comply with the revised National Quality Standards	February 2018
February 2018	Added the 'related policies' list Included statements regarding handling & storage to further support compliance	February 2019
February 2019	Re-worded opening statement and purpose. Changed heading from Storing bottles to Storing breast milk and formula. Additional information added to points. Rearranged the order of points for better flow. Sources checked for currency. New sources added.	February 2020
February 2020	Added section – Heating Bottles Sources checked for currency Added references	February 2021
September 2021	Policy reviewed Minor edits Sources checked for currency	March 2022
March 2022	Minor edits Additional regulations added Sources checked	March 2023

Signature of Director: _____

Busy Kids Child Care