

BOTTLE SAFETY & PREPARATION 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.

SCOPE

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

IMPLEMENTATION

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

A Nominated Supervisor/ Responsible Person will:

- That the Nominated Supervisor and Educators are aware of the procedures for sterilising bottles and teats, and preparing, heating, and storing bottles of formula and breast milk.
- Procedures for the safe sterilisation of bottles and teats are strictly adhered to.
- Procedures for the safe storage and heating of food provided in bottles are strictly adhered to.
- Infants 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.
- 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.
- 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.
- Attempt to bring enough sterilised bottles each day to meet their child's requirements.
- Supply breast milk in multiple small quantities to prevent wastage.
- Keep formula powder at the service so that the formula can be prepared as required. Formula must be in its original tin and 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 BOTTLES, TEATS, AND 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.

Steam Sterilising

- **Electric steam sterilising** is based on hospital methods and is quick and efficient, taking eight to twelve minutes plus cooling time. Care must be taken that only equipment that is safe to boil is sterilised in this manner. For example, some parts of breast pumps cannot be boiled. Bottles, teats and other items must be placed upside down and must have sufficient room (not touching any other item) to ensure they are fully sterilised.

PREPARING FORMULA

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

1. Wash hands thoroughly with soap and running warm water and dry hands using disposable paper towel
2. Always prepare infant formula in a clean hygienic area. Ensure all bottles, teats and other equipment used to make up infant formula have been cleaned and sterilised
3. Using boiled tap water that has been stored in the fridge, measure the required amount of water into the bottle. The water is always added before the powder.
4. Measure the required number of scoops of infant formula powder/pre-measures infant formula into the water. Use only the scoop that comes with the tin/follow instructions provided from families.
5. Place the teat and the cap on the bottle and shake vigorously until all the powder dissolves.
6. In the case where bottle has been heated, test the temperature of the milk with a few drops on the inside of your wrist. It should feel just warm.

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 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 -17°C.

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.

Sources

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

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

Bottled Breast Milk Policy Nutrition and Food Safety Policy	Work Health and Safety Health and Safety
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REVIEW

POLICY REVIEWED	February 2019	NEXT REVIEW DATE	February 2020
MODIFICATIONS	<ul style="list-style-type: none"> • Removed Managers responsibilities • Updated bottle preparation into steps 		