

BOTTLE SAFETY & MILK PREPARATION POLICY

Related Quality Area	QA2: Health and Safety
Related Policies	Hand Hygiene Policy Nutrition and Food Safety Policy

PURPOSE

To ensure Nightcliff Family Centre (the Centre) 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 Centre.

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.

Therefore, the Centre must ensure that bottles are consistently prepared in a safe and hygienic manner. Educators will adhere to Service procedures at all times.

Management and/or a Nominated Supervisor/Responsible Person will ensure:

- 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 fluid 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 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.

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 Centre 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 Centre 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

If a family has not supplied enough sterilised bottles and the infant requires more milk, staff will follow the correct procedures to ensure bottles are being sterilised appropriately with the Microwave steamer for babies from 0 to 12 months old.

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 and use gloves. This is the single most effective way of preventing the spread of infection.

Steam Sterilising

- Microwave steamers take around five to eight minutes to work, plus cooling time. Note that metal utensils cannot be used in microwaves. Where possible leave the lid on the steriliser until it has cooled sufficiently to prevent steam burns. If using a microwave for sterilising, ensure that a purpose designed sterilisation container is being used.

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

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.
- Without touching the teat shake the bottle well to mix the contents.
- Check the temperature

- Put the teat back in the bottle
- Provide the bottle to the child
- If not use it straight away cover the teat with a lip and use the formula in the next 10 MN
- If not consumed after 10 MN dispose the formula
- Any remaining formula should be thrown out if an infant does not finish a bottle: It should not be frozen or reheated.
- Formula, breast milk or cow's milk should be heater in the bottle heater never in microwave

STORING BREASTMILK

1. refrigerated for no more than 72 hours at 4°C or lower and should have a non-mercury thermometer to monitor the temperature.
- Breast milk must be kept refrigerated or frozen if not being immediately consumed.
- Prior to placing the breast milk container in the fridge staff will check that it/they are labelled with the child's name and the date

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

2. Breast milk must keep refrigerated and used during the day. Breast milk that is not used during the day, must be giving back to the Parents at the end of the day or throwing away.
3. Store breast milk on a shelf of the refrigerator, not in the door.

Frozen breast milk can be thawed:

1. In the refrigerator and used within the day.
2. If using immediately, stand the bottle in the bottle heater.

CONTINUOUS IMPROVEMENT/REFLECTION

The *Bottle Safety Preparation Policy* will be evaluated and reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management, and notification of any change to policies will be made to families within 14 days.

FORMULA 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 use the provided scoop for measurement, 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. 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 will use bottle warmers that have a thermostat control to heat Infant 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 inaccessible to children at all times
 - bottles will be warmed for less than 10 minutes
10. Test the temperature of bottle contents by placing a few drops on the inside of the wrist before feeding the child
11. Supervise children with bottles at all times. Children will not be placed on beds or in cots for feeding as this can be a choking hazard.
12. Give bottles to children before going to bed to reduce the risk of tooth decay
13. Rinse all children's bottles thoroughly after use and leave to air dry before placing in child's bag
14. Communicate regularly with families about children's bottle and feeding requirements.
15. 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.

BREAST MILK 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 the educators, who will put it in the refrigerator.
3. We will refrigerate the milk at 4°C until it is required
4. Thoroughly wash hands and wear gloves when preparing bottles
5. All bottle preparation will be done in the designated bottle and food preparation area
6. The bottle and food preparation area will always be clean and hygienic and will only ever be used for the purpose intended
7. All food and bottles will be kept totally separate from the nappy change and toileting areas
8. Breast milk will be warmed and/or thawed by standing the container/bottle in a container of warm water
9. Shake the bottle before feeding the infant and check the temperature of the milk on the inside of the educator's wrist to ensure it is not too hot
10. 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
11. To avoid any possible confusion, we will not store unused milk at the Service
12. Unused milk will be returned to families at the end of the day when they come to collect their child
13. A quiet, private space with a comfortable chair will be provided for mothers/women to breastfeed or express milk. A sign will also be placed on the door when the mother/woman is using the facilities.

REVIEW

POLICY REVIEWED BY	Judy Rondon	Director	February 2022
POLICY REVIEWED	FEBRUARY 2022	NEXT REVIEW DATE	FEBRUARY 2023
MODIFICATIONS	<ul style="list-style-type: none"> • Fridge temperature • Formula preparation procedure added • Breast milk preparation procedure 		

REVIEW

POLICY REVIEWED BY	Judy Rondon Manita Pokharel Olive Asis	Director Educator Educator	February 2025
POLICY REVIEWED	FEBRUARY 2025	NEXT REVIEW DATE	FEBRUARY 2026
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy review • sources checked for currency and updated as required 		

POLICY REVIEWED BY	Judy Rondon Manita Pokharel Olive Asis	Director Educator Educator	February 2026
POLICY REVIEWED	FEBRUARY 2026	NEXT REVIEW DATE	FEBRUARY 2028
MODIFICATIONS	<ul style="list-style-type: none"> • annual policy review • sources checked for currency and updated as required 		