

BOTTLE SAFETY AND PREPARATION POLICY

Narnia Christian Preschool and Early Childhood Centre has a duty of care to ensure that all children attending the service are safe and their food and drinks are stored, handled, prepared and served in keeping with safety advice from recognised health and safety authorities.

Breast milk contains the mother's antibodies, which helps prevent illness in infants. Our service will encourage and support mothers of infants to provide expressed breast milk, or to visit Narnia to feed their infants.

PROCEDURES:

Preparing Bottles:

- All staff shall be made aware of the risks involved in heating bottles in the microwave.
- Frozen breast milk is to be de-frosted in the fridge until heating.
- Staff will not shake thawed breast milk, but gently roll to mix separated contents
- When preparing formula, educators will wash hands first and ensure that work surfaces, bottles and other equipment are clean.

Storing Bottles:

- All bottles are to be stored in the fridge at all times until heating is to commence.
- Be aware that breast milk can be stored frozen at the centre for up to **two weeks**, but must be used **within 24 hours** if stored in the refrigerator.
- Formula bottles are to be pre-made at home, clearly labelled and placed in fridge as soon as possible on arrival to centre.
- If bottles are not used after 30 minutes milk is to be discarded.
- Supervise children with bottles at all times.
- Literature is updated and distributed to staff as required to support 'best practice'.

Heating Bottles:

- Ensure there are no children in the kitchen area.
- Heat bottles in hot water containers provided or in a bottle warmer.
- Get the required bottle/bottles out of the fridge and place them in the containers of hot water in the sink area or in the bottle warmer.
- For safety reasons while bottles are heating in their containers they are to be placed in a sink where possible or away from all bench edges. Bottles heated in hot water must be heated away from children
- Bottles are not to be re-heated at any time
- After three minutes in water or when heated in the bottle warmer, shake the bottle (formula) or roll the bottle (breast milk) to ensure even heat distribution. Check temperature by dropping a little of the milk onto your wrist. If not warm enough put the bottle back into the jug or warmer and check at one minute intervals until warm. Bottles cannot remain in the water for longer than **15 minutes**.