



# NARNIA EARLY LEARNING

ACN 002 919 584

(Administered by St. Philip's Christian Education Foundation Ltd.)

## 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. Children are more susceptible to food borne illness making it necessary to implement adequate health and hygiene experiences.

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.

### STRATEGIES:

The Nominated Supervisor will:

- Ensure that educators implement the procedures for preparing, heating and storing bottles of formula and breast milk.
- Develop written procedures for the safe storage and heating of food provided in bottles

Educators will:

- Implement safe food handling practices.
- Seek to provide a supportive environment for breastfeeding.
- 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.

### PROCEDURES:

#### **Preparing Bottles:**

- When preparing formula, educators will wash hands first and ensure that work surfaces, bottles and other equipment are clean.
- Prepare formula as per the instructions on the formula container and use the provided scoop for measurement. When families provide the measured formula in a travel case, use the full amount for each bottle.
- 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
- Breast milk must be clearly labelled with child's full name. Staff must check the name on the breast milk container before giving to the child.

#### **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. Left over formula must be discarded after 24 hours if it has not been used.

- If bottles are not used after 30 minutes milk is to be discarded.

#### **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 **10 minutes**.

#### **Feeding bottles:**

- 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.
- Give bottles to children before going to bed to reduce the risk of tooth decay.
- Discard any leftover milk, formula or breast milk at the completion of the feeding.
- Rinse all children's bottles thoroughly after use. Bottles will be returned to the child's bag for storage or collection.
- Communicate regularly with families about children's bottle and feeding requirements.
- 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.

#### **Families:**

- Will be informed during orientation that children's bottles must be clearly labelled with the child's name.
- If bottles contain breast milk or formula the bottles also need to be labelled with the date of preparation or expression.
- Will be encouraged to supply breast milk in well-labelled, multiple small quantities to prevent wastage, or placed in the freezer.
- Will be asked to provide a labelled bottle(s) for use at the education and 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.

*This policy links to the following:*

*Education and Care Services National Regulations: 77-78, 168*

*National Quality Standards/Elements: 2.1.2, 2.1.3, 6.1*

*Staying Healthy In Childcare – 5<sup>th</sup> Edition (2012)*