



4.28 Bottle Safety and Preparation

Written By

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Aim

Children are more susceptible to food borne illness making it necessary for education and care services to implement adequate health and hygiene practices. Safe practices for handling, storing, preparing and heating breast milk or formula must be employed to minimise risks to children being educated and cared for by the service.

The education and care service maintains hygienic premises and implements pest control measures to reduce any instance of infestation. The education and care service encourages all educators to complete professional development in safe food handling and menu planning to increase knowledge and awareness of individual responsibilities.

Strategies

The Approved Provider will:

- Ensure that the Nominated Supervisor and educators are aware of the procedures for preparing, heating and storing bottles of formula and breast milk.
- Ensure that children have access to safe drinking water at all times and are regularly offered food and beverages appropriate to their individual needs

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:

- Ensure all bottles need to be labelled with the child's name.
- 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.

Procedure

- Thoroughly wash hands before preparing bottles.
- Prepare formula as per the instructions on the formula container and use the provided scoop for measurement. Once formula is made it must be used or kept in the refrigerator. Left over formula must be discarded after 24 hours.
- 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. Frozen Breast Milk needed to be clearly labelled with the child's name and date,
- Not shake thawed breast milk, but gently roll to mix separated contents.
- Ensure all bottles need to be labelled with the child's name and date the bottle was prepared or brought in by the parents.
- Ensure that two educators check the label before a bottle is given to a child.
- NOT use a microwave for heating bottles.
- Gently heat bottles by placing them in a container of hot water before use. The bottles cannot remain in the hot water for longer than 15 minutes.
- Test the temperature of bottle contents to ensure it is not too hot by shaking the bottle and placing a few drops on the inside of your wrist before feeding the child.
- 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 and then wash them in hot soapy water and rinse again. Bottles will be air dried and returned to the bottle preparation area 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.
- Will be encouraged to supply breast milk in well-labelled (child's name and date), multiple small quantities to prevent wastage.
- Will be encouraged to keep formula powder at the education and care service so that the formula can be prepared as required. Tins of formula must be clearly labelled with the child's name.
- 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.

Evaluation

The education and care service ensures children's nutritional needs are met by providing milk, formula or breast milk as instructed by families. Food safety standards for food preparation and storage are followed at all times. Any specific cultural, religious or health requirements are respected and supported. Educators regularly consult with families about their child's needs and at all times ensure safe practices are implemented.

**Relevant
Legislation**

Education and Care Services National Regulations 2011: 77-78, 168
 National Quality Standards/Elements: 2.1, 2.2.1
 Being, Belonging and Becoming: The Early Years Framework for Australia (2009)

**Resources &
References**

Early Childhood Australia's Code of Ethics
 Education and Care Services National Regulations 2011
 Australia New Zealand Food Standards Code www.foodstandards.gov.au
 Guide to the National Quality Standard (3) ACECQA (2011)
 Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care - 4th Edition (2005)
 NSW Food Authority – www.foodauthority.nsw.gov.au
 Food Standards Australia – www.foodstandards.gov.au
 National Health and Medical Research Council – www.nhmrc.gov.au
 NSW Department of Health – www.health.nsw.gov.au
 Australian Breastfeeding Association - www.breastfeeding.asn.au
 Mothers Direct - www.mothersdirect.com.au

**Relevant
Documentation**

This policy is displayed in the Preschool and will be provided as part of Bermagui Preschool Induction Procedure.
 It is available in the Parent Handbook, Policies and Procedures, Staff Handbook and on the Preschool website.

Date Adopted:

June 2018

Review Date:

June 2021