

FORMULA BOTTLE PREPARATION PROCEDURE

As young children (particularly those under 12 months) are still developing their immune system, they are more susceptible to food borne illnesses and infection. This therefore makes it imperative that education and care services implement and maintain the highest level of hygiene practices. Our Service will ensure that safe practices are consistently maintained for handling, storing, preparing and heating breast milk and formula, and sterilising bottles and teats.

Working in conjunction with the Bottle Safety Preparation Policy, this procedure provides detailed steps for educators to follow when preparing formula bottles for children at the Service.

Education and Care Services National Law or Regulations (R.77 and 7) NQS QA 2: Element 2.1.2 and 2.1.3 Health practices and procedures

Related Policy: Bottle Safety Preparation Policy

FORMULA BOTTLE PREPARATION		
1	Educators will thoroughly wash hands and wear gloves when preparing bottles	
2	Educators are to ensure all bottle preparation will be completed in the designated bottle and food preparation area	
3	Educators will ensure the bottle and food preparation area will always be clean and hygienic and will only ever be used for the purpose intended	
4	Educators are to ensure all food and bottles will be kept totally separate from the nappy change and toileting areas	
5	Educators will 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	Educators will ensure once formula is made it must be used or kept in the refrigerator. Educators will discard any leftover formula	
7	Educators will ensure formula bottles will not be re-heated as this can allow germs to grow	
8	Educators will 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	Educators will use bottle warmers that have a thermostat control to heat Infant Formula/Cow's Milk/Breast Milk	

10	Educators will use the bottle warmer as per the manufacturer's instructions	
11	Educators will ensure that bottle warmers are inaccessible to children at all times bottles will be warmed for less than 10 minutes	
12	Educators will test the temperature of bottle contents by placing a few drops on the inside of their wrist before feeding the child	
13	Educators will 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.	
14	Educators will give bottles to children before going to bed to reduce the risk of tooth decay	
15	Educators will rinse all children's bottles thoroughly after use and leave to air dry before placing in child's bag	
16	Educators will communicate regularly with families about children's bottle and feeding requirements	
17	Educators will communicate with families about the amount of milk taken by the child and any changes in feeding patterns or routines	