

BOTTLE SAFETY AND PREPARATION POLICY

Infants and young children are more susceptible to food borne illness making it necessary for Family Day Care educators to implement the highest level of health and hygiene practices within their approved residence/venues. Safe practices for handling, storing, preparing and heating breast milk or formula must be implemented to minimise risks to children being cared for by Family Day Care educators.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
78	Food and beverages
168	Education and care services must have policies and procedures
170	Policies and Procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Victorian Child Safe Standards	
Standard 1	Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
Standard 2	Child safety and wellbeing is embedded in organisational leadership, governance and culture
Standard 3	Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
Standard 4	Families and communities are informed, and involved in promoting child safety and wellbeing
Standard 5	Equity is upheld and diverse needs respected in policy and practice
Standard 6	People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
Standard 7	Processes for complaints and concerns are child focused
Standard 8	Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
Standard 9	Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
Standard 10	Implementation of the Child Safe Standards is regularly reviewed and improved
Standard 11	Implementation of the Child Safe Standards is regularly reviewed and improved

RELATED POLICIES

Breastfeeding Policy Health and Safety Policy	Nutrition and Food Safety Policy Work Health and Safety Policy
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PURPOSE

To ensure Family Day Care educators maintain hygienic premises for infants and toddlers requiring bottles, educators will certify that bottles are prepared safely and hygienically and that practices meet Work Health and Safety and current Food Safety Standards.

Dalas Family Day Care Service encourages all educators to complete professional development in safe food handling and menu planning to increase knowledge and awareness of individual responsibilities.

SCOPE

This policy applies to children, families, Family Day Care educators, educator assistants and visitors of the Service.

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. Unsafe or careless food

handling practices can therefore lead to anything from a mild attack of thrush to a more serious condition of gastroenteritis, all of which are similar to food poisoning and can cause vomiting and diarrhoea, and subsequent dehydration.

To ensure that bottles are consistently prepared in a safe and hygienic manner, educators will adhere to the Dalas Family Day Care Service procedures at all times.

Family Day Care educators will:

- ensure that they are fully aware of the procedures for preparing, heating and storing bottles of formula and breast milk
- wash hand thoroughly and wear gloves when preparing bottles
- ensure that children have access to safe drinking water at all times and are regularly offered food and beverages appropriate to their individual needs
- develop procedures for the safe storage and heating of food provided in bottles
- 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
- adhere to the procedure for the safe storage and heating of food provided in bottles
- ensure infants over 6 months of age are given small amounts of cooled boiled tap water in addition to breastmilk or formula
- ensure infants and children are not given fruit juice in their bottle due to the increase risk of tooth decay
- adhere to each child's feeding routine
- complete a record of the amount of milk each infant consumed including times of feeds
- communicate regularly with families about infant and children's feeding patterns and routines

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 expression
- be encouraged to supply breast milk in well labelled, multiple small quantities to prevent wastage

- be asked to provide a labelled bottle(s) for use at the Service for children having regular cow's milk in their bottles
- be encouraged to communicate regularly with the educator about their children's bottle and feeding requirements
- not put fruit juice in children's bottles.

STERILISING BOTTLES, TEATS AND DUMMIES

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

Steam Sterilising

Electric steam sterilising is based on hospital methods and is quick and efficient, taking eight to twelve minutes plus cooling time. Care must be taken that only equipment that is safe to boil is sterilised in this manner. For example, some parts of breast pumps cannot be boiled. Bottles, teats and other items must be placed upside down and must have sufficient room (not touching any other item) to ensure they are fully sterilised.

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.

Boiling

Most bottle-feeding equipment must be boiled for at least 10 minutes. Ensure the pot you use is large enough for all bottles to be completely submerged and use the pot exclusively for sterilising. Be aware that teats that are frequently boiled become sticky and may need to be replaced more frequently than if using other sterilisation methods.

Chemical Sterilising

Chemical sterilisation is achieved using cold water and a non-toxic liquid or tablet that is added to cold water to create a sterilising solution that is highly effective in killing bacteria. It is extremely safe to use and can be applied to the skin or even swallowed with no harmful effects. Educators need to check that there are no air bubbles left in the bottles to ensure complete sterilisation.

Always read the manufacturer's instructions to ensure the solution is mixed correctly and items are left in the solution for the required amount of time: Generally, they are sterile after half an hour and can be safely left in the solution for up to 24 hours. The solution must be changed daily.

Avoid leaving sterilised empty bottles out on work surfaces as they will quickly lose their sterility. Ideally, sterilisers have built-in storage facilities and bottles can be removed when required.

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
- always use a sterilised knife to level the top of the scoop when measuring the formula powder
- without touching the teat shake the bottle well to mix the contents

- cool the made-up formula as quickly as possible: If using immediately run under cold tap water or place in a large bowl of cold water (with the lid on to avoid contaminating the teat).
- if not using immediately made-up formula should be cooled and stored in the fridge.

Heating bottles

- Heat bottles once only
- Do not allow a bottle to cool and then reheat as this can allow germs to grow
- Stand the bottle in a container of hot water for no more than 15 minutes
- Before feeding the infant, check the temperature of the milk by letting a small drop fall on the inside of your wrist
- Do not microwave breast milk or bottles
- Do not refreeze thawed breast milk
- Discard any milk that has not been used.

STORING BOTTLES

Formula or breast milk needs to be kept refrigerated or frozen. Keep a non-mercury thermometer in your fridge so that you can check that the temperature is below 5°C.

It is best to make up fresh formula for each feed and give it to the child as soon as it has cooled. If this is not possible, the freshly made formula should be cooled immediately and stored in the back of the refrigerator (where it is coldest) for no more than 24 hours. Throw away any formula that is left over. Do not freeze or reheat leftover made-up formula.

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

1. refrigerated for no more than 72 hours at 4°C or lower (4°C is the typical temperature of a standard fridge).
2. storing bottles in the back of the fridge where it is coldest. Do not store bottles inside the refrigerator door
3. frozen in a separate freezer section of a refrigerator for up to 3 months; if your freezer is a compartment inside the refrigerator, rather than a separate section with its own door, then only store the breast milk for 2 weeks. Frozen in a deep freeze (–18 °C or lower) for 6–12 months.

Frozen breast milk can be thawed:

1. in the refrigerator and used within 24 hours
2. standing the bottle in a container of lukewarm water and used straight away.

Staying healthy: Preventing infectious diseases in early childhood education and care services- 5th Edition

SOURCE

Australian Breastfeeding Association www.breastfeeding.asn.au

Australian Children's Education & Care Quality Authority. (2014).

Australian Government Department of Health. Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood. <https://www1.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources>

Australian Government National Health and Medical Research Council. (2013). Eat for health: Infant feeding guidelines: Information for health workers.

https://www.eatforhealth.gov.au/sites/default/files/files/the_guidelines/n56b_infant_feeding_summary_130808.pdf

ECA Code of Ethics. (2016).

[Education and Care Services National Regulations](#). (2011).

Food Standards Australia – www.foodstandards.gov.au

Education and Care National Regulations. (2011).

Guide to the National Quality Framework. (2017). (Amended 2020).

National Health and Medical Research Council. (2013). *Staying healthy: Preventing infectious diseases in early childhood education and care services- 5th Edition*

Raising Children network <https://raisingchildren.net.au/>

REVIEW

POLICY REVIEWED	August 2022	NEXT REVIEW DATE	August 2023
MODIFICATIONS	- minor changes to policy (storage of breast milk in fridge amended) - sources checked for currency		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
August 2020	- Added sections: <i>Storing sterilised bottles and Preparing formula</i> <i>Storing breast milk and formula, sterilising Chemical sterilising and heating bottles</i> - Additional information added to points - Added section on record keeping for parents - Modifications made to adhere to Family Day Care Service - Updated policy to comply with the revised National Quality Standard - Included statements regarding handling & storage to further support compliance		August 2021

	• Added the 'related policies' list • Policy purchased from Child Care Desk top	
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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. Educators will use **bottle warmers** that have a thermostat control to heat Infant Formula/Cow's Milk/Breast Milk
 - educators 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.

BREAST MILK PREPARATION PROCEDURE

1. Breast milk that has been expressed should be brought to the FDC residence/venue in a clean sterile container labelled with the date of expression and the child's name
2. We encourage families to transport milk in cooler bags; this should be immediately given to the FDC educator, who will put it in the refrigerator
3. Milk will be kept refrigerated at 4°C until required
4. Thoroughly wash hands and wear gloves when preparing bottles
5. All bottle preparation will be done in a designated bottle and food preparation area (located in the kitchen 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 your wrist to ensure it is not too hot
10. If there is not enough breast milk from the family to meet the child's needs that day, individual families will be consulted on what the educator should do in these circumstances
11. To avoid any possible confusion, we will not store unused milk at the FDC residence/venue
12. Unused milk will be returned to the family 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 at the FDC residence/venue.