

POLICY – BOTTLE SAFETY & PREPARATION

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1. National Quality Standards

Quality Area 2: Children’s Health and Safety		
Area	Concept	Descriptor
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.

Appendix 1 includes the Education and Care Services National Regulations

2. Purpose

2.1 Baringa Early Learning Centre (Baringa) aims to provide a quality education and care service. To ensure Baringa maintains a safe and hygienic environment for all infants and toddlers requiring a bottle, educators will sterilise and prepare bottles safely and hygienically in accordance with recognised guidelines and best practice. All educators preparing and/or handling bottles will have read and understood the policy prior to participating in bottle preparation and feeding.

3. Scope

3.1 This policy applies to educators, staff, management, and visitors of Baringa.

4. Policy Statement

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

4.2 To ensure that bottles are consistently prepared in a safe and hygienic manner, Educators will adhere to Baringa's *Bottle Preparation* procedures at all times.

5. Implementation

5.1 Management will ensure:

- a) That the Nominated Supervisor and Educators are aware of Baringa's *Bottle Preparation Procedures* for 1. Sterilising bottles and dummies, 2. Preparing breastmilk, and 3. Preparing Formula and that these procedures are strictly adhered to.
- b) For safe storage of formula and breast milk, refrigerators are kept at 5°C or below and have a non-mercury thermometer to monitor the temperature.
- c) Infants are given only breast milk, formula, cow's milk (infants over 12 months) or cooled boiled water to drink, as directed by the child's parent or legal guardian. Infants with special dietary requirements will be provided with alternative milk products as directed by their parent/guardian.
- d) Families are informed during orientation that children's bottles must be clearly labelled with the child's name.

5.2 The Nominated Supervisor/ Responsible Person will:

- a) Adhere to Baringa's *Bottle Preparation Procedures* for 1. Sterilising bottles and dummies, 2. Preparing breastmilk, and 3. Preparing Formula.
- b) Ensure that all Educators adhere to the procedures for sterilising bottles and teats, and preparing, heating, and storing bottles of formula and breast milk.
- c) Provide infants over 6 months of age with small amounts of cooled boiled water in addition to breast milk or formula as required.
- d) Ensure infants are not given fruit juice in their bottle due to the increased risk of tooth decay.
- e) Ensure families are familiar with their responsibilities in accordance with this policy.

5.3 Educators will:

- a) Implement safe food handling practices.
- b) Wash hands thoroughly and wear gloves when preparing bottles.
- c) Store all bottles in an appropriate area for food preparation that complies with the food safety standards for kitchens and food preparation areas.
- d) Adhere to Baringa's *Bottle Preparation Procedures* for 1. Sterilising bottles and dummies, 2. Preparing breastmilk, and 3. Preparing Formula.
- e) Provide infants over 6 months of age with small amounts of cooled boiled water in addition to breast milk or formula.
- f) Adhere to each child's feeding routine.
- g) Document the amount of milk each infant consumes, including the time of feeds.
- h) Communicate regularly with families about infant and children's feeding patterns and routines.

5.4 Families will:

- a) Label bottles containing breast milk or formula with the date of preparation or date of expression.
- b) Attempt to bring enough sterilised bottles each day to meet their child's requirements.
- c) Supply breast milk as required in multiple small quantities to prevent wastage.
- d) For each feed, provide formula powder in the required quantity and bottles with the required volume of water to enable formula to be prepared as required. If varying amounts of formula powder and water are required at different time of the day, this is labelled as such and communicated to an Educator.

- e) Provide a labelled bottle(s) for use at the service for children having regular cow's milk in their bottles.
- f) Be encouraged to communicate regularly with Educators about children's bottle and feeding requirements.
- g) Not put fruit juice in children's bottles.

6. Feedback

- 6.1 Families and staff may provide feedback about this document by emailing admin@baringa.org.au.

7. Approval and Review Details

Approval and Review	Details
Approval Authority	Baringa Board
Administrator	Executive Officer
Next Review Date	31 October 2024

History	Details
Original Approval Authority/Revision Date	31 October 2021
Amendment Authority and Date	N/A

Appendix 1 Education and Care Services National Regulations

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

Appendix 2 Source

Australian Breastfeeding Association www.breastfeeding.asn.au

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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 National Regulations. (2011).

Guide to the National Quality Standard. (2020).

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NSW Ministry of Health. (2014). Caring for children birth to 5 years: Food, nutrition and learning experiences. <https://www.health.nsw.gov.au/health/Publications/caring-for-children-manual.pdf>

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