

The Kinder Garden



Bottle Preparation and Hygiene Policy

Aim

For the safety and wellbeing of infants and children at The Kinder Garden, it is essential to have adequate procedures and policies in place to secure safe food handling and hygiene practices that meet Work Health and Safety Standards and current Food Safety Standards when preparing, heating and storing children's bottles.

Legislative Requirements

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
National Quality Standards 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Food Standards Australia New Zealand Act 1991
Food Standard Australia New Zealand Regulations 1994
Food Safety Act 1989 (NSW)
Food Act 2003
Food Regulation 2010 (NSW)

Who is affected by this policy?

Children
Families
Staff
Educators
Management
Visitors

Implementation

The Approved Provider/Nominated Supervisor will ensure that the educators/staff are aware of and implement the procedures for preparing, heating and storing bottles of breast milk and formula milk.

The Kinder Garden will have designated areas for bottle preparation which is safe and hygienic.

Breast Milk

The educators/staff of The Kinder Garden will encourage and support mothers of infants up to 12 months old to provide expressed breast milk or to visit the centre to feed their infants.

Storing Milk

Prepared formula and expressed breast milk needs to be kept refrigerated or frozen.

The temperature of stored milks must be below 5°C.

All bottles must be labeled with the child's full name and date of preparation or the date the parent brought the milk to the service.

It is best to make formula fresh for each feed.

Freshly made formula should be cooled immediately and stored in the back of the refrigerator (where it is coolest) for no more than 24 hours

Throw away any formula that is left over after a feed. Never freeze or reheat leftover formula.

Breast milk can be stored in several ways:

- Refrigerated for 3-5 days at 4°C or lower (at the back of the fridge where it is coolest)
- Stored without refrigeration (if needed) for 6-8 hours if the room temperature is less than 26°C
- Frozen in a freezer compartment within a fridge for up to 3 months
- Frozen in a freezer (with its own door) for 2 weeks
- Frozen in a deep freeze (-18°C or lower) for 6-12 months

Preparation of Formula Milk

1. Wash hands as per hand wash procedure
2. Ensure surfaces, utensils and equipment is thoroughly clean
3. Sterilise bottles, teats, cups, and tongs before use
4. Prepare formula exactly according to manufacturer's instructions

Preparation of Breast Milk

1. Wash hands as per hand wash procedure
2. Ensure surfaces, utensils and equipment is thoroughly clean
3. Sterilise bottles, teats, cups, and tongs before use
4. Always use oldest milk first
5. Thaw milk in the refrigerator - all thawed milk must be used within 24 hours
OR
6. Thaw milk by standing bottle/pouch in a container of lukewarm water and use straight away.

Heating Bottles

1. Heat bottles once only
Do not allow to cool and then reheat – this causes germs to grow
2. Stand bottle in a container of hot water for no more than 15 minutes
3. Before feeding the infant check the temperature of the milk by letting a little drop onto the inside of your wrist
4. Discard any warmed milk that has not been used.

The Approved Provider/Nominated Supervisor will ensure this policy is maintained and implemented at all times.

Sources

Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011
Guide to the National Quality Standard 2011
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Staying Healthy in Child Care, 5th Edition
WorkCover NSW www.workcover.nsw.gov.au Retrieved 28th February 2017
NSW food Authority www.foodauthority.nsw.gov.au Retrieved 28th February 2017
NSW Department of Health www.health.nsw.gov.au Retrieved 28th February 2017

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: February 2018

Date for next review: February 2019