

01 Health and safety procedures

01.5 Kitchen- Bottle prep

- Members of staff wash their hands on entering the milk kitchen.
- Only food preparation equipment is to be kept in the kitchen. The kitchen is not to be used to store staff food, cold drinks, or any other item.
- All surfaces are cleaned daily using sterilising solution, including contact points, such as cupboard doors and handles.
- Inside cupboards are cleaned with sterilising solution weekly.
- Fridges are cleaned daily and weekly using the same method as for cupboards.
- Plastic spoons used for measuring and mixing feed are washed and sterilised.
- All bottles/dummies, feeding spoons and bowls for babies less than one year old are washed using detergent and hot water and are steam sterilised after use.
- The manufacturer's instructions are followed when using steam sterilisers.
- Teething soothers in freezer or fridge compartments.
- Medication stored in the kitchen fridge is named and kept on a separate shelf.
- Each bottle-fed baby has a area for storage of named bottles with teats and tops as well as personal dummies.
- Baby milk formula and weaning food is kept in named containers for each baby.
- Milk or weaning feeds provided by parents are labelled and refrigerated immediately.
- Each baby has a feeding schedule which is stored in the room. Key workers regularly liaise with parents to check this information is up to date.
- Children with any allergies are displayed on the wall of the food they are in and kitchen for meal prep. The cook also holds this information.
- Baby feeds are prepared by key persons or allocated back-up key persons who have been briefed about the baby's dietary needs. Any other staff, including students or agency staff preparing feed must do so under supervision.
- A weaning plan is carried out by key workers and parent and updated regularly throughout their time in the baby room.