



## **Bottle Making Policy & Procedure**

Many of the babies attending nursery will be bottle / expressed milk fed and therefore the following guidelines are in place. This must be shared with parents / carers of bottle / expressed milk fed babies when they start at the nursery.

We aim to follow each child's individual feeding pattern and NHS Guidelines, whilst they are at nursery. Parents are asked to share information about their child's feeding pattern with staff and to update staff as and when there are any changes.

All bottle / expressed milk babies must have a completed information / routine sheet which clearly state the number of feeds per day times of feeds and the quantity (oz.) These forms must be reviewed by the senior staff member at least every month or as and when needed. All changes to the child's routine must be recorded and signed by the parents / carers.

The nursery is not able to make up formula feeds which have been mixed with other powder/food. If parents have an unusual feeding requirement (such as mixing the formula with other powder/food) this must be discussed with management. It may be necessary for written confirmation to be gained from the child's Health Visitor/Doctor.

- The current Department of Health guidance states that, each bottle should be made up fresh for each feed as storing made up formula milk may increase the chance of a baby becoming ill and should be avoided.
- Parents / carers to supply bottles.
- All bottles and new unopened formula containers must be clearly labelled with the child's name. Staff will date the container once it has been opened.
- Bottles required immediately should be cooled by placing the bottle in a jug of cold water. Prior to serving to the child, you must; -Shake the bottle well to ensure it is cooled evenly.
- Check the temperature to ensure it is not too hot or too cold on the inside of your wrist.

### **Procedure as per "guide to bottle feeding" by the NHS -**

- Wash hands with soap and water and then dry.
- Remove any water from the kettle and fill with fresh tap water.
- Boil the fresh tap water in the kettle and leave the water to cool in the kettle for no more than 30 minutes.

### Procedure as per "guide to bottle feeding" by the NHS (CONT) -

- Clean and disinfect the surface you are going to use.
- Wash your hands with soap and water and then dry.
- Pour the amount of boiled water required into the sterilised bottle.
- Add the formula / liquid formula into the bottle. Formula should be measured as per guidelines on the box. (1 scoop per ounce of water). Scoops should be levelled off with the back of a knife.
- Seal and shake the bottle well to mix contents.
- If required immediately the bottle should be cooled quickly to feeding temperature by placing in a jug of cold water.
- Check the temperature by shaking a few drops onto the inside of your wrist- it should feel lukewarm, not hot.
- If the feed is not required straight away due to a child falling asleep, please leave in the bottle making area until required.
- Discard any feed that has not been used within 2 hours.
- Formula milk must be discarded within one month of opening and will be returned home to parents / carers to do so.

### Expressed milk -

- Parents / carers will be encouraged to introduce their child to bottles prior to starting nursery. To make the transition as easy as possible for the child.
- Expressed milk should be refrigerated within one hour of expressing.
- Expressed milk can be stored at the back of the fridge (not the door) for 8 days at 4C or lower and use within 3 days, or  
2 weeks if stored in the ice compartment of the fridge or  
6 months in a freezer at -18C or lower.
- Pouches should have the child's name and date when the milk was expressed, and staff will put it in the back of the nursery fridge when taken in by the parent / carer.
- Expressed milk can be frozen in small quantities.
- Where possible frozen expressed milk should be defrosted in the fridge slowly, however, if you need to use it straight away you can defrost it in a jug of hot water. Shake gently if separated.
- Once the child has drank from a bottle of expressed milk it should be used within 1 hour or thrown away.