

1.10 Bottle Feeding and Sterilisation Policy

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1.10 Bottle Feeding and Sterilisation Policy

Policy Statement

At Miss B's Nursery, we are committed to providing a safe, hygienic and nurturing environment for all babies and young children. We recognise the importance of maintaining the highest standards of hygiene when handling infant feeds, bottles, teats and feeding equipment to minimise the risk of infection and ensure children's health and wellbeing.

We work closely with parents and carers to ensure each child's individual feeding requirements are met safely and consistently, whilst following current guidance from the NHS, Food Standards Agency (FSA), UK Health Security Agency (UKHSA), and the Early Years Foundation Stage (EYFS).

These procedures support children's rights under the **UN Convention on the Rights of the Child (UNCRC)**, including:

- **Article 3** – the best interests of the child must be a primary consideration.
 - **Article 19** – Children have the right to protection from harm or neglect.
 - **Article 12** – Children have the right to be listened to and reassured when worried or distressed.
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1.10.1 Responsibilities

The Management Team will ensure:

- Suitable facilities are available for preparing infant feeds.
- Staff receive training in safe bottle preparation and sterilisation procedures.
- Appropriate sterilisation equipment is maintained.
- Infection control procedures are followed.
- Records are maintained where appropriate.
- Regular audits are completed.

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- The nursery is subscribed to the Milk Scheme to provide milk to the children

All staff are responsible for:

- Follow this policy at all times.
- Maintaining high standards of personal hygiene.
- Report any concerns immediately.
- Following individual feeding instructions provided by parents.

Parent responsibility:

- The parents must inform the nursery of the child's feeding routine.
 - The parents must inform the nursery of the type of milk used.
 - The parents must inform the nursery of the feeding quantities and times.
 - Details of any allergies or intolerances.
 - Whether the child receives expressed breast milk, formula milk or both.
 - Written consent for bottle feeding arrangements.
 - The parents must inform the nursery of any changes to feeding requirements, which must be communicated in writing.
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1.10.2 Personal Hygiene Requirements

Staff preparing feeds must:

- Wash their hands thoroughly using soap and warm water before handling feeding equipment.
 - Dry hands using disposable paper towels.
 - Remove jewellery from hands and wrists where possible.
 - Cover cuts and abrasions with a blue waterproof dressing.
 - Tie back long hair.
 - Wear disposable gloves if appropriate.
 - Alcohol hand gel alone is not considered sufficient when preparing infant feeds.
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1.10.3. Bottle and Equipment Labelling

All bottles, breast milk containers and feeding equipment must be clearly labelled with:

- Child's full name.
- Date provided.
- Contents where applicable.

Labels must remain clearly visible throughout storage and use.

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1.10.4. Formula Milk Procedures

Parent-Provided Formula

Parents may provide:

- A sealed tub of formula for nursery use; or
- Pre-measured formula portions.

Nursery staff will:

- Prepare bottles strictly according to the manufacturer's instructions.
- Use freshly boiled water that has cooled for no more than 30 minutes, where required.
- Follow NHS guidance regarding water temperature and preparation.
- Never alter formula quantities.

Formula Storage

Prepared formula:

- Should ideally be made immediately before use.
- If prepared in advance, it must be cooled quickly.
- Stored in a refrigerator at 5°C or below.
- Used within 24 hours.

Any unused milk remaining after a feed will be discarded after one hour.

Partially consumed bottles will never be reheated or reused.

1.10.5. Expressed Breast Milk Procedures

Parents providing expressed breast milk must:

- Supply milk in sterile containers.
- Clearly label all containers.

Labels must include:

- Child's name.
- Date milk was expressed.
- Date milk was frozen (if applicable).

Storage of Breast Milk

Fresh breast milk:

- Stored in a dedicated refrigerator.
- Maintained at 5°C or below.
- Used within 48 hours of arrival at nursery unless otherwise advised.

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Frozen breast milk:

- Stored in a freezer where facilities allow.
 - Defrosted safely in a refrigerator.
 - Never refrozen once thawed.
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1.10.6. Warming Bottles

Where bottles require warming:

- A bottle warmer or jug of warm water will be used.
- Microwaves will never be used to heat bottles.
- Staff will gently shake the bottle to distribute heat evenly.
- Temperature will be checked before feeding.

Bottles must be fed immediately once warmed.

1.10.7. Bottle Feeding Procedure

Before feeding a child, staff will:

1. Wash hands thoroughly.
2. Ensure the bottle belongs to the correct child.
3. Check labels carefully.
4. Check milk temperature.
5. Follow the child's individual feeding plan.

During feeding staff will:

- Hold babies appropriately.
- Never prop bottles.
- Maintain supervision at all times.
- Support responsive feeding practices.
- Observe the child's comfort and well-being.

Staff will encourage positive interactions and treat feeding as an opportunity for emotional bonding and communication.

1.10.8. Cleaning Feeding Equipment

Immediately after use:

- Remaining milk will be discarded.
- Bottles will be dismantled fully.
- Bottles, teats, collars and lids will be washed separately.
- Equipment will be cleaned using hot water and washing-up liquid.
- Dedicated bottle brushes will be used.
- Equipment will be thoroughly rinsed.

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Bottle brushes will be cleaned regularly and replaced as necessary.

1.10.9. Sterilisation Procedures

Miss B's Nursery uses approved sterilisation methods, including:

- Electric steam steriliser.
- Microwave steriliser.
- Cold water sterilisation system.

All equipment must be sterilised:

- Before first use.
- After every use.
- Following any contamination.

1.10.10. Electric Steam Steriliser

Staff will:

- Follow manufacturer instructions.
- Ensure equipment is fully dismantled.
- Place bottles upside down where appropriate.
- Complete the full sterilisation cycle.

Sterilised items will remain in the steriliser until required, whenever possible.

1.10.11. Cold Water Sterilisation

Where cold-water sterilisation is used:

- Solution will be prepared according to the manufacturer's instructions.
- Equipment will remain submerged for the required period.
- Solution will be changed every 24 hours.
- Records may be maintained to demonstrate compliance.

1.10.12. Storage of Sterilised Equipment

Following sterilisation:

- Equipment will remain protected from contamination.
- Bottles will be assembled using clean hands.
- Sterilised items will not be dried using cloths or tea towels.
- Equipment that becomes contaminated will be rewashed and resterilised.

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1.10.13. Cleaning of Preparation Areas

Bottle preparation areas will:

- Be cleaned before and after use.
 - Be disinfected using approved products.
 - Remain free from unrelated food preparation activities.
 - Be inspected regularly.
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1.10.14. Refrigeration Requirements

Refrigerators used for milk storage will:

- Operate at 5°C or below.
- Be checked and recorded daily.
- Be cleaned regularly.
- Be used in accordance with food hygiene requirements.

Any temperature concerns will be reported immediately.

1.10.15. Record Keeping

The nursery may maintain records relating to:

- Bottle feeds given.
- Amount consumed.
- Breast milk storage.
- Refrigerator temperatures.
- Sterilisation equipment maintenance.
- Cleaning schedules.

Records will be stored in accordance with GDPR requirements.

1.10.16. Infection Prevention and Control

To minimise infection risks:

- Bottles must never be shared between children.
 - Teats must never be shared.
 - Staff must follow handwashing procedures.
 - Contaminated equipment must be removed immediately.
 - Any concerns regarding hygiene or contamination must be reported to management.
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1.10.17. Allergies and Special Dietary Requirements

Staff must ensure:

- Individual dietary requirements are followed.
 - Allergens are managed safely.
 - Parents are consulted regarding any feeding concerns.
 - Care plans are followed where applicable.
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1.10.18 Monitoring and Review

The Nursery Manager will:

- Monitor implementation of this policy.
- Conduct regular audits.
- Review procedures following any incidents.
- Ensure staff training remains up to date.

This policy will be reviewed annually or sooner if legislation, guidance or nursery practice changes.