



P.O. Box 1050, Woden, ACT, 2606  
 Ph: 6281 3121 Fax: 6281 7077  
 Email: wodenecc@tpg.com.au

# BOTTLE SAFETY AND PREPARATION POLICY

## QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY

Document number:	QA2-B1	Version:	5
Date of issue:	September 2013	Contact:	Reesha Stefek
Date of review:	October 2016		
Reviewed:	December 2017		
Reviewed	August 2018		

**National Quality Standard (NQS)**

Quality Area 2: Children’s Health and Safety		
2.1	<b>Health</b>	Each child’s health and physical activity is supported and promoted
2.1.1	<b>Wellbeing and comfort</b>	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s needs for sleep, rest and relaxation
2.1.2	<b>Health practices and procedures</b>	Effective illness and injury management and hygiene practices are promoted and implemented
2.1.3	<b>Healthy lifestyles</b>	Healthy eating and physical activity are promoted and appropriate for each child
2.2	<b>Safety</b>	Each child is protected
2.2.1	<b>Supervision</b>	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

**Education and Care Services National Regulations 2011**

Children (Education and Care Services) National Law 2010	
77	Health, hygiene and safe food practices
78	Food and beverages
168	Education and care services must have policies and procedures

This policy includes:

- sterilising bottles and teats
- bottled breast milk

## Introduction

Children are more susceptible to food borne illness<sup>1</sup> making it necessary for Woden Early Childhood Centre (WECC) to implement adequate health and hygiene practices in relation to the preparation, storage and distribution of bottles. Safe practices for handling, storing, preparing and heating breast milk or formula must be employed to minimise risks to children being educated and cared for by WECC.

## Scope

This policy applies to children, families, staff, management and visitors of the Service.

## Goals – What are we going to do?

To ensure that all children requiring bottles have them prepared safely and hygienically. Educators will ensure that they adhere to service policies and procedures at all times in order to maintain children's health and safety.

WECC maintains hygienic premises and implements pest control measure to reduce any instance of infestation. WECC encourages all educators to complete professional development in safe food handling and menu planning to increase knowledge and awareness of individual responsibilities.

## Strategies – How will it be done?

The Nominated Supervisor of Director will:

- develop procedures for preparing, heating and storing bottles of formula and breast milk and ensure that all educators are aware of and implement these
- ensure that children have access to safe drinking water at all times and are regularly offered food and beverages appropriate to their individual needs
- ensure that educators implement the procedures for preparing, heating and storing bottles of formula

Educators will:

- implement safe food handling practices
- seek to provide a supportive environment for breastfeeding
- not make up bottles of formula
- store all bottles in an appropriate area for food preparation and storage that complies with the food safety standards for kitchens and food preparation areas
- adhere to the procedure for the safe storage and heating of food provided in bottles

Families will:

- be informed during orientation that the children's bottles must be clearly labelled with the child's

---

<sup>1</sup> Towards reducing foodborne illness in Australia – December 1997

name. if bottles contain breast milk or formula the bottles also need to be labelled with the date of preparation or expression

- be encouraged to supply breast milk in well-labelled, multiple small quantities to prevent wastage
- be expected to bring in enough prepared bottles for their child each day. these bottles must be clearly labelled and stored in the fridge
- be asked to provide a labelled bottle(s) for use at WECC for children having regular cow's milk in their bottles
- be encouraged to communicate with educators about their children's bottle and feeding requirements

#### *Procedures*

- be aware that breast milk can be stored frozen at WECC for up to two weeks, but must be used within 24 hours if stored in the refrigerator
- do not shake thawed breast milk, but gently roll to mix separate contents
- ensure that two educators check the label before a bottle is given to a child
- do NOT use a microwave for heating bottles
- gently heat bottles by placing them in a container of warm water. They cannot remain in the warm water for longer than 15 minutes
- test the temperature of the bottle's contents by placing a few drops on the inside of the wrist before feeding the child
- supervise children with bottles at all times. Children must not be placed on beds or in cots for feeding as this can be a choking hazard
- give bottles to children before going to bed (rather than in bed) to reduce the risk of tooth decay and choking
- discard any leftover milk, formula or breast milk at the completion of feeding
- rinse all children's bottles thoroughly after use. Bottles will be air dried and returned to the child's bag
- communicate regularly with families about children's bottle and feeding requirements
- communicate with families about the amount of milk taken by the child and any changes in feeding patterns or routines at WECC

#### Storing bottles and breast milk

Formula or breast milk needs to be kept refrigerated or frozen. Keep a non-mercury thermometer in your fridge so that you can check that the temperature is below 5°C. All bottles need to be labelled with the child's name and the date the bottle was prepared of brought in by the parent.

It is best to throw away any formula or breast milk that is left over. Do not freeze or reheat leftover formula or breast milk.

Breast milk can be stored in several ways, which include:

1. Refrigerated for 3-5 days at 4°C or lower (4°C is the typical temperature of a standard fridge). Store breast milk at the back of the refrigerator, not in the door.
2. Frozen in a separate freezer section of a refrigerator for up to 3 months; if your freezer is a compartment inside the refrigerator, rather than a separate section with its own door, then only store the breast milk for 2 weeks. Frozen in a deep freeze (-18°C or lower) for 6 – 12 months.

Frozen breast milk can be thawed by:

1. In the refrigerator and used within 24 hours
2. Standing the bottle in a container of lukewarm water and used straight away

## Bottled Breast Milk

To ensure our service maintains a hygienic premises for all infants requiring breast milk, educators will certify that bottles are prepared safely and hygienically maintaining Work Health and Safety Standards, and current Food Safety Standards.

Breast milk contains the mother's antibodies, which help prevent illness in infants. It is important to encourage and support mothers of infants up to 12 months old to provide expressed breast milk, or to visit the education and care service to feed their infants.

A Nominated Supervisor or Director will ensure:

- educators are aware of the procedures for preparing, heating and storing bottled breast milk
- procedures for the safe storage and heating of food provided in bottles is developed
- parents are aware that the service is a 'breastfeeding friendly' service
- families are provided with breastfeeding information during enrolment and orientation
- a welcoming environment is provided for mothers to comfortably breastfeed or express breast milk
- breast milk can be stored and handled safely at the service
- families are provided with accurate nutrition and feeding information
- culturally appropriate pictures and poster of breastfeeding are displayed
- easily accessible brochures, pamphlets and other resources about breastfeeding are displayed
- staff and families are educated, that a mother may breastfeed their child at the service, as this is their legal right
- an individual breastfeeding support plan (Appendix 1) is developed in consultation with families, including arrangements for what we as a service do if we do not have enough expressed breast milk to meet the child's needs
- literature is updated and distributed to staff as required to support 'best practice'
- that educators implement the procedures for preparing, heating and storing bottles of breast milk
- educators adhere to the procedure for the safe storage and heating of bottles
- provide mothers with a private, clean and quiet place to breastfeed their children or express milk. This will include electrical outlet, comfortable chair, change table and nearby access to hand washing facilities
- stimulate participatory learning experiences with the children related to breastfeeding and offer children's books that contain pictures of breastfeeding, play dolls that are nursing and other learning experiences that normalise breastfeeding
- our service establishes and maintains connections with local breastfeeding support networks, including NSW health and the Australian Breastfeeding Association
- our service maintains current printed or electronic lactation resources available to families and employees
- educators refer mothers with breastfeeding concerns to appropriate resources, including support services offered by ACT health, Australian Breastfeeding Association groups of private lactation consultants

Educators will:

- ensure all bottles are stored in the fridge at all times until heating is to commence
- ensure frozen breast milk is defrosted in the fridge until heating
- ensure, for occupational health and safety reasons, while bottles are heating in their containers, they are to be placed in a sink where possible or as far from all bench edges and work spaces
- ensure that bottles are not to be re-heated at any time
- discard bottle content if not used after 30 minutes

## Staff Training

Our Service will:

- provide orientation for new staff to the breastfeeding policy and offer appropriate training, including use a cup or spoon for feeding, where an infant will not accept a bottle
- ensure all educators that have responsibility for care of infants and children are able to provide basic breastfeeding information and are able to refer mothers with breastfeeding concerns to appropriate resources, including support services offered by NSW Health, Australian Breastfeeding Association groups or private lactation consultants
- ensure staff encourage parent to develop babies' individual breastfeeding support plans and regularly update their plans, with support from the NSW Health, Australian Breastfeeding Association groups or private lactation consultants where appropriate
- ensure all educators promote exclusive breastfeeding until babies are about 6 months old with continued breastfeeding to one year and beyond

## Support for Educators and Mothers who are Breastfeeding

The Service will:

- treat requests for support to continue breastfeeding sympathetically and reasonably, and make all reasonable efforts to support the educators and mothers
- provide breastfeeding employees with a flexible schedule for breastfeeding or pumping to provide expressed breast milk for their children
- provide breastfeeding educators and mothers with a private, clean and quiet place to breastfeed their babies or express milk, including an electrical outlet, comfortable chair, a change table and nearby access to hand washing facilities

## Sterilising Bottles and Teats

A baby's immune system has not yet fully developed, which leaves them susceptible to infection and illness. Cleanliness is vital when preparing bottles.

During their first year of life, babies are at their most vulnerable to viruses, bacteria and parasitic infections, which can lead to anything from a mild attack of thrush to the more serious condition of gastroenteritis. This is an illness similar to food poisoning, which can cause vomiting, diarrhoea and subsequent dehydration.

We aim to minimise risk of infection to babies by ensuring bottles, teats and dummies are sterilised before each use.

Our Service is committed to providing a safe and healthy environment for children, including infants. To minimise the spread of viruses, bacteria and parasites which can be gathered on children's bottles, we require all bottles used at the service to be sterilised for the first year of the children's life.

Family's responsibilities:

- to minimise the risk of infection and cross-contamination we require families to provide our service with sterilised bottles, teats and dummies for the day

Service's responsibilities:

- prior to sterilising, it is important to ensure babies' bottles have been cleaned thoroughly. This is best achieved with warm soapy water and a bottle brush or by placing them in a dishwasher. Be sure to

- clean all bottle components, including teats and lids, ensuring all traces of milk has been removed
- we believe that it is best practice to wash bottles after each feed

#### Procedure for Sterilising bottles, teats and dummies

It is the responsibility of the parents to bring in sterilised bottles/teats full of formula/breast milk. Frozen breast milk will be stored in the freezer until required; parents must bring in one sterilised bottle/teat per feed. Educators will wash bottles/teats and return them to the child's bag.

Educators will place dummies in a microwave safe jug with water which is then microwaved until the water has been boiling for a total of 5 minutes.

## Evaluation

WECC ensure children's nutritional needs are met by giving milk, formula or breast milk to children as instructed by families. Food safety standards for food preparation and storage are followed at all times. Any specific cultural, religious or health requirements are respected and supported. Educators regularly consult with families about their child's needs and at all times ensure safe practices are implemented

## Related policies /documents

- *Allergies*
- *Anaphylaxis*
- *Enrolment and orientation*
- *Interactions with children*
- *Nutrition, food, beverages and dietary requirements*
- *Supervision*

## Statutory legislation and considerations

- Education and Care Services National Regulations 2011
- Australia New Zealand Food Standards Code – [www.goodstandards.gov.au](http://www.goodstandards.gov.au)
- Guide to the National Quality Standard (3) ACECQA (2011)
- Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care – 5<sup>th</sup> Edition (2005)

## Sources and references

- Australian Children's Education & Care Quality Authority (2014)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations (2015)
- ECA Code of Ethics
- NSW Food Authority – [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
- Food Standards Australia – [www.foodstandards.gov.au](http://www.foodstandards.gov.au)
- National Health and Medical Research Council – [www.nhmrc.gov.au](http://www.nhmrc.gov.au)
- NSW Department of Health – [www.health.nsw.gov.au](http://www.health.nsw.gov.au)
- Australian Breastfeeding Association – [www.breastfeeding.asn.au](http://www.breastfeeding.asn.au)
- Mothers Direct – [www.motherdirect.com](http://www.motherdirect.com)
- Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care – 5<sup>th</sup> Edition (2005)
- Safe Food Australia, 2<sup>nd</sup> Edition, January 2001
- Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood
- Infant Feeding Guidelines 2012
- Raising Children – [www.raisingchildren.net.au](http://www.raisingchildren.net.au)
- Sterilising bottles, teats and dummies

- Department of Health Queensland
- <http://www.babycenter.in/baby>
- [https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/n56\\_infant\\_feeding\\_guidelines.pdf](https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/n56_infant_feeding_guidelines.pdf)
- <http://www.foodsafety.asn.au>
- Revised National Quality Standards

## Authorisation

John Rothwell  
President  
2017-18 WECC Management Committee

BREASTFEEDING SUPPORT PLAN

Our Service would like to support you should you decide to continue breastfeeding. Please complete this plan to help us support your infant.

**CHILD'S NAME:**

**AGE:**

**MOTHER'S CONTACT NUMBER:**

1. Has your child ever taken expressed breastmilk before?

Yes  No

2. How does your infant feed at home

Comments: \_\_\_\_\_

Exclusively from the breast  Expressed Breastmilk

Infant formula  Breast milk supplemented with infant formula

3. How often does your child feed each day? (This might include on demand, before or after mealtimes or to go to sleep)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How would you like your child to be fed while at our service?

Comments: \_\_\_\_\_

Feed your expressed breast milk  You visit the service to breastfeed

You breastfeed on drop off and pick up  Feed infant formula

5. If you would like to visit your child to feed, how can we support you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If the supply of expressed breast milk runs out before you are due to return, what actions would you like us to take?

(This might include making contact with you, offering water, or for children over 12 months of age offering cow's milk.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Does your child have a preference for a type of bottle or cup to feed from?

A sippy cup  An open cup  A wide teat bottle  A narrow teat bottle

8. Can you share any settling techniques that help your child to settle and sleep?

Many breastfed infants breastfeed to go to sleep. Does your infant settle with other techniques or routines? This may include the use of a special blanket or another source of comfort or activity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. What else can we do to support you to continue breastfeeding?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note that if your child requires infant formula, bottles will need to be made up at home and brought into the centre.

Please review this plan if there are any changes to your routines

Date of last review: \_\_\_\_\_