

<b>Introduction</b>	Children are more susceptible to food borne illness making it necessary for education and care services to implement adequate health and hygiene practices. 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 the service.						
<b>Policy</b>	The education and care service maintains hygienic premises and implements pest control measures to reduce any instance of infestation. The education and care service encourages educators to complete professional development in safe food handling to increase knowledge and awareness of individual responsibilities.						
<b>Definitions</b>	Formula: An artificial substitute for breast milk or milk. It can come in powdered form to be mixed with water or in instant liquid form.						
<b>Eligibility</b>	This policy and procedure applies to all staff and volunteers involved in service delivery to children in Learning Links early education and care services.						
<b>Responsible</b>	<p>Responsibilities for the policy are:</p> <table border="1"> <thead> <tr> <th data-bbox="437 1021 722 1059">Person</th> <th data-bbox="722 1021 1474 1059">Responsible for</th> </tr> </thead> <tbody> <tr> <td data-bbox="437 1059 722 1279">Approved Provider</td> <td data-bbox="722 1059 1474 1279"> <ul style="list-style-type: none"> <li>Ensure that the Nominated Supervisor and educators are aware of the procedures for preparing, heating and storing bottles of formula and breast milk.</li> <li>Ensure that children have access to safe drinking water at all times and are regularly offered food and beverages appropriate to their individual needs.</li> </ul> </td> </tr> <tr> <td data-bbox="437 1279 722 1498">Nominated Supervisor</td> <td data-bbox="722 1279 1474 1498"> <ul style="list-style-type: none"> <li>Ensure that educators implement the procedures for preparing, heating and storing bottles of formula and breast milk.</li> <li>Develop written procedures for the safe storage and heating of food provided in bottles.</li> <li>Keep a non-mercury thermometer in your fridge so that you can check that the temperature is below 5°C.</li> </ul> </td> </tr> </tbody> </table>	Person	Responsible for	Approved Provider	<ul style="list-style-type: none"> <li>Ensure that the Nominated Supervisor and educators are aware of the procedures for preparing, heating and storing bottles of formula and breast milk.</li> <li>Ensure that children have access to safe drinking water at all times and are regularly offered food and beverages appropriate to their individual needs.</li> </ul>	Nominated Supervisor	<ul style="list-style-type: none"> <li>Ensure that educators implement the procedures for preparing, heating and storing bottles of formula and breast milk.</li> <li>Develop written procedures for the safe storage and heating of food provided in bottles.</li> <li>Keep a non-mercury thermometer in your fridge so that you can check that the temperature is below 5°C.</li> </ul>
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	<p>Educators</p>	<ul style="list-style-type: none"> <li>• Implement safe food handling practices.</li> <li>• Provide a supportive environment for breastfeeding parents on site.</li> <li>• 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</li> <li>• Be aware that breast milk can be stored frozen at the Centre for up to two weeks but must be used within 24 hours if stored in the refrigerator.</li> <li>• DO NOT use a microwave for heating bottles.</li> <li>• Heat bottles <b>once only</b>. Do not allow a bottle to cool and then reheat it—this can allow germs to grow.</li> <li>• Always supervise children with bottles. Children will not be placed on beds or in cots for feeding as this can be a choking hazard.</li> <li>• DO NOT give bottles to children before going to bed, this reduces the risk of tooth decay.</li> <li>• Communicate regularly with families about children’s bottle and feeding requirements.</li> <li>• Communicate with families about the amount of milk taken by the child and any changes in feeding patterns or routines at the education and care service.</li> </ul>
	<p>Families</p>	<ul style="list-style-type: none"> <li>• Will be informed during orientation that children’s bottles must be clearly labelled with the child’s name. If bottles contain breast milk or formula the bottles also need to be labelled with the date of preparation or expression.</li> <li>• Will be encouraged to supply breast milk in well-labelled, multiple small quantities to prevent wastage. Or</li> <li>• Will be encouraged to keep formula powder at the education and care service so that the formula can be prepared as required. Tins of formula must be clearly labelled with the child’s name and in date.</li> <li>• Will be asked to provide a labelled bottle(s) for use at the education and service for children having regular cow’s milk in their bottles,</li> <li>• Will be encouraged to communicate regularly with educators about children’s bottle and feeding requirements.</li> </ul>

<p>Related Documents</p>	<p>Links to Quality Areas:</p> <ul style="list-style-type: none"> <li>• 2.1 Each child’s health is promoted.</li> <li>• 2.1.1 Each child’s health needs are supported.</li> <li>• 2.1.3 Effective hygiene practices are promoted and implemented.</li> <li>• 2.1.4 Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.</li> <li>• 2.2.1 Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child.</li> <li>• 2.3.2 Every reasonable precaution is taken to protect children from harm and any Hazard likely to cause injury.</li> <li>• 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.</li> </ul> <p>Links to Regulations and Standards:</p> <ul style="list-style-type: none"> <li>• Australia New Zealand Food Standards Code <a href="http://www.foodstandards.gov.au">www.foodstandards.gov.au</a></li> <li>• Education and Care Services National Regulations: 77-78, 168</li> <li>• Guide to the National Quality Standard, ACECQA (2017)</li> <li>• Staying Healthy – Preventing Infectious Diseases in Early Childhood Education and Care Services - 5th Edition (2013)</li> </ul>
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Sources:

- Approved First Aid Qualifications [www.acecqa.gov.au/qualifications/approved-first-aid-qualifications](http://www.acecqa.gov.au/qualifications/approved-first-aid-qualifications)
- Health and Safety in Children’s Centres: Model Policies and Practices (2nd ed.) [www.community.nsw.gov.au/docswr/assets/main/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/assets/main/documents/childcare_model_policies.pdf)
- DEEWR (2009). Belonging, Being and Becoming – The Early Years Learning Framework for Australia. [www.deewr.gov.au](http://www.deewr.gov.au)
- Guide to the National Quality Standard ACECQA (2017)
- Education and Care Services National Law and the Education and Care Services National Regulations 2011
- 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.mothersdirect.com.au](http://www.mothersdirect.com.au)

Links to Learning Links policies and procedures:

- Allergies & Anaphylaxis
- Enrolment and Orientation
- Interactions with Children
- Supervision
- Nutrition, food, beverages and dietary requirements

Procedure for warming a bottle of formula

Step	Action
1	Thoroughly wash hands and wear gloves when preparing bottles.
2	Ensure that work surfaces, bottles and other equipment are clean. Follow the manufacturer’s instructions carefully.
3	Prepare formula, breast milk or milk as per the instructions on the container and use the provided scoop for measurement. Once formula is made it must be used or <b>kept in the refrigerator. Leftover formula must be discarded after 24 hours.</b>
4	Ensure that two educators check the formula label and measurement before a bottle is given to a child.
5	Gently heat bottles by placing them in the bottle warmer. They cannot remain in the warm water for longer than 15 minutes as per the bottle warmer directions.
6	Test the temperature of bottle contents by placing a few drops on the inside of the wrist before feeding the child.
7	Discard any leftover milk or formula at the completion of the feeding.
8	Rinse all children’s bottles thoroughly after use. Bottles will be air dried and returned to the family.

Procedure for warming a bottle of breast milk

Step	Action
1	Thoroughly wash hands and wear gloves when preparing bottles
2	Ensure that work surfaces, bottles and other equipment are clean.
3	To warm your milk, place the breast milk bottle into a bottle warmer. Do not allow the temperature to go above 40°C. They cannot remain in the warm water for longer than 15 minutes as per the bottle warmer directions.
4	Gently swirl the bottle or bag, without shaking or stirring, to mix any separated fat

5	Test the temperature of bottle contents by placing a few drops on the inside of the wrist before feeding the child.
6	Discard any leftover milk at the completion of the feeding.
7	Rinse all children's bottles thoroughly after use. Bottles will be air dried and returned to the family.

## Review

This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.

Policy Date: 14 December 2021  
 Policy Review: 14 December 2024  
 Review by: Preschool Manager  
 Approval: General Manager Client Services and Operations  
 Version No: 1.0