



NS02 Bottle/Breast Feeding Procedure Little Stars Day Nursery

Change Control

Policy Name and Reference	Bottle/Breast Feeding Procedure (NS02)
Version	V3.3
Name of Responsible Committee	GLT
Job Title of Responsible Author	Nursery Manager
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Revision History

Version	Date	Type of Amendment	Amendment Details
V1	August 2017	New	New
V2	July 2018	Reviewed	Reviewed
V3	June 2019	Updated	Updated
V3.1	October 2020	Reviewed	Reviewed
V3.2	October 2021	Reviewed	Reviewed
V3.3	April 2025	Reviewed	Reviewed

If your baby requires a bottle/bottles whilst they are at nursery, we politely ask that you follow our bottle making procedure. We have a duty as a nursery to safeguard all the children and staff and therefore by following the procedure ensures that we are adhering to health and safety guidelines. If you are unsure of any of the information below, please speak to a member of the baby room team.

Powdered Formula milk:

- The correct number of sterile bottles and individual amounts of measured powder must be provided for each feed for example, if your child will need 3 bottles whilst with us you should provide 3 sterile bottles and 3 lots of measured powder.
- The milk powder must be brought in pre-measured and in a clean sterile tub/pot and **must** be labelled informing practitioners of how many scoops are in there. For example, if your child has 6oz bottles, you will bring a pot with 6 scoops of milk powder in.
- When the bottle is due practitioners will wash their hands and ensure the preparation area is clean. They will put fresh water in the kettle, boil and then put the correct amount of water into the bottle according to your labelling (please ensure this is correct and checked daily due to changes as child grows). For example, if you have put 6 scoops of powder in the pot and labelled it saying that we will measure out the water to the 6oz line.
Lidded bottles will then be cooled by running under cold water / or placed in a jug of cold water.
- The milk will be tested on the staff member's wrist to ensure a comfortable feeding temperature.
- Any leftover milk will be discarded of within 2 hours of formula being made.

Breast milk:

- We have the facilities to store frozen breast milk that is clearly labelled with child's full name, date, and time of when expressed – this can be stored for 6 months. We can also store milk in the fridge for that day, again this must be clearly labelled with child's name, time, and date.
- When the feed is due practitioners will wash their hands and ensure the preparation area is clean, milk will be placed into a jug of warm water until milk is ready to be poured into a clean sterile bottle.
- The feed will be given to the infant, and anything left over will be discarded after 1 hour of being made.
- You are also more than welcome to come in and breast feed your baby/child as and when you require.

Purchased readymade formula milk:

- The correct number of sterile bottles must be provided for each feed required and enough purchased readymade milk should be provided. If using a premade formula that has already been opened it will need labelling with date and time opened, as readymade formula needs to be discarded after 48hours.
- Please also label the premade formula with the child's name and the amount required at each feed.
- The amount of formula will be poured into the bottle as per the label which has been instructed by yourself.
- If formula is required to be heated it will be placed in a jug of hot water, until it reaches required temperature.
- The milk will be tested on the staff member's wrist to ensure a comfortable feeding temperature.

Important points to note:

- You must provide a sterile bottle for every feed, clearly labelled with your child's name. If you do not label the bottle, we will need to label it to distinguish it from other children's bottles, and we may use a permanent marker.
- We are unable to store any pre-made bottles brought from home.
- We are unable to accept any tins of milk powder. The powder **must** be pre-measured and labelled clearly with child's name and amount of powder in the pot. If pots of powder are not brought labelled with the amount of scoops in it, we will be unable to make the bottle up and we will contact you.
- Unfortunately, we are not able to sterilise any bottles, bottles will be rinsed and placed back in bags – we cannot reuse these.

