

CENTRE PROCEDURES

46 Health and Safety Practices Standard: General

Licensing Criteria: HS9, HS20, HS22, HS23,



BOTTLE FEEDING

Purpose:

Treetops Early Learning Centre believes that bottle feeding is a time to build quality relationships with each child. We do this by positive communication and nurturing each child during their feeding.

Guidelines:

1. Bottles are to be supplied by the Parent / Guardian pre-sterilised.
2. Formula or breast milk is to be supplied or approved by Parent / Guardian, named formula tins can be left at the centre or a supply bought daily.
 - a. Staff will record on formula tins when the formula was opened and when it will need to be discarded.
3. Staff will wash hands prior to making up bottles / preparing bottles.
4. For children under 6 months (up to 18 months for tank or bore water) we will boil water, let it cool and then add formula, and shake well or heat pre made bottles once only.
5. Formula will be prepared accurately following the guidelines and directions on the outside of the formula tin or the pre measured amount supplied by the Parent / Guardian. Staff will take care to mix formula thoroughly.
6. Unused formula / cow's milk will be thrown out after two hours (as per NZ food safety Authority). All mixed formula will be discarded at the end of each day.
7. Infants under the age of 6 months and any child who is unable to independently hold their bottle will be held semi-upright whilst being fed.
8. Children over the age of 6 months, who can independently bottle feed themselves will be placed comfortably upright at no less than a 45 degree angle, in a safe area out of the flow of traffic, and will be supervised. (This means sitting with the child, nurturing and communicating with him / her).
9. Breast milk will not be heated in the microwave, it must be heated by placing the container in a bottle warmer.
10. Milk supplied either by Parent/Guardian or the centre will be checked for expiry dates.
11. Used bottles will be cleaned appropriately and placed in the child's bag or sterilized using a microwave steriliser or a sterilizing dishwasher.



12. Parents/Guardians will be made aware that all made up bottles are given to staff on arrival or placed in the fridge. No bottles are to be left in children's bags.
13. No bottles are to be reheated
14. Time of feed and amount consumed will be recorded in the child's notebook or in any other places as designated by the centre.
15. Children must not be given fluids in bed / cot.

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