

# Yarram Early Learning Bottle Safety & Preparation Policy

Quality Area 2: Children's Health and Safety

## Purpose

The management of Yarram Early Learning Incorporated is committed to providing a safe environment for the children in our care. This policy will provide guidelines for the safest way to heat and store a bottle whether it contains breast milk, cow's milk or formula. We recognise microwaves are **not** an effective, efficient and safe way to heat infant's formula and cow's milk.

## POLICY STATEMENT

### VALUES

Yarram Early Learning Incorporated is committed to:

- Providing a safe and healthy environment for all children, educators, staff and others attending the service.
- Providing a clear set of guidelines in relation to the storage and reheating method for bottles.

### SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Yarram Early Learning Incorporated, including during offsite excursions and activities.

## BACKGROUND AND LEGISLATION

### Background

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.

### Legislation and standards

- Relevant legislation and standards include but are not limited to:
- *Child Wellbeing and Safety Act 2005* (Vic) (Part 2: Principles for Children)
- *Education and Care Services National Law Act 2010*: Sections 167
- *Education and Care Services National Regulations 2011*: Regulations 77, 103, 109, 137(1)(e), 168(2)(a), 245
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- Standard 2.3: Each child is protected
- Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *Occupational Health and Safety Act 2004*
- Occupational Health and Safety Regulations 2017
- *Food Standards* [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

## DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**Food Safety Program:** A written document indicating how a food business will control the food safety hazards associated with the food handling activities of the business.

## SOURCES AND RELATED POLICIES

### Sources

- Staying Healthy in Childcare 5<sup>th</sup> Edition
- <https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>
- Occupational Health and Safety Regulations 2017
- Food Standards [www.foodstandards.gov.au](http://www.foodstandards.gov.au)
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### Service policies

- *Anaphylaxis Policy*
- *Enrolment and Orientation Policy*
- *Hygiene Policy*
- *Nutrition, Oral Health and Active Play Policy*
- *Occupational Health and Safety Policy*

## RESPONSIBILITIES OF DIFFERENT STAKEHOLDERS

### *The Approved Provider is responsible for:*

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).
- Ensuring that the nominated supervisor and educators are aware of the procedures for preparing, heating and storing bottles.
- Ensure that children have access to safe drinking water at all times and are regularly offered food and beverages appropriate to their individual needs.

### *The Nominated Supervisor is responsible for:*

- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (National Law Section 167).
- Delegating a person / position to be the Food Safety Supervisor.
- Ensuring that educators implement the procedures for preparing, heating and storing bottles of formula and breast milk.
- **The Supervisors and relevant Room Leader are responsible for ensuring volunteers and students are following this policy and the outlines procedures.**

### *The Nominated Food Safety Supervisor is responsible for:*

- Keeping the Food Safety Program up to date with any changes to processes.

- Make sure the Fridge Temperature and Cleaning Charts are being filled in by all staff and corrective actions taken are sufficient.

### **Certified Supervisors and other educators are responsible for:**

- Implementing safe food handling practices.
- Seeking to provide a supportive environment for breastfeeding.
- Storing all bottles in an appropriate area for food preparation and storage that complies with the food safety standards for kitchens and food preparation areas.
- Ensuring all bottles are sufficiently labelled with the child's name and date(s) when brought into centre.
- Communicating regularly with families about children's bottle and feeding requirements.
- When freezing or defrosting breast milk, these dates must be recorded on the bottle/bag.

### **Parents/guardians are responsible for:**

- ensuring all bottles are sufficiently labelled with the child's name and date(s) when brought into centre.
- formula is to be pre-measured and clearly labelled with the child's name, and sterilized pre-measured water in the child's bottle.
- expressed breast milk will also have the date of expression on the bottle.

Bottles are stored differently within each room, complying with all hygienic practices and recommendations

## **Strategies and Practices**

### **1. Implementation:**

- All bottles containing breast milk, cow's milk or other milk must be labelled with the child's name and dated.
- Bottles are stored differently within each room , complying with all hygienic practices and recommendations
  - E.g. Babies room store bottles in the bottom draw in the fridge. (Which meets recommendations of below 5°) Each room's bottle are separated to avoid confusion.
- Any unused breastmilk remains in the bottle and sent home with the child at the end of the day.
- When preparing bottles always wash your hands and ensure work surfaces and equipment are clean (Refer to Hand Washing Procedure)

### **2. Storing Formula bottles**

- Families are to bring in pre-measured amounts of their formula.
- A divided container for formula must be clearly labelled with the child's name, and sterilized pre-measured water in the child's bottle.
- Educators will prepare formula at the child's needs.

### **3. Storing cow's milk or other milk**

- Families are to supply any cows, soy or other milk that they prefer their child to be drinking in the original container with the expiration date clearly seen. The child's drinking container is to be pre-filled from home.
- Bottles and milk containers will need to be stored in the refrigerator clearly labelled with the child's name and dated.

#### **4. Storing Breast Milk**

- Breast milk contains the mother's antibodies, which help prevent illness in infants. We encourage and support mothers of infants to visit the service to feed their infants or provide expressed breast milk.
- Expressed breast milk must be clearly labelled with the child's name and date of expression.
- Breast milk should be stored in the coldest part of the refrigerator and should be returned to the family if unused at the end of the day.
- If frozen or defrosted breast milk is used, the label must state the date of expression, and the date(s) frozen and thawed.
- A bottle warmer is used to heat breast milk.

## **EVALUATION**

In order to assess whether the values and purposes of the policy have been achieved, the Certified Supervisor, Nominated Supervisor will:

- monitor the implementation, compliance, complaints and incidents in relation to this policy.
- review the Food Safety Program and procedures following an infectious disease outbreak to determine their effectiveness.
- regularly seek feedback from the nominated Food Safety Supervisor and everyone affected by the policy regarding its effectiveness.
- keep the policy up to date with current legislation, research, policy and best practice.
- revise the policy and procedures as part of the service's policy review cycle, or as required.
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

## **ATTACHMENTS**

Attachment 1: Safe Bottle Heating Procedure

Attachment 2: Hand Washing Procedure

## **AUTHORISATION**

This policy was adopted by Yarram Early Learning Incorporated in August 2020

## **REVIEWED BY MANAGEMENT – December 2023 TO BE REVIEWED - 2024**

### SAFE BOTTLE HEATING PROCEDURE

- Thoroughly wash hands with hot soapy water when preparing bottles.
- Breast, Formula, or cow's milk is heated in a bottle warmer.

### BREASTMILK

- Frozen breast milk is thawed in a bowl of warm water prior to heating.
- Heat in bottle warmer.
- To minimise the risk of uneven heating by adequately rotating the bottle directly after heating and let the bottle sit for 1-2 minutes before giving to the child.
- Check temperature by dropping a little of the milk onto your wrist. If not warm enough put the bottle back into the hot water for 2 minute intervals until warm.

### FORMULA/COW'S MILK

- Heat bottles of milk in bottle warmer.
- Minimise the risk of uneven heating by swirling the bottle directly after heating.
- Let the bottle sit for 1-2 minutes.
- Checking the temperature of the formula, cow's milk or other milk on the inside of the wrist the milk should feel comfortably warm or even a little cool before giving to the child.

### NOTES:

- Return any leftover breast milk to families at the end of the day.
- Bottles are not to be re-heated at any time.
- Once formula is made it must be used or kept in the refrigerator. Left over formula must be discarded 1 hour after heating.
- 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. Frozen breast milk is to be de-frosted in the fridge until heating.
- Supervise children with bottles at all times.
- Children's bottles must be clearly labelled with the child's name. If bottles contain breast milk the bottles also need to be labelled with the date of preparation or expression. Rinse all children's bottles thoroughly with hot soapy water and date ready for collection.

**ATTACHMENT 2**

**HAND WASHING PROCEDURE**

**Hand washing techniques**

Hands are the body parts most responsible for transferring infectious organisms, which can then lead to the spread of illness and disease.

It is essential that hands are properly washed upon arrival and at intervals throughout the day. Correct hand washing techniques are a vital part of good hygiene practices, and all staff should be trained in a set hand washing procedure.

The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds. This is the approximate amount of time it takes to sing *Happy Birthday* twice, or the *Alphabet Song* once. Alternately, you could count to 20 while you wash and then count to 10 again while you rinse.

There are five steps to washing hands:

1. Wet hands with running water (warm water is most comfortable).
2. Apply soap to hands.
3. Lather soap and rub hands thoroughly, including the wrists, palms, between fingers, around the thumbs and under the nails. Rub hands together for 20 seconds.
4. Rinse under running water.
5. Dry thoroughly.

**When to wash hands**

<b>Before</b>	<b>After</b>
<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Eating or handling food</li> <li>• Starting work</li> <li>• Giving medication</li> <li>• Putting on gloves</li> </ul>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Taking off gloves</li> <li>• Changing a nappy</li> <li>• Coming in from outside play</li> <li>• Using the toilet</li> <li>• Cleaning the nappy change area</li> <li>• Helping children use the toilet</li> <li>• Wiping a child's nose or your own nose</li> <li>• Handling garbage</li> <li>• Cleaning up faeces, vomit or blood</li> <li>• Eating or handling food</li> </ul>
<p><b>Children</b></p> <ul style="list-style-type: none"> <li>• Starting the day at the service</li> <li>• Eating or handling food</li> <li>• Going home</li> </ul>	<p><b>Children</b></p> <ul style="list-style-type: none"> <li>• Eating or handling food</li> <li>• Touching nose secretions</li> <li>• Using the toilet</li> <li>• Coming in from outside play</li> <li>• Having their nappy changed</li> </ul>

