

CATERPILLARS PRE-SCHOOL/NURSERY (SUSSEX) LIMITED

**22A. Bottle/Baby Food Policy**

Parent and Practitioner Formula Milk Preparation and Feeding Guidelines.

**Bottle Feeding**

Staff at Caterpillars Nursery follow guidelines for preparing Formula milk for infants in accordance with policy published by The Food Standards Agency and The Department of Health.

We ask that parents help with this in the following ways:

Bring in your infant’s bottle **sterilised and fully assembled** with the teat and lid in place. This prevents the inside of the sterilised bottle and the inside and outside of the teat from being contaminated.

(Alternately the Nursery can provide a fully-sterilised bottle for feeding baby, if required.)

Provide the **Formula powder inside its original container:** this is the best way for practitioners to ensure they are preparing feeds correctly, in accordance with the guidelines detailed on the packet or tin.

Label the Formula container with **child’s name and date of opening**

According to the Food Standard Agency and Department of Health, the best way to prevent a baby from becoming ill is to make up all formula feeds fresh, as and when they are required for the baby.

Caterpillars Nursery will follow the routine below to ensure best practice when carrying out this task:

* Clean the surface thoroughly on which to prepare the feed
* Wash hands with soap and water and then dry
* Boil fresh tap water in a kettle. **Important:** **Allow the boiled water to cool to no less than 70o C.** This means in practice using water that has been left covered, for less than 30 minutes after boiling. Pour the amount of boiled water required into the sterilised bottle.
* Add the exact amount of formula as instructed on the label.
* Re-assemble the bottle following manufacturer’s instructions.
* Shake the bottle well to mix the contents.
* Cool quickly to feeding temperature by holding under a running tap, or placing in a container of cold water.
* Check the temperature by shaking a few drops onto the inside of your wrist – it should feel lukewarm, not hot.
* Discard any feed that has not been used within two hours.

In line with the nursery Food and Drink policy, we are unable to reheat or serve pre-prepared formula brought in from home. We recognise that parents may wish to provide pre-prepared milk in sealed cartons or Breast milk, so when re-warming milk feeds for babies, the practitioners will carry out the following guidelines:

* Transfer the formula to a sterile bottle
* Re-warm using a bottle warmer, or by placing in a container of warm water. (In accordance with The Food Standards Agency and The Department of Health: **Microwaves should never** **be used for re-warming feeds.**)
* Shake the bottle to ensure the feed has heated evenly.
* Check the feeding temperature by shaking a few drops onto the inside of the wrist – it should be lukewarm, not hot.
* It is bad practice to leave a bottle warming for longer than 15 minutes. Therefore, any feed that is accidently left to heat for longer than 15 minutes will be discarded.

**Procedure for feeding**

* After preparing and warming the bottle feed as per the above guidelines.
* Half way through feeding, pause to wind the baby by gentle patting or rubbing the middle of the lower back.
* Commence feeding until the bottle has finished or the child has pulled away.

**Under no circumstanced shall we force feed any child. If a child coughs remove the bottle from their mouth**.

* When the baby has finished wind them as before.
* If feeding has finished before the bottle is empty, the milk can be left for up to 1 hours from when the bottle has been heated. After that hour the milk must not be offered to a child and thrown away. **The milk must never be heated more than once.**

**Baby Food/Meals under 2 years of age**

Staff at Caterpillars Nursery follow guidelines for preparing meals for infants in accordance with policy published by The Food Standards Agency and The Department of Health.

We ask that parents help with this in the following ways:

Bring in your infant’s homemade or pre-prepared food in manufacture’s original packaging. We will not re-heat any pre-prepared meals in jars if the seal is broken. This prevents any meals being contaminated.

All meals provided by parents/carers will require a disclaimer being signed to ensure the Nursery takes no responsibility if the child becomes unwell, as we have not prepared the food in the setting.

Label the container/Jar with **child’s name and date of opening**

Caterpillars Nursery will follow the routine below to ensure best practice when carrying out re-heating of meals:

* If a child’s meal is in a manufacturer’s jar, follow the guidelines on the packaging.
* Home- made meals Transfer the contents into a clean heat proof container.
* Re-warm placing in a container of warm water. Re-heat meals to 75oC.
* Stir the meal thoroughly to ensure heated evenly.
* Let the meal cool before giving it to the child.
* It is bad practice to leave re-heated meals for more than 30 minutes. Therefore, any meals that are not consumed within 30 minutes are to be discarded.
* All meals re-heated the contents and temperatures will be monitored and recorded.

This policy was adopted by the Manager of Caterpillars Pre-school on 4th April, 2023

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Name of signatory: Catherine Clark Role of signatory: Manager