

Health and Safety Procedures

Baby Room Kitchen and Milk Preparation area

- Members of staff wash their hands on entering the milk kitchen/preparation area.
- All surfaces are cleaned daily using sterilising solution, including contact points, such as cupboard doors and handles.
- Inside cupboards are cleaned with sterilising solution weekly.
- Fridges are cleaned daily and weekly using the same method as for cupboards.
- Plastic spoons used for measuring and mixing feed are washed and sterilised.
- All bottles/dummies, feeding spoons and bowls for babies less than one year old are washed using detergent and hot water. Bottles and dummies are then sterilised after use.
- The manufacturer's instructions are followed when using sterilisers.
- Plastic pots are provided for cooling 'cold gel' teething soothers in freezer or fridge compartments.
- Medication stored in the kitchen fridge is named and kept on a separate shelf.
- Each bottle-fed baby has a plastic box for storage of named spare bottles with teats and tops as well as personal dummies.
- Baby milk formula and weaning food is kept in named containers for each baby.
- Milk or weaning feeds provided by parents are labelled and refrigerated immediately.
- Each baby has a feeding schedule kept in a plastic pocket which is displayed on the wall. This highlights any allergies, intolerances or foods not to be given.
- Baby feeds are prepared by key persons, or staff who have been briefed about the baby's dietary needs and are responsible for checking that the food being provided meets all the requirements for each baby.