

# Formula Milk & Breast Milk Policy

## Policy Statement

Our setting is committed to ensuring that all babies are fed safely, hygienically and according to their individual needs.

We support parents' choices around feeding, including formula feeding and breastfeeding. All milk is handled, prepared and stored safely to reduce the risk of infection and to promote children's health and wellbeing.

## Formula Feeding:

We accept the following from parents/carers:

- Unopened/sealed tins of formula
- Ready-measured formula powder in labelled containers
- Pre-made formula cartons from shops (sealed and in date)
- Parents must provide 2–3 sterilised bottles per day, depending on how many feeds their child requires.

Parents must:

- Clearly label all bottles, tins, cartons and containers with the child's full name.
- Ensure formula is within expiry date.
- Provide written instructions for preparation and feeding amounts.
- Inform the setting of any changes to feeding routines.
- Provide sterilised bottles in good condition daily.

## Storage of Formula

### Formula Tins

- Stored in a clean, dry cupboard.
- Labelled with child's name and date opened.
- Discarded according to manufacturer guidance (usually 4 weeks after opening).

### Ready-Measured Powder

- Container must be labelled with the child's name and how many oz of measured formula powder
- Stored in a clean, dry place.
- Used on the same day.
- Discarded at the end of the day if unused.

### Pre-made Cartons

- Labelled with the child's name
- Checked for expiry date.
- Once opened, refrigerated immediately.
- Used within 24 hours.
- Any remaining milk after 24 hours is discarded.

## Preparation of Formula

All bottles are prepared in a clean designated area away from nappy changing areas.

Staff will:

- Wash hands thoroughly.
- Clean and sanitise preparation surfaces.
- Use sterilised bottles provided by parents.

## Powder Formula Preparation

- Fresh water is boiled and cooled for no more than 30 minutes (so it remains above 70°C).
- Water is poured into the sterilised bottle.
- Correct amount of formula powder is added.
- Bottle is sealed and shaken gently.
- Bottle is cooled under cold running water or in a jug of cold water.
- Temperature is checked by two staff members before feeding.
- Bottles are prepared as needed and not stored unless necessary.
- Untouched bottles are discarded after 2 hours.
- Started bottles are discarded within 1 hour after the feed begins.
- Bottles are never reheated.

## Breast Milk

We actively support breastfeeding families.

Mothers are welcome to breastfeed on the premises.

A private, comfortable area will be provided if requested.

Staff will handle expressed breast milk carefully and respectfully.

### Expressed Breast Milk (EBM) – Storage

Parents must:

- Provide breast milk in sterilised containers.
- Clearly label each container with:
  - Child's full name
  - Date expressed
  - Time expressed
  - The amount of expressed breast milk
- Inform staff if milk has been previously frozen.

### Storage in Setting

- Fresh breast milk is stored in the fridge at 5°C or below.
- Stored at the back of the fridge.
- Used within 48 hours of being expressed (if kept refrigerated continuously).

- Frozen breast milk is stored in a freezer (if available) and used within 3 months unless otherwise stated by parent.
- Defrosted milk is kept in the fridge and used within 24 hours.
- Breast milk is never refrozen.

#### Warming Breast Milk

- Breast milk is warmed by standing the bottle in a container of warm water.
- Microwaves are never used.
- Milk is gently swirled (not shaken).
- Temperature is checked before feeding.
- Once warmed, milk is used immediately.
- Any milk left after 1 hour is discarded.

### Feeding Procedure (All Milk Types)

- Babies are always held during feeds.
- Bottles are never propped.
- Staff remain with babies at all times during feeding.
- Feeding times and amounts are recorded and shared with parents daily.

#### Staff will:

- Follow strict handwashing procedures.
- Clean and disinfect preparation areas.
- Undertake relevant food hygiene training.
- Report any concerns immediately.