



1. Thoroughly wash hands and wear gloves when preparing bottles.
2. All bottle preparation will be completed in the designated bottle and food preparation area.
3. The bottle and food preparation area will always be clean and hygienic and will only ever be used for the purpose intended.
4. All food and bottles will be kept separate from the nappy change and toileting areas
5. Prepare formula as per the instructions on the formula container and use the provided scoop for measurement, using cooled boiled water for infants under 12 months of age.
6. Once the formula is made it must be used or kept in the refrigerator. Discard any leftover formula.
7. Formula bottles will not be re-heated as this can allow germs to grow.
8. *Do not warm bottles in the microwave as microwave ovens distribute heat unevenly. Water in the milk can turn to steam that collects at the top of the bottle, and there is a danger that the infant could be scalded.*
9. Our Service will use bottle warmers that have a thermostat control to heat Infant Formula/Cow's Milk/Breast Milk
 - a. The Service will use the bottle warmer as per the manufacturer's instructions
 - b. Educators will ensure that bottle warmers are always inaccessible to children
 - c. Bottles will be warmed for less than 10 minutes
10. Test the temperature of bottle contents by placing a few drops on the inside of the wrist before feeding the child.
11. Always supervise children with bottles. Children will not be placed on beds or in cots for feeding as this can be a choking hazard.
12. Give bottles to children before going to bed to reduce the risk of tooth decay.
13. Rinse all children's bottles thoroughly after use and leave to air dry before placing in child's bag.
14. Communicate regularly with families about children's bottle and feeding requirements.
15. Communicate with families about the amount of milk taken by the child and any changes in feeding patterns or routines at the education and care Service.