

Children's Health & Safety

# Bottle Preparation and Safety Policy.

## Our Vision.

To give every child **the best start in life.**

## Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

## Our Values.

- |                |  |
|----------------|--|
| <b>Care</b>    | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| <b>Quality</b> | We maintain the highest standards in care and safety and provide exceptional early years education.                |
| <b>Service</b> | We provide exceptional service and are integral to supporting parents bringing up children.                        |
| <b>Value</b>   | We provide outstanding value for our families.   |



# Bottle Preparation and Safety Policy.

Due to their developing immune system, young children, especially those under 12 months old, are more vulnerable to foodborne illnesses and infections. Consequently, it is crucial for Busy Bees Early Learning Australia to prioritise and uphold the utmost standards of hygiene, ensuring the implementation of safe practices when handling, storing, and preparing bottles.

NATIONAL QUALITY STANDARDS (NQS)	
QUALITY AREA 2 – Children's Health and Safety	
2.1 - Health	2.1.2 – Health Practices and Procedures
	2.1.3 – Healthy Lifestyle
2.2 - Safety	2.2.1 - Supervision
QUALITY AREA 6 – Collaborative Partnerships with Families and Communities	
6.1 – Supportive Relationships with Families	6.1.2 – Parent Views are Respected

EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS	
Part 6	Operating an Education and Care Service (Law – 165, 167)
Part 4.2	Children's Health and Safety (Reg – 77, 78)
Part 4.7	Governance and Leadership (Reg – 168)

RELATED POLICIES	
Breastfeeding Policy	Nutrition and Food Safety Policy
Health and Hygiene Policy	Sleep and Rest Policy

## PURPOSE

Busy Bees Early Learning Australia aim to maintain safe and hygienic environments for all infants and children requiring to be fed by a bottle at the Service. Bottles will be prepared and stored safely and hygienically in accordance with Service procedures, recognised guidelines, and best practice.

## SCOPE

Children, Staff, Management, Visitors and Families

## POLICY

Busy Bees Early Learning Australia is supportive of all Families and will initiate discussions regarding their child's feeding needs during the enrolment and orientation process.

All Busy Bees employees complete safe food handling training to increase their knowledge and awareness of individual responsibilities and will implement proper hygiene practices whilst handling bottles and milk as they need to be carefully prepared, stored, and heated.

Suitable areas for preparing bottles will be designated throughout the Service and Service procedures will be adhered to ensuring that bottles are consistently prepared in a safe and hygienic manner.

Appropriate food safety and transportation methods will be communicated with Families. All supplied milk or made-up formula bottles must be refrigerated immediately and recorded on the Bottle Receipt.

Where formula bottles are not already made, Families will supply the correct measure of cooled boiled water in a bottle, along with the correct measure of formula required for each bottle in individual serves.

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All bottles and an individual formula serve, must be clearly labelled with the child's name, and if already made, date the milk was prepared. Formula containers cannot be stored at the Service and any unused milk and formula will be sent home at the end of each day.

Families will be reminded to monitor the used by and opening dates of formula tins at home, as formula expires 4 weeks after opening.

## Heating Bottles

If using a bottle warmer, follow the relevant instructions per bottle warmer. If standing the bottle in a container of hot water to warm the bottle, do not allow bottle to stand longer than 15 minutes. Microwaves are prohibited to use for warming bottles as they can easily overheat the milk and/or heat the milk unevenly. Before feeding, check the temperature of the milk by letting a small drop fall on the inside of your wrist. Discard any milk that has not been used.

To prevent choking hazards and promote safety, children will not be permitted in or around the bottle preparation areas, will not be placed on a bed or in a cot with a bottle, or have a bottle propped-up to feed. All children must remain stationery and be fully supervised whilst consuming a bottle.

All Busy Bees employees will be familiar with this policy and relevant procedures and are offered appropriate training, if required, to ensure they are able to provide basic information, can refer mothers with any feeding concerns to the appropriate resources, and manage situations where bottles may be refused.

## SOURCES

[ACECQA](#)

[National Quality Standard](#)

[Education and Care services National Regulations](#)

[Education and Care Service National Law Act 2010](#)

[Early Childhood Australia](#)

[Staying healthy: 5<sup>th</sup> Edition](#) - Preventing infectious disease in early childhood education and care services

[Queensland Health Infant Formula Feeding](#)

[National Health and Medical Research Council](#)

[Health NSW - Caring for Children Manual](#)

## VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Pedagogy & Safeguarding Officer	Policy Development Officer	Replace all previous versions

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