



POLICY : **Bottle Feeding**

Links

Regulations; HS9, Hs20, HS23

Rationale & Objectives:

Bottle feeding is a time to build quality relationships with each child.

Procedures:

- Kaiako will let parents know children need to have enough sterilized bottles in their bag for the day to ensure that each time a bottle is made it has already been sterilized by a parent/guardian. This will be shared with parents at time of induction.
- Formula or breast milk is to be provided by the Parent/Guardian, named formula tins can be left at the centre or be brought in daily.
- Team members will wash their hands before making up/preparing children's bottles.
- Water will be boiled and cooled for the use of making bottles each day.
- Bottles will be made with cooled boiled water, then add correct amount of formula, and shake well or heat pre-made bottles in the microwave once only.
- Only the correct amount of water and formula will be used,
- Formula bottles will only be prepared by accurately following the guidelines and directions on the outside of the formula tins or the pre measured amount supplied by Parent/Guardians.
- Team members will take care to mix formula thoroughly.
- Any baby under the age of 6 months will be held whilst having their bottles. Any child who is unable to independently hold their bottle will be helped.
- Children over the age of 6 months who can independently hold their bottles will be placed in a comfortable upright position at no less than a 45-degree angle, in a safe area out of the flow of traffic and will always have an educator present with the child whilst being supervised.
- Milk supplied by the Parent/Guardian or the centre will be checked for the expiry date and will not be used after the stated expiry date found on the outside packaging. Formula expires after 4 weeks of the formula tin being opened. The date the tin is opened will be written on the lid.

- Used bottles will be cleaned appropriately and placed in the child's bag to be sterilized at home.
- Parent/Guardian will be made aware that all made up bottles are to be given to staff on arrival or placed in the fridge. No pre-made bottles are to be left in children's bags.
- No bottles are to be reheated if previously heated.
- Bottles will not be heated in the microwave with lid or teat on.
- We welcome parents who are breast feeding their children to come into Lumsden Kindergarten where we will make every effort to accommodate their needs.
- We accept breast milk that has been expressed and are able to store this milk as advised by the parent.
- Breast milk will be kept in the body of the fridge, not in the door, to ensure the opening and closing of the door and the fluctuating temperature does not effect the milk.
- Kaiako will document what time children have a bottle, how much they consumed, who made the bottle and which kaiako fed the child their bottle.

Philosophy: 'Trusting relationships nurture self-belief and grow confidence'

Policy Developed: April 2021

Reviewed; Sept 2021, Dec 2022