



## **Standard Operating Procedure**

### **DCS, MOD Schools Early Years Settings**

#### **Standard Operating Procedure (SOP): Baby Breast or Bottle Feeding**

Written by: Anita Collins

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Review annually or if any changes are made to support practice.

The children's individual needs will be discussed with parents and documented to ensure that they are met, (Statutory Framework for the Early Years, Partnership working). Feeds will be prepared as and when they are required by the babies and not as part of the Early Years Setting routine.

This SOP follows the recommended NHS guidelines of step-by-step bottle-feeding advice.

#### **Breast Milk Procedure**

The Early Years Setting participates in the active encouragement of mothers to breast feed their babies. Therefore, the Early Years Setting has put into place to detail those SOP arrangements necessary for the safe storage and use of breast milk.

#### **Containers**

Breast milk should be brought to the Early Years Setting in a sterilized bottle or in a sterile breast milk bag, suitable for the purpose of refrigerated storage and clearly marked with the child's full name, and the date, time it was expressed, date it was stored and best before date.

Bottles will be returned to parents/carers at the end of each Early Years Setting day. The containers will be washed and sterilized by parents.

#### **Storage**

- Normally Breast milk should be provided on a daily basis, unused milk will be discarded at the end of each feed.
- You can store breast milk in a sterilised container / sterilised milk pouch in the fridge for up to 72 hours at 4C or Lower
- For up to 3 months in a variable temperature freezer
- For up to 6 months in a constant temperature freezer



- Breast milk must always be stored in a sterilised container, clearly labelled with your child's name, date of storage and best before date.

### **General Handling**

Carers will ensure that the following SOP is strictly adhered to;

- Breast milk is to be kept sterile at all times
- Breast milk must not be left at room temperature for more than 1 hour
- Breast milk must be warmed using the same procedure as warming formula milk

### **Procedures**

The following procedures are to be used by all staff handling, storing or using breast milk to feed a child:

#### **On Delivery:**

- Ensure that the parent has provided the breast milk in an airtight bottle clearly marked with the child's name and dated
- Breast milk is to be placed at the back of the fridge where it is the coolest prior to feeding a child with breast milk
- Before feeding a child with breast milk, ensure that:
  - A positive identification of the child is made, the date is checked and the correct breast milk is fed to the correct child
  - Staff to ensure that they wash hands thoroughly and put on a muslin or material soft apron when feeding a child breast milk. The muslin and/or apron must be washed thoroughly after every feed.

#### **Warming Breast Milk**

- Breast milk is to be warmed to a suitable body temperature to take the 'edge' off the milk by placing it in luke warm water.
- The milk is then to be checked for temperature to ensure that the milk is cool enough for the baby to drink.
- If the breast milk has been in the freezer it must be defrosted safely before giving it to the child and used straight away. Breast milk must not be re-frozen once it is thawed.

#### **Feeding a child with Breast Milk**

- Feed the baby as normal using a suitable bottle and teat
- Sit comfortably on a nursery chair with baby
- Ensure that the baby is 'winded' correctly.

#### **After feeding a child with Breast Milk**

- Unused breast milk (in that bottle) is to be discarded after 1 hour
- Record feed time and amount taken by the child



- Discard gloves and apron
- After final feed or at the end of the day discard all thawed and unused breast milk stored for that child

## Hygiene

Breast milk is a bodily fluid, which carries with it a (small) risk of infection and/or disease. The Early Years Setting Policy is to advise staff handling or carrying out the feeding of breast milk to protect themselves against the risks of infection by;

- Implementing good hygiene practices
- Using the PPE provided (advisable but not mandatory)
- Avoiding actual contact with the breast milk
- All staff handling and preparing breast and/or formula milk must have completed the Food Handling training.

## Formula Milk Procedure

Those parents whom have requested their child to have formula milk at Early Years Setting must either provide;

- a carton of ready to use formula milk,
- a sealed pre-prepared formula powder as originally purchased
- pre-prepared formula powder in a sealed airtight container (with suitable pre-measured compartments which is named) alongside a suitable named bottle •

In the above circumstances the staff must ensure that if a parent provides separate bottle and formula powder the parent must state in writing the amount of boiled water that is to be used to make the formula milk.

For example

- If a baby is provided with enough powder for 6 oz of milk then the written permission must state 6 oz of water.
- This written permission can be included in either the child's enrolment form or daily record book.
- Provide suitable ready-made formula milk in cartons, which can be opened at Early Years Setting then discarded at the end of the day.
- The Formula Milk carton is to be warmed as advised on the carton itself.

## Formula Milk Procedures



The following procedures are to be used by all staff, handling, storing or using formula milk to feed a baby, following the NHS guidelines.

[How to make up baby formula - NHS \(www.nhs.uk\)](http://www.nhs.uk)

### **On Delivery**

Ensure that the parent has provided the powder in an airtight container /or a carton of formula milk and a pre-sterilised bottle clearly marked with the baby's name prior to feeding a baby with formula milk

Before feeding a child with formula milk, ensure that;

- A positive identification of the baby is made, and the correct formula milk is fed to the correct baby
- Check the date on the formula carton

### **Preparing Formula Milk**

To prepare a baby's formula milk staff must;

- Put on disposable apron (advisable but not mandatory)
- Read thoroughly the parents' instructions to indicate the amount of water that is to be boiled
- Boil the kettle and leave to cool slightly
- Wash hands
- Measure the correct quantity of water into the bottle, or use pre-boiled water with correct amount sent in by parent that matches pre-weighed powder.
- Warm bottle in bottle warmer according to instructions.
- Allow the water to cool for at least 20 minutes and no longer than 30 minutes so that it reaches a temperature of approximately 70 degrees
- Mix into the water the correct measurement of formula powder from the pre-measured powder container. If using a scoop from the container make sure the formula in the scoop is levelled off.
- Attach the sterilised teat and shake the bottle vigorously
- If the milk is still too warm to feed the baby with, hold the bottle under cool running water until it cools

### **Feeding a baby with Formula Milk**

- Feed the baby as normal using their bottle and teat



- Ensure that the baby is 'winded' correctly

#### **After feeding a baby with Formula Milk**

- Discard any milk that has not been used within 2 hours. If a child drinks it, for example from 30 minutes after been made, from this moment, discard within one hour to help prevent the risk of cross-contamination and bacteria.
- Record feed time and amount taken by the baby

#### **Staff Responsibilities**

- Staff will follow the correct procedures for handling either formula or breast milk and will adhere to both Food Hygiene standards and Health and Safety guidelines.
- Staff will adhere to this SOP
- Staff should record the amount of formula or breast milk consumed by the baby in the baby's diary so that the parent can be informed of the child's intake for that day.
- Label the date on the formula carton once it is opened if appropriate.

#### **During a feed:**

- Babies will never be left unsupervised. A member of staff (if possible their key person) should hold the baby and sit on the nursing chair in the baby room.
- Staff are not required to wear gloves or aprons when feeding bottles to babies as it is important to make them feel comfortable and to feed them in a 'home like' environment