

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<p><b>NURSERY BREAST MILK and FORMULA POLICY</b></p> <p>This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.</p>
<b>NATIONAL QUALITY STANDARD</b>	<p><b>QUALITY AREA 2- CHILDREN’S HEALTH AND SAFETY</b></p> <p><b>2.1- Health</b> 2.1.1-Wellbeing and comfort 2.1.2- Health practices and procedures 2.1.3- Healthy Lifestyles</p> <p><b>2.2 Safety</b> 2.2.1- Supervision</p>
<b>NATIONAL LAW AND REGULATIONS</b>	<p>77- Health, hygiene, and safe food practices 78 -Food and beverages 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures</p>
<b>RELATED POLICIES and RECORDS</b>	<ul style="list-style-type: none"> <li>▪ Nursery bottle record</li> <li>▪ Nursery day record</li> <li>▪ Nursery information record</li> </ul>
<b>SCOPE OF POLICY</b>	<p>This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.</p>
<b>AIM OF POLICY</b>	<p>To ensure that our service has strong guidelines, procedures, and practices in place regarding safe practices for feeding babies and supporting mothers at the service. Our aim is to ensure that our practices are safe and adhere to current food safety standards for all babies who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p>
<b>SERVICE IMPLEMENTATION</b>	<p>Babies are more susceptible to food borne illness, therefore safe practices for handling, storing, preparing, and heating breast milk or formula must be employed to minimise risks to children being educated and cared for by the service. Staff can be held liable for making sure your baby gets fed the correct bottle and amount of formula. For this reason, our service and staff will only allow premeasured powdered formula and enough bottles for your baby for the day. This way babies don't get fed incorrect formula, incorrect amounts, or an older/younger formula accidentally.</p> <p><b>Implementation</b></p> <ul style="list-style-type: none"> <li>▪ Staff will thoroughly wash their hands and babies face and hands prior to feeding a baby their bottle.</li> <li>▪ Staff will be equipped and comfortable in the correct procedure for dealing with breast and formula milk. They will know how to prepare, heat and store both correctly.</li> <li>▪ Staff will only heat bottles in a bottle warmer or in a container of hot water and be aware that if in a container of hot water then it will be no more than around 15 minutes. If heated in a bottle warmer, bottle should be shaken for a few minutes to ensure no hot areas.</li> <li>▪ Staff will not heat bottles in a microwave due to uneven heat distribution.</li> <li>▪ The bottle heat should be tested on the back of staff wrist before giving to a child.</li> <li>▪ Staff must hold babies when given them bottles do not leave them on cushions or in cots/ beds to drink alone.</li> <li>▪ Bottles must not be reheated if child doesn't finish it.</li> <li>▪ All left over milk will be discarded and bottles will be rinsed out and returned to families to sterilise at the end of the day.</li> <li>▪ Staff will provide children over 6 months with cool boiled tap water throughout the day in conjunction with parent's knowledge.</li> <li>▪ Staff will not give children fruit juice in their bottles due to the fact that this will increase the risk of decay.</li> </ul>

Policy Name	<b>NURSERY BREAST MILK and FORMULA POLICY</b>			Policy Version	V.7
Owner	Fishbowl Service Support Pty Ltd				
Policy published	April 2019	Last review date	April 2025	Next review date	April 2026
<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

- Staff will store bottles in the back of the fridge where it is cooler not on the door of the fridge, they will be placed on a non-spill tray at the back of the lowest shelf of the fridge, so it doesn't spill onto other food.
- Staff will complete the **nursery day record** for each child on a daily basis and ensure it is accessible for parent/guardians at the end of the day.
- PLEASE NOTE: Babies under 12 months should not drink cow's milk as the main drink because they can't process the protein and salt well and it can result in their blood being low in iron and low-fat and reduced-fat milks are not recommended in the first 2 years of life.

**Preparing water for bottles procedure**

- Ensure that staff wash hands and prepare bottles on a completely clean surface.
- Boil fresh tap water or filtered water in an electric kettle or on the stove top.
- Let the water cool down to a safe temperature – lukewarm or around room temperature. This will take about 30 minutes.
- It is ok to store cooled, boiled water in sterilised bottles in the fridge until needed.
- Ensure that they are sealed, and they should be used within 24 hours.

**Preparing powdered baby formula procedure**

- Pour the right amount of cooled water ensuring that it has been at least 30 minutes since boiling.
- Add premeasured formula from child's container check the name of child on measured formula prior to pouring in bottle.
- Seal off the bottle and tap bottle so that formula falls into water. Swirl bottle and then gently shake to ensure it has all mixed in.
- Take off the seal and replace with a teat.
- Check the temperature on back of wrist.
- Discard all unfinished bottle after an hour.

**Cooling a hot bottle procedure**

- Place in a jug or container of cool water.
- Run under the tap until cool.
- Test on back of wrist before giving to the baby.

**Warming a bottle procedure**

- The best and easiest way to warm a bottle is to place it in a jug or container of warm water.
- Can use a bottle warmer but don't leave in the warmer for more than ten minutes.
- Test on back of wrist before giving to the baby.

**Storing for later procedure**

- It is safest to prepare a fresh bottle each time one is needed, and to consume immediately. This is because prepared bottles provide ideal conditions for bacteria to grow - especially when kept at room temperature.
- If you need to prepare bottles in advance for, use later, they should be prepared in individual bottles, cooled quickly, and placed in the refrigerator (no higher than 5°C).
- Throw away any refrigerated bottle that has not been used within 24 hours.

**Formula procedure**

- Parents/guardians should provide the staff with sterilised bottles and teats and pre-measured powdered formula.
- All bottles must be presented at service with the child's name clearly labelled, with the correct amount of cooled, boiled water.
- Parent/guardians must complete a **nursery bottle record** in conjunction with a staff member.
- Parents/guardians should complete feeding information on the **nursery information record**.
- Once formula is made it must be used or kept in the refrigerator.
- Left over formula will be discarded after 24 hours.
- Bottles will be washed but need to go home for sanitising.
- Don't mix up formula at home and bring it to the centre – bacteria can grow in formula not kept in the fridge.

**Implementation for breast milk**

The service supports and encourages a mother to breastfeed their child. This also applies to our educators, as we know, integrating breastfeeding support into our workplace culture makes sense. Ensuring our service meets best practice in the area of breastfeeding support identifies our workplace as being committed to creating a family-friendly environment. It is also against the law to

Policy Name	<b>NURSERY BREAST MILK and FORMULA POLICY</b>			Policy Version	V.7
Owner	Fishbowl Service Support Pty Ltd				
Policy published	April 2019	Last review date	April 2025	Next review date	April 2026
<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

refuse anyone permission to breastfeed their baby. We show our employees that we value them by ensuring they have the best opportunity to successfully combine breastfeeding and work. Therefore, we will encourage our educators to breastfeed providing that quality of care and children’s safety and ratios are never compromised.

Social and cultural influences significantly impact breastfeeding, and we must respect every culture belief and tradition regarding this matter.

**Benefits of Breastfeeding**

- Breast milk is safe for babies and easily digested.
- It contains all the food and drink a baby need for the first 6 months of life.
- Together with other foods, it is particularly good for the next 6 months and into the second year.
- It is always ready when the baby needs it.
- A breastfed baby is less likely to get infections, allergies, and many other diseases.
- Breastfeeding helps with development of the jaw.
- The baby may grow and develop better.
- Breastfeeding reduces the risk of obesity in later life.

**Breast milk procedure**

On enrolment induction we will inform parent/ guardians that we support breastfeeding.

We will set up a comfortable place in the service for mothers who want to breastfeed or express milk.

- All bottles must be presented at service with your child’s name clearly labelled and date of breast milk expression.
- Feeding instructions should be completed on the **nursery information record**.
- Be aware that breast milk can be stored frozen at the service for up to two weeks but must be used within 24 hours if stored in the refrigerator.
- Bottles will be washed but need to go home for sanitising.
- Staff will thoroughly wash hands before feeding a baby.
- Staff will clean babies’ hands and face prior to giving a bottle.
- Staff will be aware of the correct procedure for dealing with breast milk.
- Staff will know how to prepare, heat and store breast milk correctly.
- Staff will only heat bottles in a bottle warmer or in a container of hot water.
- Staff wont heat breastmilk in a microwave due to uneven heat distribution.
- Staff will only heat bottles in a bottle warmer or in a container of hot water and be aware that if in a container of hot water then it will be no more than around 15 minutes. If heated in a bottle warmer, bottle should be rolled for a few minutes to ensure no hot areas before serving.
- Heat should be tested on the back of educator’s wrist before giving to a child.
- Babies must be held whilst given bottles do not leave them on cushions or in cots/ beds to drink alone.
- Bottles must not be reheated if child doesn’t finish it.
- All left over milk will be discarded and bottles will be rinsed out and returned to families to sterilise at the end of the day.
- Staff will store bottles in the back of the fridge where it is cooler not on the door of the fridge, they will be placed on a non-spill tray at the back of the lowest shelf of the fridge, so it doesn’t spill onto other food.
- Staff will complete the **nursery day record** for each child on a daily basis and ensure it is accessible for parent/guardians at the end of the day.

**Storing and heating breastmilk procedure**

- Always store breast milk at the back of the refrigerator, not in the door.
- Can be refrigerated no more than 72 hours at 4°C or lower (4°C is the typical temperature of a standard fridge)
- Breast milk that can’t be placed in a fridge for any reason and is sitting at room temperature less than 26 degrees no more than 6-8 hours.
- Frozen in a separate freezer section of a refrigerator for up to 3 months; if your freezer is a compartment inside the refrigerator, rather than a separate section with its own door, then only store the breast milk for 2 weeks.
- Frozen in a deep freeze (-18 °c or lower) for 6–12 months.
- When thawing frozen breast milk, always use the oldest milk first.

Policy Name	<b>NURSERY BREAST MILK and FORMULA POLICY</b>			Policy Version	V.7
Owner	Fishbowl Service Support Pty Ltd				
Policy published	April 2019	Last review date	April 2025	Next review date	April 2026
<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

- Frozen breast milk can be thawed: in the refrigerator and used within 24 hours.
- Frozen breast milk can be thawed by standing the bottle in a container of lukewarm water and must be used straight away.
- Heat breast milk for bottles once only. Do not allow it to cool and then reheat it— this can allow germs to grow.
- Never microwave breast milk.
- Never refreeze thawed breast milk.
- Only warm the milk once and discard any warmed milk that has not been used.

**Parent / guardian procedure**

- All bottles must be presented at service with your child’s name clearly labelled and date of breast milk expression and must complete a **nursery bottle record**.
- In order to minimise the risk of infection and cross-contamination we require families to provide our staff with sterilised bottles, pre-measured powdered formula, teats, and dummies for the day.
- Feeding instructions should be completed on the **nursery information record**.
- Be aware that breast milk can be stored frozen at the service for up to two weeks but must be used within 24 hours if stored in the refrigerator.
- Bottles will be washed but need to go home for sanitising.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

**The Approved Provider**

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

**The Nominated Supervisor**

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

**Educators**

Policy Name	<b>NURSERY BREAST MILK and FORMULA POLICY</b>			Policy Version	V.7
Owner	Fishbowl Service Support Pty Ltd				
Policy published	April 2019	Last review date	April 2025	Next review date	April 2026
<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

	<ul style="list-style-type: none"> <li>Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.</li> <li>Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.</li> <li>Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.</li> <li>Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.</li> <li>Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.</li> <li>Will provide feedback regarding policy review when required.</li> </ul> <p><b>Families</b></p> <ul style="list-style-type: none"> <li>Will be expected to be familiar with this policy and adhere to the procedures relating to the policy.</li> <li>Will ensure in regard to breast milk formula that all bottles are presented at the service with your child's name clearly labelled and date of breast milk expression and will complete a <b>nursery bottle record</b>.</li> <li>Will ensure that in order to minimise the risk of infection and cross-contamination families will provide our staff with sterilised bottles, pre-measured powdered formula, teats, and dummies for the day and complete a nursery bottle record.</li> </ul>
<b>REGULATION IMPLEMENTATION</b>	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
<b>In regard to regulation 77 -Health, hygiene and safe food practices and 78 - Food and beverages</b>	<p><b>Approved Provider and Nominated Supervisor will</b></p> <ul style="list-style-type: none"> <li>Ensure that food safety infection control is paramount in the service and will be controlled by hand hygiene; not sharing food, plates, or utensils; preparing and storing food properly; and keeping food preparation areas clean.</li> <li>Encourage the cleaning of food preparation surfaces with hot water and detergent or service preferred cleaning products.</li> <li>Ensure that there is a designated hand washing sink only, available to staff to access and monitor practices regarding these sinks.</li> <li>Ensure that staff practice correct hand washing and drying procedures at all mealtimes and prior to serving food to children. Gloves are not a substitute for clean washed and dried hands.</li> <li>Staff will ensure that children wash and dry hands prior to eating.</li> <li>It is advised that staff who are involved in the preparation of food such as chef/cook refrain from changing nappies as this can increase the incidences of diarrhoea by 3 times in the service.</li> </ul>
<b>In regard to regulation 170- Policies and procedures to be followed.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.</li> <li>Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.</li> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.</li> <li>Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.</li> </ul>
<b>In regard to Regulation 171- Policies and procedures to be kept available.</b>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>

Policy Name	<b>NURSERY BREAST MILK and FORMULA POLICY</b>			Policy Version	V.7
Owner	Fishbowl Service Support Pty Ltd				
Policy published	April 2019	Last review date	April 2025	Next review date	April 2026
<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

<p><b>In regard to Regulation 172- Notification of change to policies or procedures</b></p>	<p><b>Approved Provider will</b></p> <ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> <li>Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li> <li>Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.</li> <li>Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> <li>Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.</li> </ul>
<p><b>CONTINUOUS IMPROVEMENT</b></p>	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> <li>Conducting regular reviews and updates of this policy with all stakeholders.</li> <li>Actively seeking feedback from children, families, and staff members.</li> <li>Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.</li> </ul>
<p><b>KEY TERMS</b></p>	<ul style="list-style-type: none"> <li><b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> </ul>
<p><b>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</b></p>	<ul style="list-style-type: none"> <li>Australian Children's Education &amp; Care Quality Authority. ACECQA</li> <li>Australian Government – Get up and Grow staff handbook</li> <li>Australian Breastfeeding association <a href="https://www.breastfeeding.asn.au/bfinfo/using-expressed-breastmilk-childcare-settings">https://www.breastfeeding.asn.au/bfinfo/using-expressed-breastmilk-childcare-settings</a></li> <li>Code of Ethics</li> <li>Education and Care Services National Regulations.</li> <li>Education and Care Services National Law Act 2010.</li> <li>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.</li> <li>Guide to the National Quality Framework.</li> <li>Health direct.Gov.au</li> <li>National Quality Standard.</li> <li>Raising children Baby formula: how to make and store it   Raising Children Network</li> <li>Staying Healthy Childcare 6<sup>th</sup> edition</li> <li>United Convention on the Rights of the Child</li> </ul>

Policy Name	<b>NURSERY BREAST MILK and FORMULA POLICY</b>			Policy Version	V.7
Owner	Fishbowl Service Support Pty Ltd				
Policy published	April 2019	Last review date	April 2025	Next review date	April 2026
<b>Service Support Within Reach</b>	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				