



<b>Name:</b>	<b>Date written:</b>
<b>Bottle Feeding &amp; Preparation Policy</b>	<b>24/2/22</b>
<b>Written by:</b>	<b>Date of Review:</b>
<b>Emma Holmes/ Louise Lloyd-Evans</b>	<b>14/9/23</b>
<b>Policy Statement</b>	
This policy is in place to ensure that we offer bottle feeds to babies in a way which is safe for them and the staff caring for them.	
<b>Aims and Purpose</b>	
Young Friends staff aim to support and work together in partnership with parents. To enable us to do this safely and clearly, we implement the following procedures with regards to children who are bottle fed.	
<b>Applicability</b>	
Staff Families	
<b>Definition of Terms</b>	
n/a	
<b>Overview</b>	
<b>Preparation</b> <b>Bottle Feeding</b> <b>Breast Feeding</b> <b>Hygiene</b> <b>Communication</b>	
<b>Procedures</b>	
<b>Preparation</b> <ul style="list-style-type: none"> <li>• To make up bottle feeds for all our babies, we adhere to NHS guidelines.</li> <li>• All bottles and bottle-feeding equipment must be labelled clearly with your child's name.</li> <li>• Breast milk will be kept in the medication fridge in the staff room.</li> <li>• Formula needs to be measured out and put in a clearly labelled bottle, prior to your child attending nursery. This links up to our Health and Safety Policy. To safeguard potential consequences of human error and babies from becoming poorly.</li> <li>• When it is time for the feed, your child's key person will add cooled freshly boiled water to the formula. Please write in your child's notes section on Family how</li> </ul>	

much water you are currently mixing with the formula you provide. Ensure you update this information as your child grows and the amounts change.

- If the child does not finish the whole bottle this will be recorded and then discarded after two hours.
- If parents want to send in ready-mixed formula, please name the box clearly and write instructions on your child's notes on Family.

## **Bottle feeding**

- The Nursery recognizes the importance of feeding time for young babies, and we aim to make this comforting as possible. The staff member will sit with the child in the position discussed with the parent during the settling in process. The child is given the time they need to either finish the bottle or to fall asleep. The staff will make this time as nurturing as possible. We encourage older children to drink from a beaker and oat milk is always provided at nursery during snack. Water is also available at any point in the day.
- If a parent requires the child to be given cow's milk at nursery, they must provide it in clean/sterilized bottles. We are a plant-based nursery so only provide oat milk.

## **Breastfeeding**

- Young Friends will work closely with mothers who are breastfeeding to find the best possible solution to attending nursery.
- Young Friends encourages parents to have tried their child with a bottle of either breast milk or formula before starting nursery and to prepare in advance for the transition from breast to bottle to minimize disruption to the child.
- We can support you if you are expressing milk and want to bottle feed and will respect your choices with regards to feeding.
- If a mother would like to come and feed her child at any point in the day, we have many lovely, nurturing spaces to facilitate this.

## **Hygiene**

- Young Friends will wash any empty bottles and teats in warm soapy water after use. Parents/cares should be advised they are not sterilized.
- If a member of staff has any concern regarding the freshness or suitability of the contents of the bottle they will discuss with parents, attempts will be made to replace the milk, if not possible then cool boiled water will be provided, and parents will be notified.

## **Communication**

- Staff at Young Friends will communicate daily with parents regarding feeds and will work closely with parents to implement any changes to a child's routine during weaning or to support a parent stopping breastfeeding. We encourage all parents to communicate any changes to their key person so we can support each child successfully.

## External Links and Organisations

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

## Relevant Policies and Documents

Health & Safety Policy  
Food, Nutrition & Healthy Eating Policy  
Parent/Carer Code of Conduct

## Authorisation

Signature:



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