



SOP_15_2024_EY_Baby feeding in EY Settings References:
NHS guidelines of step-by-step bottle-feeding advice
EYFS

1. Introduction

This SOP outlines the processes for baby feeding in DCS early years settings.

2. Context

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 for the babies and not as part of the Early Years Setting routine.

3. Scope

This SOP will take effect from 14th October 2024 for all DCS EY locations, DCS EY Personnel and Contractors

4. 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/container, 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 thoroughly. Parents must ensure that the container is sterilized before re-use.

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 8 days at 4C or lower - if you're not sure of the temperature of your fridge, or it is higher than 4C, use it within 3 days
- For up to 3 months in a variable temperature freezer
- For up to 6 months in a constant temperature freezer, if it's -18C or lower
- Breast milk must always be stored in a sterilised container, clearly labelled with the 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 Key Practitioners handling, storing or using breast milk to feed a child:

STANDARD OPERATING PROCEDURES

On Delivery:

- Ensure that the parent has provided the breast milk in an airtight container 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. If there is more than one child in the Early Years Setting receiving breast milk, a second member of staff checks the identification.
 - 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, using a temperature probe, 36.7
- 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.
- It's best to defrost frozen breast milk slowly in the fridge before giving it to your baby. (24 hours in the fridge) If you need to use it straight away, you can defrost it by putting it in a jug of warm water or holding it under running warm water.
- Once it's defrosted, give it a gentle shake if it has separated. Use it straight away. Do not re-freeze milk that's been defrosted.
- Once your baby has drunk from a bottle of breast milk it should be used within 1 hour and anything left over should be thrown away.

Feeding a child with Breast Milk

- Feed the baby as normal using their labelled bottle and correct size teat
- Sit comfortably ensuring the baby is given eye contact
- 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
- Put apron in the laundry basket/room
- 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
- Appropriate PPE provided when preparing the feed
- Avoiding actual contact with the breast milk
- Key Practitioners handling and preparing breast and/or formula milk must have completed the Food Handling training.

5. Formula Milk Procedure

For parents who 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

STANDARD OPERATING PROCEDURES

In the above circumstances the Early Years Setting Baby Key Practitioner 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 the formula is not in the original container the parent must state how much feed is in the powder.
- For formula milk in the original container, manufacturers guideline must be followed.
- This written permission can be included in either the child's enrolment form or home visit
- 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 Key Practitioners, handling, storing or using formula milk to feed a baby, following the NHS guidelines.

How to make up baby formula - NHS (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
- Formula powder is to be consumed with a month of the opening date

Preparing Formula Milk

To prepare a baby's formula milk staff must;

- Follow NHS hygiene procedures. You may put on disposable apron and gloves (advisable but not mandatory)
- Read thoroughly the parents' instructions to indicate the amount of water that is to be boiled
- Fill the kettle up with fresh water from the tap at least 1 litre
- Wash hands
- Measure the correct quantity of water into the bottle
- 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, correct number of scoops are given from parents' instructions e.g. 6oz, 6 scoops
- Attach the sterilised teat and shake the bottle until the powder is dissolved.
- The milk is then to be tested by two members of staff on the back of the wrist so that it is at body temperature.
- 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 labelled bottle and correct size teat
- Sit comfortably ensuring the baby is given eye contact
- 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

- Key Practitioners will follow the correct procedures for handling either formula or breast milk and will adhere to both Food Hygiene standards, NHS Guidelines and Health and Safety guidelines.
- will adhere to this SOP
- Staff should record the amount of formula or breast milk consumed by the baby on the Family App 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 – use within manufacturers guidelines.

During a feed:

- Babies will never be left unsupervised. A staff (if possible, their key person) should hold the baby and sit on the nursing chair in the baby room.

STANDARD OPERATING PROCEDURES

- Key Practitioners 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.

6. Sterilising Procedure

It is essential that infant feeding equipment is thoroughly cleaned and sterilised between uses. This can be done by boiling or steaming by equipment or by hand using sterilising tablets (as per manufacturing guidelines). This process is essential in helping to protect against infection. Before sterilisation can take place, it is essential that all traces of milk are removed from the bottles and teats

- Bottles/teats should be washed thoroughly every trace of milk should be removed using a bottle brush
- Bottles should be rinsed thoroughly before sterilising
- Bottle brushes should also be cleaned and sterilised
- Tongs should be cleaned and sterilised
- Tongs should be used to pick up equipment after the sterilising process.