



Milk and Baby Food Preparation Policy October 2025

- Where parents provide infant formula to be made up at the setting, this is checked to make sure it is in date and that the seal is not broken, then labelled with the child's name.
- Parents must not send in bottles containing pre-boiled and cooled water ready for formula to be added.
- If parents are providing formula milk already made up at home, or breast milk, it should already be made up into sterilised bottles and clearly labelled with the child's name.
- Parents are advised to follow the manufacturer's guidance and to transport the prepared feeds or breast milk in a cool bag. On arrival, feeds are taken out of the cool bag and put straight into the fridge.
- Made up feeds or breast milk is always used on the same day.
- If parents provide weaning cereals, these need to be checked to make sure they are in date and should be in unopened packets. These are labelled with the child's name.
- Parents are informed that they should not bring in food that contains nuts. Staff check packets to make sure they do not contain nuts or nut products.

Preparation

- Members of staff wash hands before or on entering the milk kitchen.
- Preparation of feeds and weaning food is restricted to key persons or co-workers; other staff/students preparing food are supervised by a permanent staff member or key person.
- All weaning foods provided by the setting i.e. bread, cakes, biscuits, cheese and any foods in the 14 allergens list are identified and listed on children's menus.
- Scoops of milk are levelled off with a knife to make sure they are the correct amount.
- All water is boiled first before making milk feed, mixing food or preparing a drink for all babies under one year and should be allowed to cool for no more than 30 minutes. Water that has already been boiled once should not be boiled again.
- Water given to babies over 6 months old as a drink does not need to be boiled first, for babies under 6 months the above guidance applies.
- Bottles are cooled under cold running water and the temperature checked on the inside of an adult's wrist to ensure that it is body temperature, which means it should feel warm or cool but not hot.
- Any remaining content in bottles will be disposed of after two hours.
- Bottles and teats will be thoroughly cleaned with hot soapy water and sterilised after use.
- Only sterilised bottles, spoons, plates are to be used for babies under one year and these are to be kept in the milk kitchen.
- Vinyl gloves are used to prepare milk feeds or weaning food for babies.
- Raw fruit or vegetables given to babies are washed, peeled, cut or blended.
- Babies are slowly introduced to food in the setting so that by approximately one year of age they are fully weaned according to need.
- If dummies are used they will be cleaned and sterilised. This also applies to dummies which have been dropped
- All dummies will be stored in separate labelled containers to ensure no cross-contamination occurs

Further guidance on making up bottles in advance for use at the setting can be found at: www.nhs.uk/conditions/baby/breastfeeding-and-bottle-feeding/bottle-feeding/formula-milk-questions/

Guidance for the storage of breast milk is available from: www.nhs.uk/start4life/baby/feeding-your-baby/breastfeeding/expressing-your-breast-milk/storing-breast-milk/

Formula Milk

- Bottles of formula milk will only be made up as and when the child needs them. These should be cooled to body temperature (37°C) and tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely
- Following the Department of Health guidelines, we will only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We will not use cooled boiled water and reheat
- Bottles and teats will be thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher)
- Content of bottles will be disposed of after two hours
- If dummies are used they will be cleaned and sterilised. This also applies to dummies which have been dropped
- All dummies will be stored in separate labelled containers to ensure no cross-contamination occurs
- Formula milk is only provided for children up to 12 months, parents wishing for their children to have formula milk past 12 months must provide the formula milk for use at the nursery.