



# BOTTLE SAFETY AND PREPARATION POLICY

As young children (particularly those under 12 months) are still developing their immune system; they are more susceptible to food borne illnesses and infection. This therefore makes it imperative that education and care services implement and maintain the highest level of hygiene practices. Langwarrin Community Centre will ensure that safe practices are consistently maintained for handling, storing, preparing and heating breast milk and formula, and sterilising bottles and teats.

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
78	Food and beverages
168	Education and care services must have policies and procedures
170	Policies and Procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

## RELATED POLICIES

Breastfeeding Policy Health and Safety Policy	Nutrition and Food Safety Policy Work, Health and Safety Policy
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## PURPOSE

To ensure Langwarrin Community Centre maintains a safe and hygienic environment for all infants and toddlers requiring a bottle, educators will handle bottles safely and hygienically in accordance with recognised guidelines and best practice.

## SCOPE

This policy applies to educators, families, staff, management, Approved Provider, Nominated Supervisor, students, volunteers and visitors of the Service.

## IMPLEMENTATION

During their first year of life, babies are at their most vulnerable to viruses, bacteria, and parasitic infections, due to their immune system not yet being fully developed. Unsafe or careless food handling practices can therefore lead to anything from a mild attack of thrush to a more serious condition of gastroenteritis, all of which are similar to food poisoning and can cause vomiting and diarrhoea, and subsequent dehydration.

To ensure that bottles are consistently prepared in a safe and hygienic manner educators will adhere to Service procedures at all times.

### THE APPROVED PROVIDER/ NOMINATED SUPERVISOR/ MANAGEMENT WILL ENSURE:

- that the Nominated Supervisor and educators are aware of and adhere to the procedures for heating and storing bottles of formula and breast milk
- procedures for the safe storage and heating of food provided in bottles are strictly adhered to
- infants are given only breast milk, formula, or cooled boiled water: They are not given fruit juice in their bottle due to the increase risk of tooth decay
- ensure families are familiar with their responsibilities in accordance with this policy.

### EDUCATORS WILL:

- implement safe food handling practices
- wash hands thoroughly when handling bottles
- store all bottles in the fridge provided
- adhere to the procedure for the safe storage and heating of food provided in bottles
- not give infants fruit juice in their bottle due to risk of tooth decay
- give bottle-fed infants or children their bottles before going to bed
- ensure children are not put in cots or in beds with bottles



- adhere to each child's feeding routine
- ensure families are familiar with their responsibilities in accordance with this policy
- document the amount of milk each infant consumed including the time of feeds
- communicate regularly with families about infant and children's feeding patterns and routines

#### FAMILIES WILL:

- be informed during orientation that children's bottles must be clearly labelled with the child's name
- label bottles containing breast milk or formula clearly with the child's name
- bring enough bottles each day to meet their child's requirements
- supply breast milk in multiple small quantities to prevent wastage
- be encouraged to communicate regularly with educators about children's bottle and feeding requirements
- not put fruit juice in children's bottles.

#### Washing bottles

- Bottles will be rinsed after use and placed in each child's bag
- Bottles will not be sterilized at our service

#### Warming Bottles

- Warm bottles once only
- Do not allow a bottle to cool and then reheat as this can allow germs to grow
- Stand the bottle in a container of hot water for no more than 15 minutes
- Bottles heated in the microwave must be thoroughly shaken after heating and tested as per below
- Before feeding the infant, check the temperature of the milk by letting a small drop fall on the inside of your wrist
- Do not microwave breast milk
- Discard any milk that has not been used

#### Storing Breastmilk And Formula

For safe storage of formula and breast milk, refrigerators must be kept at 5°C or below and should have a non-mercury thermometer to monitor the temperature.

- Formula or breast milk must be kept refrigerated if not being immediately consumed
- Formula should not be refrigerated for more than 24 hours



- Any remaining formula should be thrown out if an infant does not finish a bottle: It should not be frozen or reheated
- Prior to placing bottle in the fridge staff will check that it/they are labelled with the child's name
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## SOURCE

Australian Breastfeeding Association [www.breastfeeding.asn.au](http://www.breastfeeding.asn.au)

Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#) Australian Government Department of Health. *Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood*. Australian Government National Health and Medical Research Council. (2013). Eat for health: Infant feeding guidelines: Information for health workers.

[https://www.eatforhealth.gov.au/sites/default/files/files/the\\_guidelines/n56b\\_infant\\_feeding\\_summary\\_130808.pdf](https://www.eatforhealth.gov.au/sites/default/files/files/the_guidelines/n56b_infant_feeding_summary_130808.pdf)

ECA Code of Ethics. (2016).

Education and Care National Regulations. (2011).

Guide to the National Quality Framework. (2017). (Amended 2020).

National Health and Medical Research Council. (2024). *Staying Healthy: Preventing infectious diseases in early childhood education and care services (6<sup>th</sup> Ed.)* NHMRC Canberra.

NSW Ministry of Health. (2014). Caring for children birth to 5 years: Food, nutrition and learning experiences.

<https://www.health.nsw.gov.au/heal/Publications/caring-for-children-manual.pdf>

Safe Food and Health Service Executive. (2013). How to prepare your baby's bottle.

## REVIEW

POLICY REVIEWED BY:	Carol Hopkins	CSO	April 2025
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