

Statement

Our setting follows the guidelines for preparing formula milk for infants in accordance with policy published by The Food Standards Agency and The Department of Health. According to the Food Standard Agency and Department of Health, the best way to prevent a baby becoming ill is to make up all formula feeds fresh, as and when they are required by the baby. In line with this our setting are unable to reheat or serve pre-prepared formula brought in from home.

Parent's preparation

We ask that parents help with this in the following ways:

- Bring in your child's bottle sterilised and fully assembled with the teat and lid in place. This prevents the inside of the sterilised bottle and the inside and outside of the teat from being contaminated. Bottles should be labelled with child name and date of birth.
- Provide the formula powder in airtight containers; measured out to the correct amount required for each feed. This should be labelled with the child's name and date of birth.
- Cartons of made-up milk can be provided which will be warmed up when required again a clean sterile bottle should be provided and labelled.
- Expressed breast milk should be supplied by you already in a sterilised bottle which should be labelled with your child's name and date of birth. Bottles will be stored and prepared as outlined in the NHS guidance.

Practitioners' preparation

All staff will follow these guidelines when preparing bottles.

Formula milk

- Clean the surface thoroughly on which to prepare the feed
- Wash hands with soap and water and then dry.
- Boil fresh tap water in a kettle. Important: Allow the boiled water to cool to no less than 70° C. This means in practice using water that has been left covered, for less than 30 minutes after boiling.
- Pour the amount of boiled water required into the sterilised bottle.
- Add the measured-out formula as instructed on the milk record
- Re-assemble the bottle following manufacturer's instructions.
- Shake the bottle well to mix the contents.
- Cool quickly to feeding temperature by holding under a running tap or placing in a container of cold water.
- Check the temperature by shaking a few drops onto the inside of your wrist – it should feel lukewarm, not hot.
- Discard any feed that has not been used within two hours.

Pre-prepared milk in sealed cartons

- Clean the surface thoroughly on which to prepare the feed Wash hands with soap and water and then dry.
- Transfer the formula to a sterile bottle.
- Re-warm using a bottle warmer, or by placing in a container of warm water. (In accordance with The Food Standards Agency and the Department of Health: Microwaves should never be used for re-warming a feed.)
- Shake the bottle to ensure the feed has heated evenly.
- Check the feeding temperature by shaking a few drops onto the inside of the wrist - it should be lukewarm, not hot.
- It is bad practice to leave a bottle warming for longer than 15 minutes. Therefore, any feed that is accidentally left to heat for longer than 15 minutes will be discarded.

Expressed Breast Milk

- Clean the surface thoroughly on which to prepare the feed
- Wash hands with soap and water and then dry.
- Re-warm using a bottle warmer, or by placing in a container of warm water. (In accordance with The Food Standards Agency and the Department of Health: Microwaves should never be used for re-warming a feed.)
- Shake the bottle to ensure the feed has heated evenly.
- Check the feeding temperature by shaking a few drops onto the inside of the wrist - it should be lukewarm, not hot.
- It is bad practice to leave a bottle warming for longer than 15 minutes. Therefore, any feed that is accidentally left to heat for longer than 15 minutes will be discarded.

History Log

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2-10	01/08/2025	No changes to content.
11	01/04/2026	No changes to content

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Sarah Russell	Sarah Russell	11	01/04/2026

This document has been electronically approved; hence it contains no signature(s).