

# Procedure for Infant Formula Milk

## **Keyworker:**

Share important information

Record times of feeds, amount of milk and who it is given by, this can be verbal or written.

The keyworker have clear communications with parents regarding labelling, bottles and formula tins.

The nursery will use our colour coding system to ensure identification.

## **Preparation:**

Clean the surface thoroughly on which to prepare feed

Wash hands with soap and water and then dry

Boil fresh tap water in a kettle.

Allow boiled water to cool to no less than 70 degrees celcius. 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 exact amount of formula as instructed on the label always using the scoop provided with the powder formula by the manufacturer. Adding more or less powder that instructed could make the baby ill.

Re-assemble the bottle following the manufacturers 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 luke warm, not hot.

Discard any feed that has not been used within two hours.

Rinse bottle and return to parent.

**Storage:**

Formula milk can be brought in by the tin which will be labelled and dated (once opened can only be stored for 4 weeks) or pre-measured containers labelled. Cartons of formula milk once opened will be stored in the fridge, fridges are monitored every day for temperature controls measured and recorded.

**Re-heating:**

If we need to re-heat a bottle we will follow parents wishes, but try to discourage parents in using microwave.

Sterilising equipment is available if we need to use it (following manufacturers guidance).