



## **Baby food and milk preparation policy**

At Alexandra Park Children's Learning Community we pride ourselves on providing healthy and nutritious food for the children, employing a full time chef to prepare delicious food. In line with our food hygiene and food and drink policies, we have written a policy specifically with regard to baby food and milk as we understand that extra care needs to be taken in the preparation of such items. "Where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious"-Statutory framework for the early years foundation stage, page 33.

### **Procedure**

#### **Baby food preparation**

- Liquidising baby food is carried out in the kitchen.
- Our chef uses utensils/plates and pans to prepare baby food which have been cleaned using our dishwasher which sterilises the items.
- Our chef reheats baby food using warm water bainmarie.
- Re-heating certain meals can be carried out in the microwave.

#### **Bottle preparation**

- Staff are to ensure that hands are thoroughly washed before preparing a bottle.
- Staff prepare baby bottles in the kitchen
- Staff and managers check Milk Check list Form, children allergies and dietary requirements before preparing the milk bottles.
- Staff fill in with their initials Milk Check list Form after preparing each bottle.
- Fill sterilised bottle to amount required with freshly boiled water from the kettle.
- Follow instructions on the baby formula box, levelling off each scoop.
- Replace cap onto bottle and shake well until all powder has disappeared
- Feeds kept refrigerated can be stored up to 24 hours after time of making
- Breast milk can be stored in the baby fridge located in the kitchen. This should be clearly labelled and reheated using a bainmarie. This should be discarded within 24 hours of being provided by the parent/carer.

#### **Bottle/baby equipment storage**

- Ensure that baby bottles are correctly labelled
- Ensure after all usage baby equipment is either sterilised or thoroughly washed before storing.
- Ensure all baby equipment is stored in the kitchen.

#### **Procedure for using the steriliser**

- Place one capful of water into the steriliser

- Place bottle face down, lid and teat.
- Replace the lid of the steriliser and plug the steriliser into the socket, ensuring the correct use of the electrical socket.
- Do not overfill the steriliser, press on.
- After each use, pour out any excess water remaining in the unit.
- Unplug the steriliser before leaving.
- Bottles kept in the fridge should be clearly labelled with the child's name, date and time of making.

### **Baby formula**

- Baby formula should be stored in the kitchen on the designated shelf.
- Baby formula boxes should be closed properly.
- Baby room staff should label the baby formula boxes with the child's name and when the formula was opened.
- Baby room staff should take note of the "once opened please discard by" dates and write this date on the label. Staff should inform parents of when a replacement needs to be given.
- Each month, baby room staff should check the "best before" dates on the boxes and inform parents when we need more.

Date –August 2021

Signed Manager –

Review –August 2021

Signed Director –