

## UMATILLA-MORROW EARLY HEAD START BOTTLE PREPARATION

**POLICY** Bottles and formula will be prepared in a kitchen that is licensed or has been approved by the state or county sanitation inspector. Breast milk and/or formula will be fed to children under one year of age. Formula will be ready-to-feed or prepared from powder or concentrate according to the manufacturer's directions. Staff members with food handler's cards will prepare the bottles. Staff will be trained in bottle preparation procedure, sanitation, and hand washing. Separate staff will be designated for bottle preparation and diaper changing in separate locations. Bottles will be labeled with the child's name and date prepared and stored in the refrigerator. Unused bottles may be stored for 24 hours. Formula/breast milk remaining in a bottle after a feeding will be disposed of and each bottle will be rinsed, washed, sanitized and air dried.

Parents will be encouraged to prepare bottles using the proper procedures when they are in the center to ensure that the child is receiving the greatest benefits from the formula as possible.

### BOTTLE PREPARATION PROCEDURE

- Select bottles made of polyethylene or polypropylene (recycling symbols 1, 2 or 5).
- Wash hands thoroughly with warm water and soap. Dry hands using paper towels.
- Check the expiration date on the can of formula. Discard formula if it is past the expiration date.
- Wash the top of the can with soap and warm water. The can should be clean and dry before opening. If using powdered formula, date side of the can with date first opened. The powder in the can must be used within one month of the date first opened.
- Shake the can of ready-to-feed or concentrated formula, then open the can.
- Pour the appropriate amount of ready-to-feed formula into a sanitized bottle. If using powdered or concentrated formula, follow the directions on the back of the can.
- Water used for formula preparation from public water supplies or bottled water that is not labeled "sterile" should be boiled for one minute and then cooled to room temperature (approx. 60-80 degrees F) before being used to prepare formula. Start with fresh, **cold** water and DO NOT boil longer than 2 minutes.
- Place the sanitized nipple, ring and cover (if for later use) on the bottle.
- Label the bottle with the child's name and the date that the bottle was prepared. If several children at a site are on the same formula, the bottle may be labeled with the date and name of the formula. The intended child's name should be added to the label as the bottle is taken out of the refrigerator and warmed in preparation for feeding to the child. It is recommended to compile a list of children's names and the formulas they are on and have it available for staff to refer to.
- Bottles (use lids) will be stored in the refrigerator at 40 degrees F or below. Unused formula bottles will be disposed of after 24 hours.
- Never return a bottle to the refrigerator if it has been used to feed a child. Instead, dispose of the unused formula/breast milk and wash, rinse, sanitize and air dry the bottle, nipple, ring and cover.
- If there is ready-to-feed formula left over in the can after bottles have been filled or a large quantity formula was prepared at one time, store the formula in a glass or food safe plastic container with a cover and label it with the date and time the can was opened or the formula prepared. Dispose of this formula after 24 hours.