



13. Bottle Making Procedure.



Bottle Feeding times are seen as an opportunity for bonding between practitioner and child and where possible babies are fed by their key person.

1. Food and milk for babies is prepared in a separate kitchen in the baby room which is specifically designated for this preparation. Handwashing is completed before preparation is undertaken.
2. Bottles of formula milk are only made up as and when the child needs them. Following the Department of Health guidelines, we only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We do not use cooled boiled water that is reheated. They are then cooled to body temperature, which means they should feel warm or cool, but not hot. Bottles are tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely.
3. Bottles are only made following the instructions on the formula. If, during the making process, there are discrepancies, a new bottle will be made.
4. All new staff will be shown the procedure, and only when competent and confident will they make them on their own. Students are fully supervised.
5. Nursery bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use (they are not washed in the dishwasher). They are replaced as and when required.
6. Unwanted or left over contents of bottles are disposed of after two hours
7. Babies are never left propped up or laid in a cot or a pram with bottles as it is both dangerous and inappropriate.
8. A designated area is available for mothers who wish to breastfeed their babies or express milk. Labelled breast milk is stored in the fridge.
9. Babies are never left propped up or laid in a cot or a pram with bottles as it is both dangerous and inappropriate.
10. We record the feed and the amount taken on the feeding chart and record it in the child's iConnect Parent Zone.

Reviewed: August 2026.