BOTTLE SAFETY AND PREPARATION POLICY

Young children are more vulnerable to infections and food-borne diseases since their immune systems are still growing, especially those under the age of twelve months. Therefore, it is essential that the highest standards of hygiene be implemented and upheld in education and care services. Our Service will ensure that safe procedures are always followed while handling, storing, heating, and preparing breast milk and formula, as well as when sterilising bottles and teats.

This policy is applicable to educators, employees, service visitors, and management.

Purpose
Practitioners will sterilise and prepare bottles in a safe and sanitary way to guarantee that our service maintains a safe and hygienic environment for all babies in need of a bottle.

Best Practices and Preparations
Every practitioner who prepares meals or handles bottles will have received training on safe food handling practices. Baby room staff are to complete bottle preparation training with their room leader as per their induction.

Implementation
Because their immune systems are still developing, newborns are particularly susceptible to bacterial, viral, and parasite diseases throughout their first year of life. Therefore, using unsafe or negligent food handling techniques can result in a range of symptoms, from a minor thrush attack to a more serious case of gastroenteritis. These symptoms are comparable to food poisoning and can include vomiting, diarrhoea, and consequent dehydration.

Practitioners are responsible for following this policy by sterilising bottles, preparing, heating, and storing breast milk and formula safely, and adhering to all hygiene protocols.

Baby room leaders are to train and supervise staff, monitor compliance, and maintain accurate feeding records.

Parents/Carers must provide labelled milk/formula, inform staff of allergies or prescribed formulas, and follow nursery guidance.

Management will ensure that:

- The baby room leader and practitioners are trained and informed on procedures for sterilising bottles and teats, and for safely preparing, heating, and storing breast milk and formula.
- Safe sterilisation, storage, heating and recording procedures are strictly followed.
- Infants over six months may be given small amounts of cooled, boiled water in addition to breast milk or formula. Fruit juice is not given in bottles due to the risk of tooth decay.
- Parents/carers are made aware of their responsibilities in line with this policy.

Hydration Guidance for Infants
Breast milk or formula should remain the primary source of hydration until the baby is one year old.

Babies under six months should receive only breast milk or formula. Introducing water before six months may interfere with the body's natural ability to absorb nutrients. From six months onward, babies may be given small amounts of cooled, boiled water in addition to breast milk or formula as needed.

Babies should not be given fruit juice in bottles at any age, due to the increased risk of tooth decay.

How to store sterilised bottles
Sterile bottles should be stored carefully to prevent bacterial growth if they are not going to be used right away.

- Make sure the work top and your hands are both clean.
- Put the sterile cap and lid on the bottle after inserting the teat "upside-down" while wearing gloves.
- Keep bottles in their own containers in a spotless location.
- Sterilised bottles should be re-sterilized before use if not used within 24 hours.

Bottle Preparation Guidelines

- Staff must wash hands and sanitise surfaces before preparation.
- Formula must be prepared using boiled water no cooler than 70°C (as per NHS guidance).
- Measure formula according to manufacturer instructions and the baby's needs. For example, if a child requires a 7oz bottle, you are to fill the boiled water to the 7oz line on the child's bottle and then add the correct amount of formula according to the formula instructions.
- Cool quickly and store accordingly.
- Bottles prepared at home are not to be given to the child. We will dispose of the milk and prepare a fresh one.

Storage of Bottles

- Bottles are to be stored in a dedicated fridge at 5°C or below.
- Breast milk to be stored separately from formula where possible.
- Maximum safe storage times:
    - Breast milk: up to 24 hours in a sealed, labelled container/bag
    - Prepared formula: up to 24 hours if refrigerated after preparation
- No bottle may be reheated more than once or kept at room temperature for more than 2 hours.

Heating and Feeding

- Bottles must NEVER be microwaved
- Use a bottle warmer, warm running water or let the bottle sit in a warm 'bath'.
- Shake and test temperature on the inside of the wrist before feeding and ensure it is lukewarm only.

- Staff must hold infants when feeding and give them their 100% attention—no propping bottles.
- Feed must be discarded within 1 hour of the start of feeding.

Cleaning and Sterilisation

- Bottles are to be washed in hot soapy water, rinsed and sterilised after every use.
- Sterilisers to be emptied every night and cleaned and descaled at the end of every week.
- Separate brushes used for bottle equipment.
- Bottle brushes must be replaced monthly or sooner if worn.

CMPA, Allergies and Prescribed Formula

- Cow's Milk Protein Allergy (CMPA) is an immune system reaction to the proteins found in cow's milk and products made from it. CMPA is one of the most common food allergies in infants and young children, although most children grow out of it by age 3–5. There are two different types of CMPA; IGE Mediated and Non-IGE CMPA.
- Any medically prescribed formula must be labelled with the child's name and have the prescribed sticker visibly on the formula tub. Any child with prescribed formula must have an appropriate 'health care plan' put in place.
- Medication must not be added to bottles.
- We will only accept brand new and unopened tubs of formula

Breast Milk Specific

- Breast milk must only be used for the named child.
- Breast milk must be stored in breast milk express pouches or containers and stored appropriately. The container/bag must have the child's name and what date the breast milk was expressed.
- Breast milk must never be warmed above 37°C.
- Any unused breast milk must be discarded after feed.
- Breast milk can be stored in the freezer and defrosted in the fridge.

This policy was adopted on	Signed on behalf of the nursery	Date for review
27/10/2026	*L.George*	*10/2027*

POLISI DIOGELWCH A PHARATOI POTELI

Mae plant ifanc yn fwy agored i heintiau a chlefydau a gludir gan fwyd gan fod eu systemau imiwnedd yn dal i dyfu, yn enwedig y rhai o dan ddeuddeg mis oed. Felly, mae'n hanfodol bod y safonau hylendid uchaf yn cael eu gweithredu a'u cynnal mewn gwasanaethau addysg a gofal. Bydd ein Gwasanaeth yn sicrhau bod gweithdrefnau diogel yn cael eu dilyn bob amser wrth drin, storio, cynhesu a pharatoi llaeth y fron a fformiwla, yn ogystal â phan fydd poteli a thethi yn cael eu sterileiddio.

Mae'r polisi hwn yn berthnasol i addysgwyr, gweithwyr, ymwelwyr gwasanaeth a rheolwyr.

Diben
Bydd ymarferwyr yn sterileiddio ac yn paratoi poteli mewn ffordd ddiogel a hylan i warantu bod ein gwasanaeth yn cynnal amgylchedd diogel a hylan i bob baban sydd angen potel.

Arferion Gorau a Pharatoadau
Bydd pob ymarferydd sy'n paratoi prydau bwyd neu'n trin poteli wedi derbyn hyfforddiant ar arferion trin bwyd diogel. Mae staff ystafell babanod i gwblhau hyfforddiant paratoi poteli gyda'u harweinydd ystafell yn unol â'u sesiwn sefydlu.

Gweithredu
Gan fod eu systemau imiwnedd yn dal i ddatblygu, mae babanod newydd-anedig yn arbennig o agored i glefydau bacteriol, firaol a pharasitaidd drwy gydol eu blwyddyn gyntaf o fywyd. Felly, gall defnyddio technegau trin bwyd anniogel neu esgeulus arwain at amrywiaeth o symptomau, o ymosodiad bach o'r fronfraith i achos mwy difrifol o gastroenteritis. Mae'r symptomau hyn yn gymharol â gwenwyn bwyd a gallant gynnwys chwydu, dolur rhydd, a dadhydradiad o ganlyniad.

Mae ymarferwyr yn gyfrifol am ddilyn y polisi hwn trwy sterileiddio poteli, paratoi, cynhesu a storio llaeth y fron a fformiwla yn ddiogel, a chadw at bob protocol hylendid.

Mae arweinwyr ystafell fabanod i hyfforddi a goruchwylio staff, monitro cydymffurfiaeth a chynnal cofnodion bwydo cywir.

Rhaid i rieni/gofalwyr ddarparu llaeth/fformiwla wedi'i labelu, hysbysu staff am alergeddau neu fformiwlâu a ragnodir, a dilyn canllawiau'r feithrinfa.

Bydd y rheolwyr yn sicrhau:

- Bod arweinydd ac ymarferwyr ystafell fabanod yn cael eu hyfforddi a'u hysbysu am weithdrefnau ar gyfer sterileiddio poteli a thethi, ac ar gyfer paratoi, cynhesu a storio llaeth y fron a fformiwla yn ddiogel.
- Mae gweithdrefnau sterileiddio, storio, cynhesu a chofnodi diogel yn cael eu dilyn yn llym.

- Gellir rhoi symiau bach o ddŵr wedi'i oeri, wedi'i ferwi i fabanod dros chwe mis oed yn ogystal â llaeth y fron neu fformiwla. Ni roddir sudd ffrwythau mewn poteli oherwydd y risg o bydredd dannedd.
- Gwneir rhieni/gofalwyr yn ymwybodol o'u cyfrifoldebau yn unol â'r polisi hwn.

Canllawiau Hydradu i Fabanod
Dylai llaeth y fron neu fformiwla barhau i fod y prif ffynhonnell hydradiad nes bod y babi yn flwydd oed.

Dylai babanod o dan chwe mis oed dderbyn llaeth y fron neu fformiwla yn unig. Gall cyflwyno dŵr cyn chwe mis ymyrryd â gallu naturiol y corff i amsugno maetholion. O chwe mis ymlaen, gellir rhoi symiau bach o ddŵr berwedig wedi'i oeri i fabanod yn ogystal â llaeth y fron neu fformiwla yn ôl yr angen.

Ni ddylid rhoi sudd ffrwythau mewn poteli i fabanod ar unrhyw oedran, oherwydd y risg uwch o bydredd dannedd.

Sut i storio poteli wedi'u sterileiddio
Dylid storio poteli di-haint yn ofalus i atal twf bacteria os na chânt eu defnyddio ar unwaith.
- Gwnewch yn siŵr bod y bwrdd gwaith a'ch dwylo ill dau yn lân.
- Rhowch y cap a'r caead di-haint ar y botel ar ôl mewnosod y teth "wyneb i waered" wrth wisgo menig.
- Cadwch boteli yn eu cynwysyddion eu hunain mewn lleoliad di-nam.
- Dylid ail-sterileiddio poteli wedi'u sterileiddio cyn eu defnyddio os na chânt eu defnyddio o fewn 24 awr.

Canllawiau Paratoi Poteli
- Rhaid i staff olchi dwylo a diheintio arwynebau cyn paratoi.
- Rhaid paratoi fformiwla gan ddefnyddio dŵr berwedig nad yw'n oerach na 70°C (yn unol â chanllawiau'r GIG).
- Mesurwch fformiwla yn unol â chyfarwyddiadau'r gwneuthurwr ac anghenion y babi. Er enghraifft, os oes angen potel 7 owns ar blentyn, dylech lenwi'r dŵr berwedig i'r llinell 7 owns ar botel y plentyn ac yna ychwanegu'r swm cywir o fformiwla yn unol â chyfarwyddiadau'r fformiwla.
- Oeri'n gyflym a storio yn unol â hynny.
- Ni ddylid rhoi poteli a baratoir gartref i'r plentyn. Byddwn yn gwaredu'r llaeth ac yn paratoi un ffres.

Storio Poteli
- Dylid storio poteli mewn oergell bwrpasol ar 5°C neu is.
- Dylid storio llaeth y fron ar wahân i fformiwla lle bo modd.
- Amseroedd storio diogel mwyaf:
    - Llaeth y fron: hyd at 24 awr mewn cynhwysydd/bag wedi'i selio a'i labelu
    - Fformiwla wedi'i pharatoi: hyd at 24 awr os caiff ei rhoi yn yr oergell ar ôl ei baratoi

- Ni chaniateir ailgynhesu unrhyw botel fwy nag unwaith na'i chadw ar dymheredd ystafell am fwy na 2 awr.

Gwresogi a Bwydo

- Ni ddylid BYTH gynhesu poteli yn y microdon
- Defnyddiwch gynhesydd poteli, dŵr rhedegog cynnes neu gadewch i'r botel eistedd mewn 'bath' cynnes.
- Ysgwydwch a phrofwch y tymheredd ar du mewn yr arddwrn cyn bwydo a sicrhewch ei fod yn llugoer yn unig.
- Rhaid i staff ddal babanod wrth fwydo a rhoi 100% o sylw iddynt—dim poteli'n cael eu propio.
- Rhaid taflu bwyd o fewn 1 awr i ddechrau bwydo.

Glanhau a Sterileiddio

- Dylid golchi poteli mewn dŵr sebonllyd poeth, eu rinsio a'u sterileiddio ar ôl pob defnydd.
- Rhaid gwagio sterileiddwyr bob nos a'u glanhau a'u dad-galchu ar ddiwedd pob wythnos.
- Defnyddio brwsys ar wahân ar gyfer offer poteli.
- Rhaid disodli brwsys poteli bob mis neu'n gynt os cânt eu gwisgo.

CMPA, Alergeddau a Fformiwla Bresgripsiwn

- Alergedd Protein Llaeth Buwch (CMPA) yw ymateb system imiwnedd i'r proteinau a geir mewn llaeth buwch a chynhyrchion a wneir ohono. Mae CMPA yn un o'r alergeddau bwyd mwyaf cyffredin mewn babanod a phlant ifanc, er bod y rhan fwyaf o blant yn tyfu allan ohono erbyn 3–5 oed. Mae dau fath gwahanol o CMPA; CMPA wedi'i Gyfryngu gan IGE a CMPA Di-IGE.
- Rhaid labelu unrhyw fformiwla a bresgripsiwnir yn feddygol gydag enw'r plentyn a chael y sticer rhagnodedig yn weladwy ar y twb fformiwla. Rhaid i unrhyw blentyn sydd â fformiwla bresgripsiwn gael 'cynllun gofal iechyd' priodol ar waith.
- Ni ddylid ychwanegu meddyginiaeth at boteli.
- Dim ond twbiau fformiwla newydd sbon a heb eu hagor y byddwn yn eu derbyn

Penodol i Laeth y Fron

- Dim ond ar gyfer y plentyn a enwir y dylid defnyddio llaeth y fron.
- Rhaid storio llaeth y fron mewn cwdyn neu gynwysyddion llaeth y fron cyflym a'i storio'n briodol. Rhaid i'r cynhwysydd/bag gynnwys enw'r plentyn a'r dyddiad y cafodd y llaeth y fron ei fwydo.
- Ni ddylid byth gynhesu llaeth y fron uwchlaw 37°C.
- Rhaid taflu unrhyw laeth y fron nas defnyddiwyd ar ôl bwydo.
- Gellir storio llaeth y fron yn y rhewgell a'i ddadmer yn yr oergell.

Mabwysiadwyd y polisi hwn ar	Llofnodwyd ar ran y feithrinfa	Dyddiad adolygiad nesaf
27/10/2026	*L.George*	*10/2027*