



Guidance for Preparing a Bottle of Formula Milk

1. Before making up each feed, clean and disinfect the surface you are going to use.
2. It is really important that you WASH YOUR HANDS thoroughly.
3. If you are using a cold-water steriliser, shake off any excess solution from the bottle and the teat or rinse the bottle with cooled boiled water from the kettle (not the tap).
4. Stand the bottle on a clean surface. Keep the teat and cap on the upturned lid of the steriliser. Avoid putting them on the work surface. **Place the child's label around the bottle.**
5. Empty and refill the kettle using fresh tap water (not bottled water). After it has boiled let the water cool for no more than 30 minutes. Do not use artificially softened water or repeatedly boiled water. If you have to use bottled water, you will still need to boil it. It is important that the water is still hot otherwise any bacteria in the milk powder may not be destroyed. Always put the cooled boiled water in the bottle first. NB: Always take care as at 70°C, water is still hot enough to scald. (see CBT [Guidance here](#))
6. Always check the water level is correct. Failure to follow the manufacturer's instructions may make a baby ill.
7. Loosely fill the scoop with milk powder and level it off using the flat edge of a clean, dry knife or the leveller provided. **Use a separate dry knife or leveller with each milk formula.** Add the number of scoops of milk powder specified by the manufacturer's preparation instructions on the container of the milk powder. It is important to use only the scoop that is enclosed with the milk powder.
8. Add the milk powder to the water. Do not add anything else.





9. Holding the edge of the teat, put it on the bottle. Screw the retaining ring onto the bottle. Cover the teat with a cap. Shake the bottle until the powder is dissolved.

10. Always cool the milk down to the required temperature, as at 70°C the milk is still hot enough to scald. To cool it, hold the bottle, with the cap covering the teat, under cold running water. Test the temperature of the feed by dropping a little onto the inside of your wrist. It should feel just warm to the touch, not hot. When feeding your baby keep the teat full of milk, otherwise the baby will take in air.



11. Never leave a baby alone with a bottle.

Ensure that Milk Labels are on the child to ensure that the correct Milk is provided to each child and that Bibs are worn to provide protection to all clothing.

Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy Disseminated to Staff	Date for next Policy review
	16 April 2021	February 2022