# Header image reads Move Well Eat Well Early Childhood.

# Infant Feeding Policy Template

## This template is for Early Childhood Education and Care (ECEC) services.

### This optional template is designed to:

### help ECEC services develop and improve their infant feeding policy and procedures

### bring infant feeding policies in line with current best practice.

### How to use this template:

### To update your current policy, please cut and paste all relevant strategies and the *Move Well Eat Well* (MWEW) requirements (highlighted in grey) into it.

### OR

### Please use this document as your policy by adding your service’s details.

### AND

### Delete all template instructions, the word “Template” at the top of this page, the blue text boxes, and the blue text in box brackets [...]

Policy statement

##### Our service recognises that breastfeeding gives infants the nutrients they need for healthy growth and development and provides health benefits to the mother and infant. The Australian Dietary Guidelines and Infant Feeding Guidelines recommend exclusive breastfeeding (i.e. no other fluids or solids foods) to around six months of age. At around six months, age-appropriate food can be introduced. Breastfeeding should continue until 12 months, and for as long as the mother and child wish.

##### While exclusive breastfeeding is recommended until around six months, any amount of breast milk is beneficial to both the infant and mother. We understand that some families choose, or need to use, infant formula to feed their babies. For babies who are not breastfed, or who are partially breastfed, commercial infant formulas should be used until 12 months of age.

##### Attending early childhood education and care may be one of the first times that a mother is away from her baby for a longer period. This might also coincide with returning to work. Mothers may believe that they need to give up breastfeeding, but with enough support this is not the case.

##### Early childhood services play an important role in supporting families during this time of change. Mothers need to know that it is possible to continue breastfeeding while their child is in care.

#### Goal

##### Our goal is to provide safe and nurturing infant feeding practices for all infants in our care.

##### As part of this we encourage mothers who are breastfeeding to continue to do so. We do this by providing a supportive environment, a positive attitude towards breastfeeding, and ensuring all staff are confident in supporting families with breastfeeding.

#### Move Well Eat Well (MWEW) requirements

##### [These must be in policy to meet the MWEW criteria.]

##### Our service and staff have a welcoming attitude towards breastfeeding and display and provide information that shows this support. *(Criterion 2a)*

##### Our service has an appropriate comfortable space for mothers to express milk or breastfeed. *(Criterion 2a)*

##### Our service has relevant safe-handling practices for breast milk labelling, storage and use as recommended in the Infant Feeding Guidelines. Please refer to a) our services procedure document OR b) see Appendices 1, 2, 3 and 4. [*Please keep Appendices if choosing b)*. *(Criterion 2a)]*

##### New families to the service are provided with information about breastfeeding. *(Criterion 7c)*

Relevant policies[Please insert all relevant policies that are used by your service.]

##### ResourcesNational Quality Framework

##### Standard: 2.1.2, 2.1.3

##### Regulations: 77, 78, 79

[Infant Feeding Guidelines 2012](https://www.eatforhealth.gov.au/sites/default/files/files/the_guidelines/170131_n56_infant_feeding_guidelines.pdf)
[Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood](http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-gug-directorscoord)
[Food Safety Manual for Tasmanian Education and Care Services Combined](http://www.dhhs.tas.gov.au/__data/assets/pdf_file/0013/134032/Food_Safety_Manual_for_Tasmanian_Education_and_Care_Services_Combined.pdf)

##### [Please insert additional resources that are used by your service.]

#### Appendix 1

# Storage and labelling of expressed breast milk: procedure

##### We give information to parent/carers about safe handling practices for breast milk.

##### We educate parents/carers to safely transport expressed breast milk in sterilised containers and an insulated bag with an ice brick.

##### Breast milk is stored in the refrigerator (or freezer) as soon as it arrives at the service. It is placed on a shelf, not in the door of the refrigerator. We monitor the temperature of refrigerators to make sure they do not exceed 5 °C.

##### Thawed breast milk is never refrozen. See Appendix 2 for more information on storing and using frozen breast milk.

##### We make sure parents/carers label bottles with the name of their child and the date the breast milk is to be used.

##### We provide training and information to staff about the importance of safe handling and storage of breast milk.

##### We display the procedure for safe storage and handling of expressed breast milk in the area where bottles are prepared.

# Storage and labelling of infant formula: procedure

##### We provide information to parents/carers about safe handling practices for infant formula.

##### We encourage parents/carers who use infant formula to provide the service with sterilised bottles and teats, as well as pre-measured powdered infant formula, each day.

##### If parents/carers prefer to use premade infant formula we ask them to transport it safely in sterilised containers and an insulated bag with an ice brick.

##### Premade infant formula is stored in the refrigerator as soon as it arrives at the service It is placed in a non-spill tray and not in the door of the refrigerator. We monitor the temperature of refrigerators to make sure they do not exceed 5 °C. See Appendix 3 for more information on storing and using infant formula.

##### We make sure parents/carers label bottles with the name of their child and the date the infant formula is to be used. If powdered infant formula is sent, the amount of water to be mixed with the infant formula also needs to be stated.

##### We provide training and information to staff about the importance of safe handling and storage of infant formula.

##### We display the procedure for safe handling and storage of infant formula in the area where bottles are prepared.

#### Appendix 2

# Temperatures and length of time expressed breast milk can be stored

|  |  |  |  |
| --- | --- | --- | --- |
| Breast milk status | Storage at room temperature (26°C or lower) | Storage in refrigerator(5°C or lower) | Storage in freezer |
| Freshly expressed into sterile container | 6-8 hoursIf refrigeration is available store milk there | No more than 72 hoursStore at back, where it is coldest | 2 weeks in freezer compartment inside refrigerator (-15°C)3 months in freezer section of refrigerator with separate door (-18°C)6-12 months in deep freeze (-20°C)\* |
| Previously frozen (thawed in refrigerator) | 4 hours or less – that is, the next feeding | 24 hours | Do not refreeze |
| Thawed outside refrigerator in warm water | For completion of feeding | 4 hours or until next feeding | Do not refreeze |
| Infant has begun feeding | Only for completion of feedingDiscard after feed | Discard | Discard |

\*Chest or upright manual defrost deep freezer that is opened infrequently and maintains ideal temperature.

Source: NHMRC (National Health and Medical Research Council), 2013, *Infant Feeding Guidelines*, National Health and Medical Research Council, Canberra p59.

#### Appendix 3

# Temperatures and length of time prepared infant formula can be stored

|  |  |  |
| --- | --- | --- |
| Infant formula status | Storage at room temperature (26°C or lower) | Storage in refrigerator(5°C or lower) |
| Freshly prepared in a sterile container | Less than 1 hourIf refrigeration is available store infant formula there | No more than 24 hours |
| Infant has begun feeding | Only for completion of feeding (should take no longer than 1 hour)Discard after feed | Do not return infant formula to the refrigerator after the child has begun feeding.Discard after feed. |

Source: NHMRC (National Health and Medical Research Council), 2013, *Infant Feeding Guidelines*, National Health and Medical Research Council, Canberra, p76.

#### Appendix 4

# Staff procedure for feeding with expressed breast milk or infant formula

##### [Display these procedures for safe preparation, heating and handling of breast milk and infant formula in the area where the bottles are prepared].

#### Preparing expressed breast milk

##### Wash your hands and have a clean bench.

##### Get another staff member to double-check that the name on the milk provided matches the infant to be fed, and the date to be used. If the wrong breast milk is given to an infant the service should follow their incident reporting procedure. The parent/carer should also be asked to contact their GP or child health nurse for advice.

##### Sign the infant’s feeding record.

##### Offer breast milk in the sterilised bottle or cup provided by the parent/carer.

##### Do not use a microwave to warm or defrost breast milk.

##### If the breast milk is frozen, thaw it in the refrigerator, or by standing the bottle in a container of warm (not boiling) water.

##### Heat refrigerated breast milk by standing the bottle in warm water until the milk is a comfortable body temperature. This should take around 10 minutes (no more than 15 minutes).

##### Check the temperature by shaking a few drops onto the inside of your wrist. It should feel warm, not hot.

##### Throw away any leftover breast milk that has been heated.

#### Preparing infant formula

* Wash your hands and have a clean bench
* Ideally, prepare the infant formula one bottle at a time and just before feeding.
* Get another staff member to double-check the name on the bottle and infant formula powder matches the infant to be fed.
* Sign the infant’s feeding record.
* Offer the infant formula in the sterilised bottle or cup provided by the parent/carer.
* Prepare infant formula with cooled boiled water.
* Add the cool (or lukewarm) boiled water to the sterilised bottle, then add the exact amount of infant formula powder (measured by the family or using the scoop and instructions provided on the tin).
* Gently shake the bottle until the infant formula powder has dissolved.
* Do not use a microwave to warm the infant formula.
* If the infant formula has been premade and refrigerated heat it by standing the bottle in warm water until the infant formula is a comfortable body temperature. This should take around 10 minutes (no more than 15 minutes).
* Check the temperature by shaking a few drops onto the inside of your wrist. It should feel warm, not hot.
* Throw away any leftover infant formula that has been heated

#### Cleaning bottles

* Display the management plan for cleaning bottles in all kitchens/kitchenettes of the service.
* Ask the parents/carers to clean and sterilise all bottles before they bring them to the service.
* If required, bottles can be sterilised at the service by the following methods:
	+ boiling with an electric sterilising unit (preferred)
	+ chemical sterilisation
	+ using a microwave steriliser.

#### Good bottle-feeding practices

* Let infants decide the amount of breast milk or formula they wish to drink. Never force them to finish a bottle.
* Hold, cuddle and talk to the infant while feeding (if it is not too distracting).
* Do not leave an infant unattended with a bottle containing liquids (e.g. do not prop the bottle up for feeding).
* Do not put an infant to sleep with a bottle.
* If an infant falls asleep while bottle-feeding remove the bottle straight away.