

# Infant Bottles Policy & Procedure

## Policy

### Receiving and Storing Bottles

We require parents/guardians to provide clean, sanitary, ready-to-feed bottles of breast milk or formula in a same-day supply. Team members will ensure that all bottles will be covered with an appropriate bottle cap and labeled with the child's first and last name, date and contents. Extra supplies of breast milk or formula will be provided by the parent/guardian in premade bottles.

### Warming Bottles

Bottles will be warmed by placing a bottle in a bottle warmer. The bottle warmer will function by adding water to a warming chamber with each use or adding fresh water at the start of each day. The bottle warmer will be inaccessible to children. Team members will not hold an infant while working in the bottle prep area or when placing or removing a bottle from a bottle warmer.

### Bottle Feeding

Team members will feed infants according to their parents/guardians provided feeding schedule and on demand when appropriate. When feeding an infant, team members will provide appropriate care and active supervision. The contents of a bottle that has been used for feeding will be discarded after 1 hour from the time the feeding started. Specific bottle feeding procedure is outlined below.

## Procedure

### Receiving and Storing Bottles

1. Warmly greet the parent/guardian and child. Ask the parent/guardian for the child's bottles so that you may place them in the refrigerator.
3. Check each individual bottle to ensure it is labeled with the following requirements:
  - A. Child's first and last name
  - B. Contents (breast milk or formula)
  - C. Today's Date
4. If a bottle is not labeled with all three requirements, the receiving caregiver must label the bottle prior to refrigerating.
5. Check each individual bottle to ensure it has a cap that is covering the nipple. Bottles may not be placed in the refrigerator without a cap or nipple cover.

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### Warming Bottles

1. An opening team member will ensure the bottle warmer is placed in the appropriate spot (placed as far back on the counter as possible) and is secure to prevent tipping.



2. When using the bottle warmer the following steps must be followed:

- Add water to the warming chamber (refer to the user manual to determine the appropriate amount of water per bottle size).
- Warm the bottle.
- Wash your hands in the hand washing sink.

3. A closing team member will ensure the bottle warmer is emptied, cleaned and sanitized.

### Bottle Feeding

1. Check bottle label (**confirm child's name**).

2. Warm bottle in the bottle warmer.

3. Wash your hands in the hand washing sink

4. Test bottle temperature on your arm.

**5. Hold child and verify the child's name on bottle matches the child to be fed.**

**6. Verbally confirm bottle is for the child you are holding with another classroom team member.**

7. Hold child and maintain eye contact—engage child.

8. If the child is resisting being held and can hold their own bottle, they can feed themselves. Bottle cannot be propped.

9. Clean and rinse bottle—place in correct diaper bag.

10. Record on the child's Procure the starting time & amount consumed.

11. Wash your hands in the hand washing sink.