

Safet Bottle Handling and Preparation

Regulations	
EHS/HS 1302.44 Nutrition-bottles	WAC: 110-300-0280 Bottle Preparation; 110-300-0281 Breast Milk;

Purchasing Formula

- The Early Head Start center is responsible for purchasing formula for all enrolled babies ages 12 months and younger. Parents should not provide or purchase any formula.
- CACFP-approved iron fortified formula is provided by the program to non-exclusively breastfeeding families using the *Infant Meal Offer Form* and the *CACFP Enrollment Form*.
- For babies receiving WIC services: Centers must offer the same iron-fortified milk- and soy-based formulas approved by the Washington State WIC program. [See WIC approved formulas.](#)
- For babies not receiving WIC services: Centers must provide the same type of formula the baby gets at home. All formula provided by any EHS program must be FDA approved.
- EHS programs must purchase therapeutic formulas or CACFP non-approved formulas for a child with a documented medical condition. A statement from a licensed physician or a recognized medical authority that indicates the recommended infant formula must be on file. [See WIC approved therapeutic formulas.](#)

Storage of Bottles

Formula	*Breast Milk
<ul style="list-style-type: none"> • Prepare bottles of formula daily for each child. • Label all bottles with the infant’s full name and the date at the time of preparation. • Cap and refrigerate filled bottles upon arrival or after preparation unless it’s fed to the infant immediately. • Store bottles in the coldest part of the refrigerator, not in the refrigerator door. • Keep the refrigerator temperature is at or below 40° F at all times. Log the temperature daily using the Daily Health and Safety Checklist. • Contents of bottles not consumed within one hour are thrown away (partially consumed bottle must not be put back in the refrigerator). • Unused bottles of formula must be discarded at the end of the day. 	<ul style="list-style-type: none"> • Bottles or containers of breast milk may be brought into the center and stored. • Containers of breast milk must be labeled with the child’s full name and the date the breast milk is brought to the center/site. Breast milk may be stored in the freezer compartment of a refrigerator at 0° F or less, for no longer than 30 days. • Thawed breast milk may be held in bottles clearly labeled with the child’s name and the date for up to 24 hours in the refrigerator. If a container of breast milk is moved from the freezer to the fridge, add the date of the first day of storage in the fridge. • Labeling is done on masking tape or sticky label- never directly on bottle or plastic bag. • Return bottles of thawed breast milk that have been stored in the fridge and not used within 24 hours to the parent/guardian, or label “do not use”.

***If a child is mistakenly fed another child's bottle of expressed human milk**, the incident should be treated as an exposure to a body fluid:

1. Notify your supervisor.
2. Inform the mother who expressed the human milk about the mistake and when the bottle switch occurred. Tell them to contact their primary health care provider.
3. Inform the parent/family member of the child who received the milk. Tell them to contact their primary health care provider.
4. Complete a [Medication Administration Error Record](#) for each child and have the parents/family member sign it. Provide each with a copy to bring to the primary health care provider.
5. Place the documentation in the child's file and notify the Family Program Manager.
6. Evaluate why the mistake occurred and what changes need to be made to prevent future mistakes.
7. If the medical provider recommends testing of human immunodeficiency virus (HIV), cytomegalovirus (CMV), human T-lymphotrophic virus (HTLV), hepatitis A, hepatitis B, and hepatitis C, arrange for the Early Learning program to pay the medical costs.

Read the [Consumer Med Safety article](#) for reference.

Bottle Preparation

- Staff or parent of individual child must prepare all bottles.
- Maintain a minimum of eight feet between the food preparation area and the diapering area. If this is not possible, a moisture-proof, transparent, 24-inch-high barrier – such as Plexiglass – must be installed.
- Clean, rinse, and sanitize preparation surfaces and sink used before bottles are prepared.
- Staff must wash hands before preparing bottles.
- Bottle preparation should be completed before or after diapering, not during. If a staff person changes diapers and prepares bottles, careful hand washing is critical.
- Wear gloves when scooping powdered formula from a can. Gloves used for food preparation must be readily available in food preparation area.
- Obtain water from a sink used for bottle or food preparation only, or from another approved source, such as bottled water. Do not use water from a hand washing or diaper changing sink for bottle preparation.
- Mix formula as directed on the can.
- Record the date on cans of formula when they are opened. Do not use past expiration date.
- Use only BPA-free plastic, #1, #2, #4, or #5, or glass bottles.
- Keep a list of the formula each child receives on the Health Alert posted on the refrigerator. Clearly print the names of each child receiving the formula on each open can. More than one name may be included on each can.
- Label bottles with infant's full name and date of preparation. Cap and refrigerate bottles if they are not immediately used. Cover bottle nipples at all times, except during feeding, to reduce the risk of contamination.
- Store powdered formulas in a closed, dry cabinet, with the lid on.

Bottle Warming

- Do not warm bottles in a microwave.
- Thaw frozen containers of breast milk in the refrigerator or swirl under cool, running tap water, then warm as needed before feeding. Do not refreeze thawed breast milk.
- Warm up bottles by using one of these methods:
 - Place the bottle in warm water (<120° F) or place it under warm running tap water (<120° F).
 - Use a bottle warmer that is kept out of the reach of children, following manufacturers guidelines. Clean, rinse, and sanitize daily.
 - Bottles of formula or breast milk should not be held in warm water for more than 5 minutes.
- Check the temperature before the bottle is fed to an infant (use the back of the hand ~~wrist~~ method *comes

from CDC). Formula or breast milk should never reach over 98° F.

- Do not reheat bottles of breast milk or formula. Discard bottles that are left at room temperature for an hour or more.

Bottle Cleaning

- Do not store used bottles and dishes within eight feet of the diapering area or place them in the diapering sink.
- Bottles can be re-used during the day or from day to day without sending them home. Between uses, bottles, bottle caps, and nipples should be placed in a tub for dirty dishes or directly into the dishwasher, then washed in the dishwasher with a sanitizing rinse. They may also be washed using warm soapy water and a bottlebrush, rinsed, and sanitized by boiling in hot water for one minute

