

Preparing:

- Clean and sanitize counter. If unable to sanitize counter, place clean paper towel on the counter to provide a clean work space.
- Wash hands at a “clean” sink. A “clean” sink is a sink that has been sanitized or a sink where no washing after diapering or toileting takes place.
- Make sure bottles have covers.
- Keep nipple covered and place on counter cover down. If there is no cover, place ring on counter upright, so that nipple is not touching anything.
- Make sure water used to make formula is from a food sink, not from a sink used after diapering. If only one sink is available in the room, get a jug of fresh water from the kitchen **daily** to make formula.
- Run cold water for at least a minute before using, if you have older plumbing containing lead pipes or fittings. To reduce the potential for lead in the water, don't use warm tap water to make formula.
- When shaking/mixing formula in a bottle, the cover should be on the bottle. If no cover available, cover nipple with clean paper towel or washcloth – be careful not to touch the nipple with bare fingers. It is important to keep the nipple as germ-free as possible.
- Label bottle with name, date, time prepared, (B) breastmilk or (F) formula.

Heating:

- Heat in warm water in a clean container, bottle warmer, or in crockpot (water should only be 120 degrees F) – no longer than 5 minutes.
- Heated water in a container should be thrown after every use. Crockpots should be emptied and sanitized each day.
- Never microwave – liquid continues to heat after timer stops. Many babies have been burned.
- Heat bottle with cover on. If no cover, make sure bottle doesn't fall over in water (milk could become contaminated).
- Breastmilk should be heated only in an individual container of warm water or in a bottle warmer (because it is a body fluid) – never in a crockpot in water that will be used again, or with other bottles.
- Remove bottle without touching nipple from water with tongs or clean hands.

Feeding:

- Test contents of bottle on top of hand (without touching the nipple) – liquid should feel undetectable or slightly cool. If it feels warm, it's too hot.
- Hold infant upright and talk to infant while feeding.
- Infants should be **fed on demand** unless the parent and the child's health care provider give written instructions otherwise.
- Discard any bottle contents after feeding (bottles are only good for 1 hour).

Storing:

- Make sure refrigerator temperature is 40 degrees Fahrenheit or below and freezer is 0 degrees F or below – **use thermometers, check & record daily.**
- Bottles and containers of breastmilk or formula should not be kept in the door of the refrigerator because the temperature of the liquids will not stay as stable as they would on an inner shelf.
- Make sure all bottles have covers and are labeled.
- Unused prepared formula should be discarded after 48 hours. Formula should never be frozen.
- Unused breastmilk should be discarded by 48 hours if refrigerated, or by 12 months if frozen, and stored in a deep freezer at 0 degrees. Frozen breastmilk that has been stored in the freezer compartment of a dorm refrigerator should be used within a week. Unused frozen breastmilk which has been thawed in the refrigerator should be used within 24 hours. Never refreeze breastmilk.

Source used: "Caring for Our Children" National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, 2nd Edition, 2002

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