

01 Health and safety procedures

**01.5** **Milk kitchen or milk preparation area**

* Members of staff at Early Explorers Community Pre-Schools wash their hands on entering the milk kitchen/preparation area.
* All surfaces are cleaned daily using sterilising solution, including contact points, such as cupboard doors and handles.
* Plastic spoons used for measuring and mixing feed are washed and sterilised.
* All bottles/dummies, feeding spoons and bowls for babies less than one year old are washed using detergent and hot water after use.
* The manufacturer’s instructions are followed when using steam sterilisers.
* Ice should always be available in the freezer tray. Plastic pots are provided for cooling ‘cold gel’ teething soothers in freezer or fridge compartments.
* Medication stored in the milk kitchen fridge is named and kept on a separate shelf.
* Each bottle-fed baby has a plastic box for storage of named spare bottles with teats and tops as well as personal dummies.
* Baby milk formula and weaning food is kept in named containers for each baby.
* Milk or weaning feeds provided by parents are labelled and refrigerated immediately.
* Baby feeds are prepared by key persons, or allocated back-up key persons, who have been briefed about the baby’s dietary needs and are responsible for checking that the food being provided meets all the requirements for each baby. Any other staff preparing feed must do so under supervision.