



Feeding pēpi milk procedure guide

This resource can support your service to develop procedures to help ensure safe storage and preparation of breastmilk and infant formula. It also aims to support and encourage māmā/kaiako to continue breastfeeding when their pēpi starts childcare.

Step 1: Introduce a feeding pēpi milk procedure

Feeding pēpi milk procedure template

At (Insert name of early learning service) feeding pēpi safe and nutritious milk and kai is a priority.

In line with our (healthy eating/breastfeeding/nutrition policy), this procedure outlines all steps required to safely store, prepare, and manage food for our youngest tamariki (0 - 12 months old).

Tip:

- Once pēpi has started eating solids/complementary foods, around 6 months old, water can be introduced as a drink in an open cup with meals.
- Cow's milk can be offered as a drink from 12 months old, or an appropriate fortified alternative.

At (Insert name of early learning service) all tamariki under 12 months old have their feeding type and method outlined by their parent/caregiver in their enrolment pack and updated as their abilities or preferences significantly change. This includes details on the following:

Feeding type: <ul style="list-style-type: none">• Breastmilk• Formula• Mixed feeding	Bottle/teat/cup type: <ul style="list-style-type: none">• Breast• Slow-flow brand• Fast-flow brand• Sippy cup• Straw cup• Open cup• Syringe
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At (Insert name of early learning service) we adhere to the following recommended milk storage and preparation instructions:

Milk Storage Instructions:

Expressed breastmilk (EBM):

Storage conditions	Storage time	Additional information
Warm room (25-32°C)	3-4 hours	Store in a covered container
Room temperature (<24°C)	4-8 hours (Ideal: 3-4 hours)	Store in a covered container
Refrigerated (<4°C)	72 hours (three days)	Store at the back of the fridge. Do not store in the door of the fridge
Frozen		Store at the back of the freezer in the bottom half
<ul style="list-style-type: none"> Freezer box in fridge 	<ul style="list-style-type: none"> 2 weeks 	
<ul style="list-style-type: none"> Seperate door fridge/freezer 	<ul style="list-style-type: none"> 3-6 months 	Store at the back of the freezer in the bottom half
<ul style="list-style-type: none"> Seperate chest freezer (deep freeze) 	<ul style="list-style-type: none"> 6-12 months 	Store at the back of the freezer in the bottom half

Note: Once warmed, discard any unused EBM after 2 hours.

(Source: MOH Healthy Eating Guidelines for New Zealand Babies and Toddlers, 2021; CDC Breastfeeding Guidelines, 2022)

Tip:

- Store EBM in an airtight container.
- Label all EBM with the date collected and use the oldest one first.
- Store EBM at the back of the fridge or freezer where is it colder.

Formula:

It's best to prepare the formula just before pēpi needs it.

If you have no choice and need to store prepared formula:

- Prepare it in individual bottles.
- Store it in the bottom half of the fridge at the back (2-4°C) **for no more than 24 hours.**

Milk Preparation Instructions:

Breastmilk:

Expressed breastmilk (EBM) needs to be handled and stored carefully to minimise bacteria growth that could harm pēpi.

1. Kaimahi (staff) should wash their hands before and after preparing and/or feeding EBM.
2. Kaimahi should ensure all feeding equipment is clean and if necessary sterile.
 - Whānau should provide clean, and if necessary sterile equipment for storage and feeding EBM. For pēpi under 6 months old, all equipment and containers need to be washed and sterilised. For tamariki over 6 months old, wash equipment in warm soapy water and rinse well.
 - Early Learning Service Kaimahi are responsible for storing, handling and giving the EBM to tamariki while they are in their care but are not usually responsible for equipment sterilisation.

Formula:

Preparation of water:

Make sure you leave enough time for the boiled water to cool to room temperature (until it no longer feels warm) before it's needed.

1. Boil enough water to last the day. If you use a stove top kettle, boil until it makes a loud whistle. If you are boiling water in a pot on the stove, let the water come to a rolling boil for 1 minute.
2. Pour boiled water into a sterilised container, cover and leave to cool on the bench and out of direct sunlight.

Keep only for 24 hours.

- For pēpi <6 months old = boil and cool water to room temperature.
- For tamariki >6 months old = tap water OK (town supply).
- If using tank or bore water, boil until 18 months old.

Cleaning & sterilising:

Feeding equipment must be washed and rinsed (by hand or in dishwasher) before it is sterilised.

3. Clean the work surface with hot soapy water.
4. Wash your hands with soap and water.
5. Wash all feeding equipment well in hot soapy water. Use a bottle brush to clean the bottles and teats.
6. Rinse all equipment under cold running water before sterilising.
7. To sterilise by boiling: Fill a large pot with water.
8. Place the washed feeding equipment into the water. Make sure that everything is completely covered with water and that no air bubbles are trapped.
9. Put the lid on the pot and bring the water to a rolling boil for 1 minute.
10. Turn the stove off and keep the pot covered until you need the feeding equipment.

Keep tamariki away from boiling water.

- For pēpi <6 months old = wash and sterilise all feeding equipment.
- For tamariki >6 months old = wash equipment in warm soapy water and rinse well.

Preparation of formula:

Prepare infant formula just before you feed pēpi.

11. Repeat step 3
12. Repeat step 4
13. Carefully read the instructions on the formula can to find out how much powder you need.
14. Pour the correct amount of safe water* into a cleaned and sterilised bottle. *See 'Preparation of water'.
15. Using the scoop provided add the exact amount of powder to the water in the bottle.
16. Holding the edge, attach the teat and collar to the bottle.
17. Cover the teat with the cap. Gently shake or swirl the bottle until the formula is mixed well.
 - Depending on the age of the child, make up an appropriate amount of formula to minimise wastage (i.e. there is no need to prepare a full bottle unless the pēpi usually drinks that amount).
 - Never add more or less formula powder or water than recommended. This could make pēpi very sick.

Thawing & Warming Milk

Breastmilk:

Depending on the age of the child, warm an appropriate amount of expressed breastmilk to minimise wastage.

Once warmed, discard any unused breastmilk within 2 hours.

Breastmilk can vary in colour and it may not look like cow's milk or other infant formulas. It may be yellowish, bluish or quite pale and watery looking - this is normal. Sometimes the fat separates during storage and goes to the top of the milk. Gently shake the bottle to mix the fat back in with the rest of the milk.

1. When preparing EBM, extra care needs to be taken to retain the nutritious properties of the milk. Do not thaw or heat EBM in the microwave. It can easily overheat or heat unevenly and burn tamariki.
2. Thaw or warm EBM by placing the cup or bottle containing the milk in hot water. Gently swirl the milk to distribute the heat evenly.
3. Check the temperature of the milk by placing a few drops on the inside of your wrist. The milk should feel warm but not hot. Hold pēpi in a semi-upright position when feeding.

Formula:

You can warm the prepared formula, but it is not necessary to do so.

1. Place the cup or bottle containing the formula in hot water. Gently swirl the milk to distribute the heat evenly. Check the temperature of the formula by placing a few drops on the inside of your wrist.
2. Hold pēpi in a semi-upright position when feeding.
 - Avoid microwaving formula - **it can overheat** and **burn pēpi**.
 - To reduce the risk of your baby getting sick from harmful bacteria, never reheat warmed or partly used feeds.
 - Use formula within 2 hours and then discard any unused formula.

Feeding method

At (Insert name of early learning service) we also follow the responsive feeding method.

Responsive bottle feeding is recommended.

- Hold pēpi in a semi-upright position rather than lying their head back.
- Keep the bottle almost horizontal, just slightly tipped, to prevent the milk from flowing too fast.
- Stop and check regularly to see if pēpi wants more.
- Don't encourage pēpi to finish the bottle if they are showing signs of fullness.
- Give more milk if pēpi is still hungry and demands more after finishing the bottle.

Step 2: Implement

To assist in the implementation and commitment to the 'Feeding pēpi milk procedure' we suggest including the following components into your service.

A. Training:

New, existing and relief staff should know, understand and follow the 'Feeding pēpi milk procedure', milk preparation, and feeding methods.

B. Bring awareness to new enrolments:

At enrolment, whānau should receive an enrolment pack which outlines all feeding options so they can discuss what will work best for their baby and are encouraged to continue to breastfeed.

Whānau should have the opportunity to discuss all or any of the following:

- Continuing breastfeeding
- Transition feeding
- Mixed feeding
- Formula feeding
- Starting solids

C. Understanding whānau practices

Ask whānau to fill out this form in their enrolment pack.

My baby is currently fed (please tick all that apply):

- Breastmilk
- Formula
- Cow's milk or other milk (please state)
- Mixed Feeding

I want to try: Bottle/teat/cup type (please tick all that apply):

- Breast
- Slow flow- brand
- Fast flow- brand
- Sippy cup
- Straw cup
- Open cup
- Syringe

D. Feedback

A feeding record is helpful for pēpi on milk only or starting complementary foods. After each feed record on the child's feeding chart: the amount offered, amount consumed, and time of feed.

Feeding Record:

Example

Name	Time	Amount Offered	Amount Consumed	Notes:

Source:

- Feeding your baby infant formula (2022) https://www.healthed.govt.nz/system/files/resource-files/HE1306_Feeding%20your%20baby%20infant%20formula_4.pdf
- MOH Healthy Eating Guidelines for New Zealand Babies and Toddlers (2021)



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