



# Cheddar First Preschool

Where Every Child Is at the Heart

## Milk and Baby Food Preparation and Storage Policy



Date Agreed	30 <sup>th</sup> January 2026
Review Date	30 <sup>th</sup> January 2027

## **Policy statement**

Cheddar First Preschool is committed to ensuring the safe purchasing, preparation, storage and handling of milk feeds and baby food in line with current Food Standards Agency (FSA) guidance, NHS infant feeding advice, and the EYFS safeguarding and welfare requirements.

This policy applies to all staff involved in the preparation, handling and storage of infant formula, expressed breast milk, and weaning foods.

## **Purchasing and storing milk and baby food**

- Where parents provide infant formula to be made up at the setting, staff will check that it is in date, the seal is intact, and it is clearly labelled with the child's full name.
- Parents must not send in bottles containing pre-boiled and cooled water ready for formula to be added. Parents should instead provide empty, sterilised bottles, in line with current NHS guidance.
- If parents provide ready-made formula or expressed breast milk, this must be supplied in sterilised bottles, clearly labelled with the child's full name and date.
- Parents are advised to follow manufacturer guidance and to transport prepared feeds or breast milk in a cool bag. On arrival, feeds are removed from the cool bag and placed immediately into the fridge.
- All prepared feeds and expressed breast milk are used on the same day and discarded if unused.
- In line with Food Standards Agency guidance, parents are advised not to provide rice drinks as a substitute for breast milk, infant formula or cow's milk for children aged 1–4½ years. Parents of children with milk intolerance are advised to seek guidance from their health visitor or GP.
- A small supply of infant formula may be kept on site for emergency use only. This is stored appropriately, checked regularly for expiry dates, and parents are consulted before use.
- If parents provide weaning cereals, these must be in date, unopened, and clearly labelled with the child's name.
- Parents are informed that they must not bring food containing nuts into the setting. Staff check food packaging to ensure it does not contain nuts or nut products.
- Packaged baby cereals are stored in airtight containers to prevent contamination and maintain freshness.

## **Preparation of milk feeds and baby food**

- Staff wash hands thoroughly before entering and when working in the milk kitchen.
- Preparation of milk feeds and weaning food is restricted to key persons or designated staff. Any students or volunteers are supervised by a permanent member of staff.
- All foods provided by the setting that contain any of the 14 recognised allergens are clearly identified and listed on menus in line with FSA requirements.
- Formula scoops are levelled using a clean knife to ensure the correct quantity is used.

- Fresh tap water is boiled for all babies under one year when making formula feeds, mixing food or preparing drinks.
  - Water is allowed to cool for no more than 30 minutes (remaining at or above 70°C) before use.
  - Water that has already been boiled once is not re-boiled.
- Babies over six months may be given drinking water that has not been boiled, in line with NHS guidance.
- Bottles are cooled under cold running water and the temperature checked on the inside of an adult's wrist to ensure it is lukewarm, not hot.
- Only sterilised bottles, spoons, plates and cups are used for babies under one year. These are stored hygienically in the milk kitchen.
- Disposable vinyl gloves are worn when preparing milk feeds or weaning food for babies.
- Raw fruit and vegetables are washed, peeled, prepared or blended as appropriate before being offered.
- Finger foods are served in a clean dish.
- Babies are introduced to food gradually and supported so that, by around one year of age, they are fully weaned according to individual need and parental guidance.

### **Storage of breast milk and prepared feeds**

- Breast milk and prepared feeds are stored in the fridge at the correct temperature and are clearly labelled.
- Storage and use follow NHS guidance on the safe storage of expressed breast milk.
- Any unused milk or food is disposed of safely in line with hygiene guidance.

This policy should be read alongside the Breastfeeding and Infant Policy, Feeding Policy and the Mealtime Policy.

This policy is reviewed annually and updated in line with current legislation, statutory guidance, and best practice.