

Bottle Preparation and Milk Feeds



At Lake View, when preparing bottles, we follow the guidelines in accordance with the NHS which is supported by The Food Standards Agency.

Good hygiene is vital when making up babies' bottles. Babies' immune systems are still developing and therefore not as strong as an adult's. Therefore, it is crucial that all bottles, teats and feeding equipment are washed and sterilised before each feed, particularly when under 6 months old.

Formula Feeding

According to the Food Standard Agency, Department of Health and the NHS the best way to prevent a baby from becoming ill is to make up all formula feeds fresh, as and when they are required by the baby. Therefore, we will not accept bottles that have been pre-made (With the exception of sealed pre-made milk such as cartons bought from the shop).

We ask that parents help with this in the following ways:

- Bring in your child's bottles for the day sterilised (unless over 12months) and fully assembled with the teat and lid in place. This prevents the inside of the sterilised bottle and the inside and outside of the teat from being contaminated.
- Provide the formula powder inside its original container, however, we prefer milk powder to be provided in a measured out, labelled container (i.e. 4oz, to avoid any mistakes).
- Label to formula container with the child's full name and date of opening

When preparing formula bottles, we will follow the below routine:

- **Step 1:** Fill the kettle with at least 1 litre of fresh tap water (we do not use water that has been boiled before).
- **Step 2:** Boil the water. Then leave the water to cool for no more than 30 minutes, so that it remains at a temperature of at least 70C. This can be left in the kettle but the staff member will check the time and be responsible for this.

- **Step 3:** Pour the amount of water required into the bottle. We'll double-check that the water level is correct. We always put the water in the bottle first, while it is still hot, before adding the powdered formula.
- **Step 4:** Cover the teat with the cap and shake the bottle until the powder is dissolved.
- **Step 5:** It's important to cool the formula so it's not too hot to drink. We do this by holding the bottle (with the lid on) under cold running water, or by submerging the bottle in a jug of cold water. The bottle should be regularly shaken and the temperature checked.
- **Step 6:** Test the temperature of the formula on the inside of your wrist before giving it to the child. It should be body temperature, which means it should feel warm or cool, but not hot. Staff will check the temperature with a minimum of two staff members to ensure a safe drinking temperature.

Following the NHS guidance, made-up infant formula must be used within 2 hours so any formula will be disposed of after this time. The 2 hours will start from when the bottle was made NOT from when the child has started feeding.

Breast Milk

We ask that parents help with this in the following ways:

- Bring in your child's bottles for the day sterilised (unless over 12 months) and fully assembled with the teat and lid in place. This prevents the inside of the sterilised bottle and the inside and outside of the teat from being contaminated.
- Provide the breast milk (fresh or frozen) labelled with your child's name and the date that it was expressed. (NHS advises breast milk can be stored in the fridge for 8 days and in the freezer for 6 months).

Cows Milk/Alternative Milk (Dairy-free versions)

NHS advise giving your baby formula/breast milk for the first 12 months. Once your child is 12 months old, cows' milk can be introduced as a main drink. Whole milk will be given to children until they are 2 years old, semi-skimmed milk will be provided after this.

We ask that parents help with this in the following ways:

- Bring in your child's bottles for the day sterilised (unless over 12 months) and fully assembled with the teat and lid in place. This prevents the inside of the sterilised bottle and the inside and outside of the teat from being contaminated.
- We provide whole milk, or any dairy/soya-free alternatives requested.

When reheating cows, breast, or alternative milk, we follow the below procedure:

- **Step 1:** We place the bottle in a jug/bowl of warm water/bottle warmer to heat. This is then to be placed in the sink to eliminate the risk of a jug on the countertop being knocked over.
- **Step 2:** Then we test the temperature of the milk on the inside of our wrist before giving it to the child. It should be body temperature, which means it should feel warm or cool, but not hot. Staff will check the temperature with a minimum of two staff members to ensure a safe drinking temperature.
- **Step 3:** If there is any made-up milk left in the bottle after a feed, we throw it away. The exception to this is breast milk, which can be left for 1-2 hours (If the milk has been previously frozen, once thawed, it can sit out at room temperature for 1 to 2 hours).

Water

Breastfed babies do not need any water until they've started eating solid foods. Formula-fed babies may need some extra water in hot weather.

Infants under 6 months old **MUST** have boiled water which has been cooled.

Infants over 6 months old can have water straight from the tap unless requested otherwise by parents.

Supporting Breastfeeding Employees

Lake View Nursery recognises the importance and benefits of breastfeeding for both parent and child. We are committed to supporting employees who choose to continue breastfeeding when returning to work, in line with equality and health and wellbeing guidance.

We will support breastfeeding employees by:

- Providing a clean, private and comfortable space (not a toilet) for expressing milk or feeding their child where reasonably possible
- Allowing reasonable flexible breaks to express milk during working hours

Lake View Nursery Ltd

Last updated: 18th February 2026

By: Abigail Maturi (Nursery Manager)



- Providing access to a fridge for safe storage of expressed breast milk, clearly labelled with name and date
- Supporting staff to discuss their needs with management prior to returning from maternity leave so appropriate arrangements can be planned
- Ensuring conversations regarding breastfeeding needs are treated sensitively and confidentially
- Promoting a supportive workplace culture where breastfeeding is normalised and respected

Risk assessments will be reviewed where appropriate to ensure the health, safety and wellbeing of breastfeeding employees.

We recognise that returning to work while breastfeeding can be a significant transition and will work with employees to agree practical and supportive arrangements that suit both the staff member and the setting.

Sources

<https://www.nhs.uk/start4life/baby/feeding-your-baby/bottle-feeding/bottle-feeding-help-and-support/>

<https://www.nhs.uk/conditions/baby/breastfeeding-and-bottle-feeding/bottle-feeding/making-up-baby-formula/>

<https://www.healthline.com/health/parenting/how-long-can-breast-milk-sit-out#How-long-can-expressed-breast-milk-sit-out>