

Food and Drink Policy and Procedures

This policy has been written following guidance from:

- Environmental Health Agency (last inspection 2nd November 2018)
- Statutory Framework for the Early Years Foundation Stage, 2024.
- Health Protection in Schools and other Childcare facilities, 2024.
- Children Food Trust.
- Food Safety and Hygiene Regulations, 2013.
- The Food Safety Act 1990.
- Safer Food Better Business - Hazard Analysis Critical Control Points (HACCP).
- Food Standard Agency - Government guidance on Food Safety 2021.
- UK Health Security Agency (UKHSA).
- NHS - Guidance on How to make up Baby formula.
- Surrey Eat Well Stay Well Assessment form, 2022.

This policy applies to both Bus Stop Pre-School and Bus Stop Forest School Holiday Play Scheme.

A Risk Assessment has been carried out for the Kitchen, storage of food, the eating of food and the cooking of food. Please see Risk Assessment folder.

In November 2023, Bus Stop Pre-School achieved Surrey's Eat Well Stay Well Award. The award supports Early Years providers to ensure that the food they offer to children, provides them with the appropriate amount of energy, is nutritious and that staff encouraged children to make healthy choices.

Definitions within Policy and Procedure:

Woodland site: This refers to Pre-School woodland site.

Forest School: This refers to other Forest School sites around the Polesden Lacey Estate, which the Pre-School visits.

Bus Stop Pre-School provides all snacks, lunches and drinks to every child. Please be advised that the kitchen is used for fresh food/dried food preparation only. No raw foods are cooked or prepared on the woodland site/Forest School.

Bus Stop Pre-School provides a variety of hot snacks/lunches cooked over the Campfire/Camping Stove and prepared cold snacks/lunches when on the woodland site. Hot lunches and cold snack are provided when the Pre-School is off site visiting other Forest School sites for the day.

All foods and drinks consumed at Pre-School are prepared and cooked on site, parents/carers are not permitted to provide food/drinks for their child due to the risk of contamination during food preparation at home and or during transport to the Pre-School. In the event of food poisoning or an allergic reaction, members of staff would be unclear if the food consumed was from the food provided by the Pre-School or a child's home (Guidance from the Environment Health Agency).

All food provided by Bus Stop Pre-School is sourced from Sainsbury's supermarket. Fresh food and dried foods are delivered every Monday at the Owners house - Kate Rice and are stored appropriately following the manufacturers guidelines. When the food arrives, it is checked by the Owner for freshness, spoilage, open packets, tinned cans are checked for damages and for signs of pests. Food that is found to be spoilt/damaged is not accepted and is returned to the delivery driver. All food is also checked for 'use by' and 'best before' dates. A record of the food delivered is kept by the Owner. Once food is delivered, it is packed away within 20 minutes of arriving.

Fresh food, dried food and tinned food are rotated ensuring old food is used before new foods, following the FIFO rule - first in, first out.

Transportation and Storage of Dried and Tinned foods to Woodland site:

Dried food and tinned foods are transported to the woodland site and stored in clear plastic boxes in the Lockdown/Resource Shed. The boxes are checked daily for damage and for signs of pests. The FIFO rule is applied.

Transportation and Storage of fresh/frozen Foods and fresh Milk to Woodland site:

Fresh/Frozen food is stored in a Fridge/Freezer at the Owners house and fresh/frozen food for the day is transported to site daily in a Cool bag with cool packs and or a portal and rechargeable Fridge. The fridge battery is charged each day and the battery is able to last for over 4 days, keeping food fresh. The fridge/freezer located at the Owners house are the property of Bus Stop Pre-School and are only accessed by the Owner/Manager, any family member living in the house is not permitted to access the fridge/freezer.

The portable fridge has a thermometer built into the fridge, ensuring the temperature can be monitored and maintained throughout the day.

Transporting clean Utensils and Water to Woodland site:

Clean utensils are transported to the woodland site daily and utensils used during the day are placed in the 'Used Utensil' basket after use and taken off site to be cleaned. The utensils are washed in a dish washer and transported back to site, ensuring all utensils are clean and ready to use. Utensils are stored in clear plastic boxes in the Kitchen.

Fresh water for drinking and handwashing is transported to the woodland site daily in blue barrels and clear containers, these are clearly labelled containers, to avoid contamination.

Good Health and Hygiene

Bus Stop Pre-School understands the importance of providing children with healthy food and drinks and understands that this can contribute to good health and well-being. It is our policy to provide children with healthy and nutritious foods and to provide appropriate healthy alternatives for children with food allergies or special dietary requirements. Bus Stop Pre-School follows the Children Food Trust guidance, Food Standard Agency guidance and UK Health Security Agency for information on appropriate child portion sizes and healthy food suggestions. Bus Stop Pre-School has in place a Food folder detailing the ingredients and food allergens present in all foods provided by the setting and suggested menus and recipes.

Kate Rice - Owner has completed training with the Children Food Trust and holds a Level 2 in Food Hygiene and Safety for Catering. The Health and Safety Officer for the setting is Kelly Haines and she holds a Level 2 awards in Food Hygiene and Safety for Catering.

Bus Stop Pre-School understands the importance of ensuring healthy and hygienic practices are carried out when transporting, preparing, serving and cooking foods. All staff members carry out Food Hygiene training and update it every three years. Any staff, volunteers or students who have not carried out recognised food hygiene training will not be permitted to prepare food for children.

Staff members are not permitted to prepare, serve or cook foods if they have the following:

- Has had a recent case of sickness and diarrhoea,
- Has a heavy cold or flu symptoms,
- Has a skin infection or sores,
- Has an infected wound.

Please refer to the Health Protection Guidance in Schools and other Childcare facilities, 2024.

To reduce the risk of contamination, all staff understand to wash their hands before handling foods and drinks. Staff transporting, preparing, serving and cooking foods/drinks are to ensure that their hair is tied back, their nails are clean and kept short and they should avoid wearing nail varnish, as flakes can fall into the food.

To further reduce the risk of contamination, staff members with small cut to their hands or fingers, are asked to wear a blue water proof plaster, as blue plasters can be more visible during food preparation, in the event the plaster falls off. Blue plasters are available in the First Aid kit located in the Kitchen.

Bus Stop Pre-School understands that under the Safeguarding and Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage (2023) that in the event that 2 or more children have confirmed cases of food poisoning whilst in our care that it is our duty to report this to Ofsted within 14 days of the incident. We also understand in the event that 2 or more children have confirmed cases of sickness and diarrhoea whilst in our care that it is our duty to report this to the Health Protection Team under the Health Protection Guidance in Schools and other Childcare facilities, 2024.

At Bus Stop Pre - School we understand that children develop at different rates and are happy to support children's individual eating/feeding stages. We refer to guidance relating to when certain foods should or should not be introduced to babies and to young children i.e. not giving babies under 12 months raisins to eat, unless chopped up as part of a meal. Please refer to Choking hazard poster displayed in kitchen.

At Bus Stop Pre-School we do not allow Nuts or Peanuts on the premises this is due to nut allergies in children and adults. Parents are given a Meals, Snacks and Drinks information sheet that clearly states that no nuts are allowed on the woodland site.

Bus Stop Pre-School is able to provide foods for children with allergies, intolerances and special dietary requirements. It is the responsibility of all parents/carers to declare on their child's Child Record form if their child has any severe/mild allergies, intolerances or special dietary requirement. It is also the responsibility of all parents/carers to inform the Management team in writing of any changes to their child's allergies or diet (Refer to Parent Childcare Contracts).

At Bus Stop all adults are made aware of any children with food allergies/special dietary requirements. All allergy information is indicated on the children's individual photo cards and a Child/Staff Allergy and Photo sheet is located in the Kitchen.

Parents and carers are encouraged to bring in a treat to share for their child's Birthday. Parents/carers are reminded of the settings No Nut policy and to be aware that some children may have allergies to certain foods, such as milk products. If the treat is homemade and the staff team is unsure of the ingredients and or the treat is not age appropriate i.e. boiled sweets, the child will give the treat out at the end of the day to

allow parents and carers to decide if the treat is suitable for their own child. If a treat is brought from a shop, parents/carers are asked to ensure that it is in the original packaging and unopened.

Each term Bus Stop has cooking activities as part of the themes, we ensure that the activities are as healthy as possible and that we talk to the children about healthy alternatives. Staff ensure that children with allergies can also be included within the cooking activities and will buy special food items. Cooking activities include:

- Mixing icing for biscuits/cakes,
- Preparing and cooking bread rolls,
- Making Diwali coconut sweets,
- Preparing and cooking pancakes,
- Pre-packed vegetable stir fry and dried noodles,
- Making sandwiches for 'Getting ready for School',
- Making Fruit kebabs,
- Making Vegetable soup.

Below are the procedures that are followed by staff members to ensure good practice for Health and Safety during snack and meal times.

Food Preparation and Planning Daily Menus

When preparing food and planning daily menus, the staff team follows the guidance of governments Food Standard Agency to reduce the risk of children choking on food provided.

- Remove any stones and pips from fruit before serving.
- Cut small round foods, like grapes, strawberries and cherry tomatoes, lengthways and into quarters.
- Cut large fruits like melon, and hard fruit or vegetables like raw apple and carrot into slices instead of small chunks.
- Do not offer raisins as a snack to children under 12 months - although these can be chopped up as part of a meal.
- Soften hard fruit and vegetables (such as carrot and apple) and remove the skins when first given to babies from around 6 months.
- Sausages should be avoided due to their high salt content, but if offered to children these should be cut into thin strips rather than chunks and remove the skins.
- Remove bones from meat or fish.
- Do not give whole nuts to children under five years old.
- Do not give whole seeds to children under five years old.

- Cut cheese into strips rather than chunks.
- Do not give popcorn as a snack.
- Do not give children marshmallows or jelly cubes from a packet either to eat or as part of messy play activities as they can get stuck in the throat
- Do not give children hard sweets.

Choking hazard and food preparation posters are displayed in the kitchen for the staff to refer to when preparing food.

Bus Stop Pre-School understands that under the Safeguarding and Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage 2024 that when children are eating, they must be within sight **and** hearing of members of the team.

When planning daily menus, The Children's Food Trust recipes and Government Public Health England - Early Years menus booklets are referred too for healthy and nutritious recipes.

Food Preparation and Storage

Bus Stop Pre-School prepares fresh foods, dried foods and tinned foods to be cooked on the campfire and during termly cooking activities.

When preparing foods colour coded chopping boards are used to reduce the risk of food being contaminated and all fruit and vegetables are placed in a colander and washed under running water. Please see the list below for the different coloured chopping boards used:

Red - Raw meat and poultry (No RAW meats are cooked/prepared on site).

Yellow - Cooked meat and poultry

Blue - Raw fish

White - Dairy and bakery items

Green - Washed fruit and salad vegetables

Brown - Unwashed root vegetables

Purple - Free-from foods

A 'Know your Chopping Boards' poster is displayed in the kitchen.

All plates/bowls/pots filled with food waiting to be served to the children are covered with lids, to reduce the risk of cross contamination.

During meal times, wipeable table clothes are placed over each wooden table around the

Fire Circle and these are cleaned with antibacterial spray before each meal time.

Storage of fresh Foods to be eaten on the Woodland site

Fresh foods, such as sandwiches to be eaten for lunch that day either on the woodland site or out at Forest School are prepared in the morning and stored in the cool bag/fridge. Bus Stop Pre-School has been advised by the Environmental Health Inspector to prepare fresh foods in the morning and to store in the cool bag/fridge to reduce the risk of contamination due to the soil rich environment the Pre-School is located in.

A food storage layout sheet is displayed on the fridge. The fresh foods stored for lunch time are as follows:

- Sandwiches
- Vegetable and fruit pots

If having pots of yoghurts/custard/rice pudding, these are prepared just before serving to the children to aid freshness.

When packet foods have been opened for example Houmous pots, these are stored in the fridge with a sticker detailing:

- Item (name of food)
- Use by date
- Quantity
- Shelf life

To ensure food safety the portable fridge on the premise/fridge at the Owners house must be set at the correct temperature to ensure food safety, please see the guidance below:

- Fridge temperature: 5oc or below
- Freezer temperature: -18 or below

Fresh foods, packet foods and the fridge/freezer temperatures are monitored daily by adults. Please see Fridge/Freezer Daily Check sheet. The Owner also completes a Fridge/Freezer Checklist.

Storage of Dried Food and Tinned Foods to be cooked on the Camp Fire when on Woodland site:

Food to be cooked must be stored following the manufactures guidelines. Dried food and tinned foods are stored in clear plastic boxes in the Lockdown Shed. The boxes are checked daily for damage and for signs of pests. The FIFO rule is applied.

Food and method of cooking at Woodland site/Forest School include:

- Pre-packed Sausages/Ham/Chicken/Tuna - Can be eaten cold, as directed on packaging.
- Tinned Potatoes - Boiled,
- Tinned Baked beans - Boiled,
- Pasta/Rice/Couscous - Boiled,
- Fresh/frozen Vegetables - Boiled,
- Pre-packed Crumpets - Toasted over fire,
- Pre-packed Brioche slices - Toasted over fire,
- Pre-packed Waffles - Toasted over fire.
- Vegetable soup - Boiled,
- Instant Mash - Hot water added to packet mix.

A temperature probe would be used to check the temperature of re-heated food.

Daily Opening and Closing of the Kitchen

At the beginning of each day the Kitchen is opened and all surfaces are cleaned with antibacterial spray and storage boxes are checked for signs of pests.

At the end of each day, items on the Kitchen surfaces are stored upside and or inside storage boxes to prevent the risk of pests contaminating items left out at night.

Preparation of Fruit and Vegetables for Snack -

- Adult to clean the kitchen surfaces with anti-bacterial spray and wipe with a paper towel.
- Adult to wash their hands and put on a cooking apron.
- Adult to refer to Allergy and Photo sheet,
- Adult to check that the fruit and vegetables are fresh and safe to eat/spoilage.
- Adult will need to wash the fruit and vegetables under the tap with running water. Fruit and vegetables to be placed in a colander for washing.
- Adult to lay out snack bowls in a silver serving tray.
- Adult to cut up fruit and vegetables and place in serving bowls.
- Adult to place the lid on top of the serving tray, once preparation is completed. Putting the lid on top, reduces the risk of contamination.
- Adult to collect the fresh milk from the fridge. Fill a jug with fresh water.
- Fruit and vegetable waste is placed in the food bin.
- The adult puts the used knives and chopping boards in the 'Used Utensil' basket and keeps 1 knife and chopping board available on the worktop in case more fruit needs to be cut up if children would like a little more.
- Whilst preparing the snack, if it becomes contaminated i.e. coughed or sneezed on, or dropped on the floor, it will be discarded in the Food bin.
- Children's photo cards are placed out.

- Snack Time to be carried out at the Fire Circle or inside the Bell tent, depending upon the weather conditions.
- If serving in the Fire Circle, the wooden tables to be cleared of leaf litter, table clothes are used and sprayed with antibacterial spray and dried. If serving in the Bell tent, tables to be cleared of resources and tables wiped clean with antibacterial spray and wiped dry.

Snack Time Procedure around the Fire Circle and or the Bell tent (on poor weather days)

- Four to six children are invited at one time.
- Children need to wash their hands at the Sink units.
- Children collect a bowl of fruit/vegetables and hand their Photo card to the adult.
- The adults ask if the children would like milk or water to drink. The children pour their chosen drink into their cup.
- The children sit around the Fire Circle and eat their snack at the wooden tables/Sit at the table.
- When the children have finished their snack, they may choose to have a second helping. The adult gives out the second helping. The adult will encourage the children to consider if there will be enough snack for everyone
- Once the children have finished their snack, they must place their used bowls and cups in the 'Used Utensils' bucket and put left over food in the food waste bin and left over liquids in the Liquid Waste bin.
- Children sent to re- wash their hands after eating and drinking.
- Once all the children have had their snack, the adult is to clear the table of any food/spillages and any food dropped on the floor is put in the food waste bin.
- The adult should empty any leftover fruit or vegetable into the Food bin and liquids in the 'Leftover Liquid' bin.
- The bowls, cups, chopping boards and knives are to be put in the 'Used Utensil' basket to be washed off site.

Preparation of Fire Circle/ Bell tent Classroom for Lunch -

- Adult to clean tables cloths with anti-bacterial spray and wipe with a paper towel.
- Adult to wash their hands.
- Adult to collect fresh water jug from the kitchen and count out the correct number of cups for the number of children present.
- Adult to prepare flannels for face and hand wiping after lunch.

Preparation of Cold Fresh Foods to be eaten on Pre-School Woodland Site

Adult to refer to the Allergy and Photo sheet in the Kitchen.

- Adult to clean the kitchen surfaces with anti-bacterial spray and wipe with a paper towel.
- Adult to wash their hands and put on a cooking apron.
- Ensure that containers, plates, pots, bowls and spoons for preparation have been cleaned and ready to use.
- Adult to make sure the equipment being used to prepare foods is in good working order.
- Adult to check food for spoilage and use by and best before dates.
- Adult **MUST** use separate colour coded chopping boards to prepare sandwiches, cold meats, fruit and vegetables.
- Adult to prepare sandwiches first. Store in fridge and clean surfaces.
- Adult to prepare vegetable and fruit pots. Store in fridge and clean surfaces.
- Fresh foods to be eaten on the same day.
- Adult to place 'Star' cards on the plates showing any food allergens present in the food.

Throughout the preparation of food, the adult will use separate utensils and chopping boards for food preparation and wash their hands regularly.

Preparation for Food to be Cooked on the Camp Fire when on Woodland site:

- Adult to clean the kitchen surfaces used for preparation/laying food out with anti-bacterial spray and wipe with a paper towel.
- Ensure that containers, bowls and spoons for cooking/feeding have been cleaned.
- Adult to make sure the equipment being used to cook food is in good working order.
- Adult to wash their hands.
- Light the camp fire.
- A temperature probe is used to check the temperature of cooked food/re-heated food. Adult to write down the food content and temperature of cooked food/re-heated food on the Food Temperature Monitoring sheet. The probe is cleaned after use.
- Cook food. Please follow the guidance below:
 1. **Food must be in a suitable container for cooking/re-heating. To prevent contamination, cook food in separate containers and use separate utensils for different food i.e. meat and vegetables.**
 2. **Follow manufactures guidelines for cooking. Stir food whilst it is cooking on the campfire** (this ensures the food is cooked all the way through).
 3. **Food must be piping hot all the way through.**
 4. **Check the temperature of the food with a probe.**
(Safe temperature: 70oc for 2 minutes or 75oc for at least 30 seconds).
 5. **Only re-heat food once.**
- Once food is cooked and is at a safe temperature. Serve immediately.

- Adult to lay out lunch bowls in a silver serving tray.
- Adults to place individual children's food onto bowl/plates.
- Adult to place the lid on top of the serving tray, once preparation is completed. Putting the lid on top, reduces the risk of contamination
- Leftover hot food to be discarded after 90 minutes.
- Adult to put all utensils into the 'Used Utensil' basket.
- Adult to wash their hands.

Lunch Procedure at the Fire Circle/Inside Bell Tent Classroom/Forest School

- Children need to wash their hands at the Sink unit.
- Children to find an empty space around the Fire Circle/lunch tables and wait for their friends to join them.
- Adults to read the 'Star' cards for any food allergens present in the food and ensure children with allergies/dietary requirements avoid these foods.
- Adults provide the children with 2 courses; Main and Desert
- Children are encouraged to eat their Main course first, before the next course is given out.
- An adult remains at each table to encourage children to eat/try foods and to look out for signs of choking. The adult at the table monitors the food eaten by the children and encourages children to eat a little more.
- Adults pour children a drink of fresh water once food is eaten.
- Adults eat their lunch alongside the children.
- Once the children have finished their lunch, the adults will clear away the lunch items. Placing cups/bowl/plates in the 'Used Utensil' basket and leftover food in the Food waste bin and left over liquids in the 'Leftover liquid' bin.
- Children are each given a flannel to wash their faces and hands after eating and drinking.

Storage of Food to be cooked on the Camp Fire when off site:

- Food to be cooked must be stored following the manufactures guidelines and when transporting fresh food to the Forest School site food must be transported in a cool bog with a sealed lid with several ice packs.
- Plates, bowls and cups must be transported in a separate box with a sealed lid.

Food and method of cooking at Forest School include:

- Pre-packed Sausages/Ham/Chicken/Tuna - Can be eaten cold, as directed on packaging.
- Tinned Potatoes - Boiled,
- Tinned Baked beans - Boiled,
- Pasta/Rice/Cous cous - Boiled,
- Fresh/frozen Vegetables - Boiled,

- Pre-packed Crumpets - Toasted over fire,
- Pre-packed Brioche slices - Toasted over fire,
- Pre-packed Waffles - Toasted over fire.
- Vegetable soup - Boiled,
- Instant Mash - Hot water added to packet mix.

A temperature probe would be used to check the temperature of re-heated food.

Preparation for Food to be Cooked on the Camp Fire when off site:

- Adult to clean the camping table surfaces used for preparation/laying food out with anti-bacterial spray and wipe with a paper towel.
- Ensure that containers, bowls and spoons for cooking/feeding have been cleaned.
- Adult to make sure the equipment being used to cook food is in good working order.
- Adult to wash their hands.
- Light the camp fire.
- A temperature probe is used to check the temperature of cooked food/re-heated food. Adult to write down the food content and temperature of cooked food/re-heated food on the Food Temperature Monitoring sheet. The probe is cleaned after use.
- Cook food. Please follow the guidance below:
 1. **Food must be in a suitable container for cooking/re-heating. To prevent contamination, cook food in separate containers and use separate utensils for different food i.e. meat and vegetables.**
 2. **Follow manufactures guidelines for cooking. Stir food whilst it is cooking on the campfire** (this ensures the food is cooked all the way through).
 3. **Food must be piping hot all the way through.**
 4. **Check the temperature of the food with a probe.**
(Safe temperature: 70oc for 2 minutes or 75oc for at least 30 seconds).
 5. **Only re-heat food once.**
- Once food is cooked and is at a safe temperature. Serve immediately.
- Adult to lay out lunch bowls in a silver serving tray.
- Adults to place individual children's food onto bowl/plates.
- Adult to place the lid on top of the serving tray, once preparation is completed. Putting the lid on top, reduces the risk of contamination
- Leftover hot food to be discarded after 90 minutes.
- Adult to put all utensils in the 'Used Utensil' basket and return to woodland site.
- Adult to wash their hands.

Children are given their food in 2 courses - Main and a Desert. Drinks are given out after the three courses have been served to avoid spillages at the table as children eat their lunch.

Throughout lunch and snack times the adults talk to the children about safety and hygiene. The adult uses an anti-bacterial hand gel to wash the children's hands if they coughed or sneezed whilst preparing or eating their food.

Food that has been dropped on the floor is discarded and put in the food bin, this is to prevent children from eating contaminated food and to reduce the risk of pests visiting the area.

During all meal times the children are supported to sit at the Fire Circle benches/table to eat. Children are reminded to take small mouthfuls, to chew their food, and ensure their mouth is empty before taking another bite to reduce the risk of choking.

The adults remain at the tables at snack/lunch times to give support and encouragement to all children and to role-model good table manners. The adults also ensure that the Drink Station is kept clean and that the water and cups are replenished.

Food/Liquid Waste and General Waste

After meal times, food waste is put in the food waste bin and liquid waste is poured inside the Liquid Waste bin. Once the food waste bin/liquid waste bin are full, these are transported off site and disposed of. The bins are washed and cleaned regularly.

The general waste bins in the Kitchen, Bell tent, Sleep tent and Toilet are emptied regularly and the contents is disposed of off site. The bins are washed and cleaned regularly. The black bins are also checked for signs of pests. Please also read the Health and Safety policy for daily cleaning procedures.

Drink Station:

A Drink Station with fresh water and small cups is available to the children throughout the day. It is located inside the Bell tent porch. Adults regularly replenish the water, cups and empty the 'Used cup Bin' at the Station.

The children are taught the following procedure, for using the Drink Station:

- Take one cup at a time.
- Using the drink dispenser, push down the tap and fill the cup with water.
- Stand still whilst drinking your water.
- When you have finished your water, place your cup in the 'Used cup Bin'/pour some more water in your cup, if you are still thirsty.

The children are taught not to re-use cups already in the 'Used cup Bin'. The Bin has a swing lid, reducing the risk of children re-using cups and sharing germs.

A Drink Station is also brought along to on Forest School walks away from woodland site. The above procedures apply.

Preparation, Storage and Handling of Powered Infant Formula

This procedure has been written following the guidance from the NHS, the Food Standards Agency and the Department of Health.

At Bus Stop Pre - School we understand the importance of good hygiene and understand that the correct handling and preparation of powered infant formula can help reduce the risk of child illness.

We are happy to give powered infant formula feeds. Parents/carers must provide the following:

- The correct number of bottles with the correct amount of sterilised water for each feed. Water must be sterilised that morning, not the night before.
- The correct amount of infant formula for each feed in an airtight container. Clearly named.

With the permission of a child's parent/carer we will provide a 'ready to use liquid feed' if the following circumstances arise:

- Parent/carer is late and their child is due a feed.
- Formula feed has not been provided and the parent is unable to deliver any.

Before giving a child 'ready to use liquid fee', the adults will refer to the Allergy sheet in the First Aid bag, checking that the child has no allergies and or intolerances to the liquid feed and check the 'use by' date of the liquid feed.

At Bus Stop Pre - School we will store and prepare infant formula, following the guidance below:

The Storage of Bottles with Sterilised Water:

- Adult to ensure the fridge is clean.
- Bottles will be stored in the fridge until required/Bottle cooler bag with an ice pack. Bottles must be stored in the back of the fridge, not in the door.
- The fridge temperature is set at 5oc or below.
- Children names will be clearly labelled on each bottle.

Preparing a Feed Using Powered Infant Formula:

- Adult to clean the surfaces thoroughly on which to prepare the feed.
- Adult to wash their hands and put on an apron.

- Collect a sterilised bottle from the fridge. The bottle must have the correct amount of sterilised water and the correct name of the child.
- Add the exact amount of formula to the bottle.
- Re-assemble the bottle following manufacturer's instructions. Holding the edge of the teat, put it into the retaining ring, check it is secure, then screw the ring onto the bottle.
- Cover the teat with the cap and shake the bottle until the powder is dissolved. Shake the bottle well to mix the contents.
- Warm in the bottle warmer/ jug of boiling water. Feeds warmed in a bottle warmer are never left for more than 15 minutes.
- Shake the bottle to ensure the feed has heated evenly.
- Check the feeding temperature by shaking a few drops onto the inside of the wrist - it should be lukewarm, not hot.
- Discard any feed that has not been used within 2 hours. After feeding, discard any left-over feed.

Transporting Feeds:

- Follow the guidance above for preparing feeds. However, DO NOT HEAT.
- Place in the fridge for at least 1 hour before transporting.
- Transport feed in a cool bag containing an ice pack.
- Warm feed at the destination using a bottle warmer or by placing in a container of warm water.
- Feeds transported in a cool bag must be used within 4 hours.

Cleaning Feeding Equipment:

- Adults to clean the kitchen surfaces.
- Adult to wash their hands and put an apron on.
- Wash feeding and preparation equipment thoroughly with warm soapy water.
- Rinse thoroughly under the tap.
- Reassemble the bottles and place in the correct child's bag to be taken home and sterilised. Parents/carers are made aware that used bottles are not sterilised after use on the premises.

Useful Resources:

- www.food.gov.uk/foodindustry/regulations/hygleg/hyglegresources/sfbb/sfbbcate rs.
- www.gov.uk - Health Protection Guidance in Schools and other Childcare facilities, 2024.
- Ofsted - www.ofsted.gov.uk
- Environmental Health Agency - env.health@molevalley.gov.uk or tel: 01306 885001
- NHS guidance on preparing formula -

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

- Ways to reduce choking in under 5's government guidance - <https://help-for-early-years-providers.education.gov.uk/safeguarding-and-welfare/food-safety>
- Food Standard Agency - www.food.gov.uk

This policy was adopted in September 2009, to be reviewed annually.

This policy was reviewed in September 2024 to be reviewed in September 2025.

Signed by Owner _____ Manager _____