

Staff infant feeding procedure

Preparing infant formula

Step	Instructions	Visual guide
1	Wash your hands and make sure you have a clean bench for preparing the bottle.	
2	Ask another staff member to double-check the name and date on the infant formula and sterilised bottle provided by the family.	
3	Fill out the infant's feeding record.	
4	Add cool or lukewarm boiled water to the sterilised bottle.	

Move Well Eat Well

Step	Instructions	Visual guide
5	Add the exact amount of infant formula powder. Use the portion provided by the family or follow the instructions on the tin.	
6	Gently shake the bottle until the infant formula powder has dissolved.	
7	If the infant formula needs to be heated, stand the bottle in warm water for around 10 minutes. Do not use the microwave.	
8	Check the temperature on your wrist. It should feel warm not hot.	
9	Feed the infant within one hour of warming the bottle. Throw away any leftover infant formula.	