

Document Control

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Safe preparation and handling of infant formula Standard Operating Procedure			
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1. Background

This document sets out Northern Devon Healthcare NHS Trust's system for providing guidance on safe preparation, storage and handling of infant formula. This standard operating procedure (SOP) should be used in conjunction with the Newborn Infant Feeding Policy.

There are instances where breast milk is not available, where the mother is unable to breastfeed, where she has made an informed decision not to breastfeed, or where breastfeeding is not appropriate. Infants who are not breastfed require a suitable breast-milk substitute, for example, infant formula.

Powdered infant formula is not a sterile product. It may contain bacteria that can cause serious illness in infants. By preparing and storing powdered infant formula correctly, you can reduce the risk of illness.

2. Purpose

2.1. The SOP has been written to:

- Ensure the safe preparation and handling of infant formula in the ward setting
- Minimise the risks in preparation and handling of infant formula in the ward setting

3. Scope

3.1. This SOP relates to all members of the multidisciplinary team who may be involved in the preparation and handling of infant formula and those involved in teaching parents who are formula feeding.

4. Location

4.1. This SOP can be implemented in all clinical areas where competent staff are available to undertake this role.

- 4.2. Staff involved in handling infant formula and teaching parents the safe preparation, storage and handling of infant formula, must be able to demonstrate attendance at the mandatory in-house infant feeding training day or equivalent, as per the Trust's Newborn Infant Feeding Policy; as well as being able to demonstrate continued competence as per the annual clinical skills review and clinical update.

5. Equipment

- Sterilising and feeding equipment
- Powdered infant formula
- Kettle

6. Procedures

Mothers who formula feed will be enabled to do so as safely as possible through the offer of a demonstration and / or discussion about how to prepare infant formula and given the Start4Life 'guide to bottle feeding' leaflet.

Each mother who is bottle feeding will be issued with her own Steri-Sac and a leaflet on how to use it. Her name should be recorded in the box provided on the back of the Steri-Sac.

6.1. Cleaning and sterilising feeding equipment in the ward setting

- wash hands thoroughly before cleaning and sterilising feeding equipment
- wash feeding and preparation equipment thoroughly in hot soapy water
- bottle and teat brushes should be used to scrub inside and outside of bottles and teats to ensure any remaining feed is removed – please ensure one bottle brush for each baby
- after washing feeding equipment rinse it thoroughly under the cold water tap
- open steri-sac and place the feeding equipment (no more than 2 bottles) into the bag
- add 60mls of tap water to the bag and seal bag tightly
- place the steri-sac upright on the microwave plate ensuring the plate can rotate
- heat in microwave for 3 minutes – the microwave power may alter this time, look on the steri-sac for further instructions
- take care when removing the steri-sac from the microwave as it will be very hot – use the protective rubber mitt provided and tip the remaining water down the sink being mindful of steam
- items maintain sterility within the bag for 2-3 hours

- when the steri-sac has been used 20 times, discard and issue a new one - there is a tally system on the bag to record each use

6.2. Guidance for preparing powdered feeds in the ward setting

- It is recommended that each bottle be made up fresh for each feed. Storing made up milk may increase the chance of a baby becoming ill and should be avoided
- Clean the surface thoroughly on which to prepare the feed
- Wash hands with soap and water and dry
- Boil fresh tap water in a kettle
- Allow the boiled water to cool to **no less than 70.c**. This means using water that has been left covered for less than 30 minutes after boiling
- Pour the amount of water required into a sterilised bottle
- Add the exact amount of formula as instructed on the label, always using the scoop provided by the manufacturer. Adding more or less formula than instructed may make the baby ill
- Reassemble the bottle following the manufacturer's instructions
- Shake the bottle well to mix the contents
- Cool quickly to feeding temperature by holding under a running tap, or placing in a container of cold water
- Check the temperature by shaking a few drops onto the inside of your wrist – it should feel lukewarm, not hot
- Discard any feed that has not been used within two hours

7. References

- World Health Organisation, 2001
www.who.int/foodsafety/publications/micro/PIF_Care_en.pdf
- www.nhs.uk/conditions/pregnancy-and-baby/pages/making-up-infant-formula.aspx2016
- Unicef, 2015
https://www.unicef.org.uk/babyfriendly/wpcontent/uploads/sites/2/2008/02/start4life_guide_to_bottle_feeding.pdf

- First Steps Nutrition, 2017
http://www.firststepsnutrition.org/newpages/Infant_Milks/infant_milks.html

8. Associated Documentation

- Newborn Infant Feeding Policy
- Start4Life Guide to Bottle Feeding Leaflet
https://www.unicef.org.uk/babyfriendly/wp-content/uploads/sites/2/2008/02/start4life_guide_to_bottle_feeding.pdf
- How to use a quick clean micro-steam bag Trust Leaflet