

Bottle storage and preparation

Parents/guardians will:

- Transport pre-prepared bottles in an insulated bag with an ice brick.
- On arrival, remove bottles from insulated bags and store in the body of the refrigerator (not in the fridge door).
- Provide daily the required number of bottles for child, each cleaned/sterilised and clearly labelled with the child's full name and preparation date, either pre-prepared bottles or pre-measured portions of formula powder in appropriate containers.
- Complete the *Bottle Register* daily on arrival.
- When providing breast milk, supply in appropriately sized, clearly labelled individual portions to reduce waste and ensure safe handling.
- Collect all bottles, including used and unused bottles, at the end of each day.

Teachers and educators will:

- Display the [Bottle Feeding Poster](#) in bottle preparation areas
- Store bottles in the body of refrigerator; not in the refrigerator door.
- Store bottles in a manner to prevent cross-contamination, particularly for children with food allergies.
- Clean and sanitise bottle preparation surfaces before and after each use.
- Wash and thoroughly dry hands before preparing or handling bottles.
- Wear gloves when handling or preparing breast milk.
- Record bottle heating on [Bottle Register](#) OR [Bottle Register 2](#).
- Warm bottles using an approved bottle warmer only. Never use a microwave.
- Heat bottles only once. Milk heated cannot be reheated.
- Test milk temperature before serving using a food thermometer or by checking on the inside of the wrist. Milk should be comfortably warm (approximately 36°C–37°C) or slightly cool if preferred.
- Discard any warmed milk that has not been consumed.
- Thaw frozen breast milk safely by thawing in the refrigerator within 24 hours of use; or placing the sealed bottle in a container of lukewarm water. Use immediately once thawed.
- Clean used bottles immediately after feeding in hot, soapy water and allow them to air dry. Do not sterilise.
- Ensure bottles are sent home at the end of each day.
- Where required, provide a private, comfortable space for mothers who wish to breastfeed or express milk.

Bottle feeding

Teachers and educators will:

- Complete [Bottle Register](#) OR [Bottle Register 2](#) immediately prior to bottle feeding.
- Conduct and document a two-person visual check prior to feeding, confirming:
 - Correct child label
 - Correct milk or formula type
 - Bottle has been heated only once in the bottle warmer
 - Bottle is being provided to the correct child.
- Wash and thoroughly dry hands before and after bottle feeding. Gloves are not required when hands are clean and dry.
- To support secure attachment and positive interactions, provide calm, responsive, and (when possible) uninterrupted bottle feed routines.
- Be flexible and responsive to individual hunger cues.
- Hold infants securely in a supported, slightly upright position to reduce the risk of choking and aspiration.
- Never prop a bottle or leave an infant unattended while feeding.
- Where a child has developed the appropriate motor skills and only following consultation and agreement with parents/guardians, support child to hold and self-feed their bottle under close supervision.
- Promptly remove bottles once feeding is complete.
- Do not store or reuse leftover milk or formula. Discard remaining contents after feeding.

Key references

- [Get Up and Grow; Healthy Eating and Physical Activity for Early Childhood](#).
- [Staying healthy guidelines | NHMRC](#) (6th Edition)
- [Nutrition Australia Qld | Food Foundations](#)