

01 Health and safety procedures

01.5 Milk Kitchen Procedure

To be read alongside Health and Safety Policy and Procedures 01.1–01.22

General Safety and Hygiene

- Staff wash their hands immediately upon entering the milk kitchen.
- Only food preparation equipment is kept in the milk kitchen.
- The kitchen must NOT be used to make hot drinks for adults or store staff food, drinks, or personal items.
- All surfaces are cleaned daily using sterilising solution, including high-touch points such as cupboard doors and handles.
- Inside cupboards are cleaned regularly using a sterilising solution.
- Fridges are cleaned daily and deep cleaned weekly.
- Plastic spoons used for measuring or mixing feeds are washed and sterilised.

Baby Bottles, Feeding Equipment and Sterilisation

- All bottles, dummies, feeding spoons and bowls for babies under 1 year old are washed using hot water, then sterilised.
- Manufacturer's instructions must be followed when using the steriliser - a cold water steriliser is used.
- Dummies in the baby room are kept in sterilizing fluid.
- Sterile items are stored hygienically and used as soon as possible.

Storage and Labelling

Medication stored in the milk kitchen fridge must:

- Be clearly named
- Be kept on a separate shelf from food or feeds
- Baby milk formula and weaning food are stored in named containers for each individual baby.
- Milk or weaning feeds brought in by parents must be labelled and refrigerated immediately.

Feeding Schedules and Preparing Feeds

- Each baby has an up-to-date feeding schedule on Family, accessible to all staff.
- Feeding schedules highlight allergies and any foods/milks that must not be given.
- Feeds are prepared only by the key person, or the secondary key person.
- Other staff, including students or volunteers, may only prepare feeds under direct supervision from a permanent member of staff who has been fully briefed on the baby's dietary needs.

This procedure ensures that all milk and weaning preparations are completed safely, hygienically, and in line with each baby's individual dietary requirements.