

Breast Milk Storage and Delivery Policy

Purpose

This policy sets out how Owls Nursery School safely store, handle, and deliver expressed breast milk provided by parents/carers, ensuring the health and wellbeing of babies in our care and compliance with the EYFS statutory framework, Ofsted expectations, and NHS best-practice guidance.

Responsibilities

- Staff are responsible for following this policy at all times.
- Parents/carers are responsible for providing breast milk in sterile, clearly labelled containers.
- Management will monitor compliance, maintain temperature logs, and ensure all staff receive appropriate training.

Labelling & Identification

- All breast milk must be clearly labelled with: child's full name, and the date & time the milk was expressed.
- Unlabelled or unclear containers will not be accepted.
- Each child's milk is stored separately and checked by two staff members at point of receipt and feeding to avoid mix-ups.

Storage

- Fridge storage: 2–4°C (kept at the back, not the door). Fresh milk may be stored up to 5 days.
- Room temperature storage is avoided in the nursery. If unavoidable for immediate feeds, it must not exceed 4 hours from expression.

Hygiene

- Staff wash and dry hands thoroughly before handling breast milk or feeding equipment.
- Sterile bottles, cups, and teats are used; equipment is cleaned/sanitised per manufacturer instructions.
- Any leftover milk in a bottle is discarded within 2 hours of the start of feeding.

Warming & Delivery

- Milk is warmed using a bottle warmer or a container of warm water. Microwaves are never used.

- Milk is gently swirled (not shaken) to mix separated layers. Temperature is checked on the inside of the wrist before feeding.
- Two- person check: staff verify child identity, label details, and date/time before delivering milk to the child.

Record Keeping

- We record when milk is received (quantity, condition, and labelling), where it is stored , when it is delivered to the child, and when discarded (if unused).
- Daily temperature logs are maintained for fridges/freezers storing infant food and are available for inspection.

Communication with Parents

- Parents receive a summary of how expressed breast milk is stored and delivered at the nursery.
- Concerns (e.g., incorrect labelling, leakage, unusual smell/appearance) are communicated immediately and milk may be refused on safety grounds.
- Parents are encouraged to provide milk in daily portions to minimise waste.

Staff Training

- All staff involved in infant feeding receive induction training on this policy and annual refreshers.
- Training covers identification checks, safe storage, warming methods, hygiene, logging, and incident reporting.

Incident Management

If there is a suspected temperature breach, mislabelling, or accidental consumption, staff will follow the nursery's Incident Reporting and Notification procedures (including informing parents/carers and, where appropriate, Ofsted). A risk assessment will be completed and actioned.

Review

This policy is reviewed annually or sooner if guidance changes.