



**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

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SUBJECT:
PREPARING INFANT FORMULA

APPROVED: 10-20-10

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PURPOSE

To ensure proper procedures are followed for preparing infant formula.

POLICY

Adding too little water to formula puts a burden on the baby's kidneys and digestive system and may lead to dehydration. Adding too much water to formula may interfere with the baby's proper growth because it does not contain adequate calories and nutrients and can cause water intoxication

REFERENCE

Head Start Performance Standards 1304.23 (e)(1)(2)

PROCEDURE

To best support bottle feeding, sites must:

Ensure that the formula used to feed an infant is the same brand that is given to the child at home and which is documented in the file on the Needs and Services Plan.

- Start with a sanitized bottle (see procedures for sanitizing bottles)
- Clean and sanitize your workspace.
- Wash hands.
- Read the label instructions on the commercially prepared formula.
- Before opening a formula can, wash can lid with soap and water to remove dirt and contamination.
- Open formula and follow direction on the label. Use scoop provided in container.
- Add water (not hot) according to the scoops used (from an approved source i.e. Sparklets) to bottle with powder.
- Place desired number of scoops of formula into sterilized bottle

- Attach nipple and ring to the bottle and shake well.
- Label with child's full name, time and date prepared.

If infant is not fed immediately, put a clean nipple right side up on each bottle and cover with a nipple cap and refrigerate until feeding. Use within 48 hours. Do not leave formula at room temperature.

The scoop should be washed with soap and hot water, rinsed thoroughly and allowed to air dry. When making formula again, the scoop should be totally dry before using it to scoop powder again. Store unopened cans in a cool dry indoor place. Discard one month after opening.