

**HEAD START PROCEDURES FOR:
BREASTFEEDING AND FORMULA PREP
COMPONENT: CENTER FOR YOUNG LEARNERS**

1. **Scope:** This describes the process by which breastfeeding will be promoted according to the Head Start Standard 1302.44(a)(viii).
2. **Responsibility:**
 - 2.1 Teacher
 - 2.2 Teacher Aide
 - 2.3 FSW
 - 2.4 Health/Safety/Nutrition Consultant
3. **Resources:**
 - 3.1 Child File
 - 3.2 Nutritional Assessment Form
4. **Procedures:**
 - 4.1 Refrigerator Log forms will be posted near the refrigerators.
 - 4.2 Staff will log temperature on the log form daily.
 - 4.2.1.1 If the temperature is out of the safe zone (30-40 degrees Fahrenheit) staff will report it to maintenance and discontinue the use of the refrigerator
 - 4.3 **For breast milk**, staff will wash hands with soap and warm water, and wear disposable, nonporous gloves before handling breast milk, bottles, or nipples.
 - 4.4 Nipples, rings, bottles and “sippy” cups will be washed in hot, soapy water, then soaked in disinfectant solution for 10 minutes, rinsed and allowed to air dry or returned to the kitchen for cleaning and sanitizing.
 - 4.5 Parents will bring in breast milk in the appropriate container with the child’s name, the date the breast milk was expressed and whether breast milk has been refrigerated or frozen.

Breast milk storage guidelines:

	Room Temperature	Refrigerator	Home Freezer	-20 C Freezer
Freshly Expressed breast milk	4-10 hrs	5-7 days	3-6 months	6-12 months
Thawed breast milk	Do not store	24 hours	Never refreeze thawed milk	Never refreeze thawed milk

- 4.6 The breast milk with the oldest date will be used first.
- 4.7 Defrost frozen breast milk in a bowl of tap water for 30 minutes or place under running water until thawed. Do not use hot water or microwave as this can destroy some of the protective properties of breast milk.

**HEAD START PROCEDURES FOR:
BREASTFEEDING AND FORMULA PREP
COMPONENT: CENTER FOR YOUNG LEARNERS**

- 4.8 Should cream rise to the top of the container, shake gently to mix layers together before preparing the bottle.
- 4.9 Place only enough breast milk in a bottle that you anticipate the baby will take.
Place the remainder in the refrigerator.
- 4.10 Discard any breast milk left in the bottle after the feeding.
- 4.11 **For formula**, staff will wash hands with soap and water before handling cups, nipples, bottles, or formula.
- 4.12 Formula will be mixed according to package directions.
 - 4.12.1 Powdered formula and unopened cans of concentrate may be kept on the shelf.
 - 4.13.2 Opened cans of concentrate will be placed in a covered container and stored in the refrigerator.
- 4.13 Physician orders are required for mixing formula(s) at a higher caloric concentration than package instructions.
- 4.14 Pour only enough formula into the bottle or cup that is anticipated the child will consume.
- 4.15 Discard any portion of the formula that the child does not consume at the feeding.
- 4.16 An appropriate breastfeeding or pumping area will be provided for breastfeeding families.
- 4.17 Breastfeeding information will be available for parents.
- 4.18 Referrals to WIC, local lactation consultants or counselors will be offered to parents as needed.
- 4.19 During times of emergencies, natural disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.

5. Associated Documents:

- 5.1 Menus
- 5.2 Lesson Plans
- 5.3 Daily Information Sheet
- 5.4 Refrigerator Temperature Log

6. Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
Menus	Print/ electronic	Filing cabinet /Google Docs	7 years	Shredded/ Deleted	Locked/ Secure server password protected
Lesson Plans	Electronic	Flash Drive	7 years	Deleted	User ID
Daily Information	Print	Child's file	7 years	Shredded	ISD locked unit

**HEAD START PROCEDURES FOR:
BREASTFEEDING AND FORMULA PREP
COMPONENT: CENTER FOR YOUNG LEARNERS**

Sheet					
Refrigerator Temperature Log	Print	Filing cabinet	7 years	Shredded	ISD locked unit

7. Monitoring:

- 7.1 File review
- 7.2 End of the Month
- 7.3 Classroom Observation
- 7.4 Menu Review
- 7.5 Texas Child Care Licensing Visit

8. Revision History:

Date	Revision#	Description of Revision
6-2017		
5/2018		Reviewed
7/2018	7.2	Changed 10th of Month to End of Month
6-2019	4.3	Changed "Latex" to "wear disposable, nonporous"
6-2019	2.4	Changed "Nutrition Consultant" to "Health/Safety/Nutrition Consultant"
6-2019	4.3	Added "For breast milk,"
6-2019	4.3, 4.5, 4.6, 4.7, 4.10	Changed "milk" to "breast milk"
6-2019	4.11	Added, "For formula,"
6-2019	6.	For Menus: Added "electronic" to Format Changed "Locked filing cabinet at ESC" to "Filing cabinet/Google Docs" under Storage Added "Deleted" under Disposition Changed "ESC locked unit" to "Locked/Secure server password protected" under Protection
7-2020	Reviewed - No Changes	
12-2020	4.19	Added "During times of emergencies, natural

**HEAD START PROCEDURES FOR:
BREASTFEEDING AND FORMULA PREP
COMPONENT: CENTER FOR YOUNG LEARNERS**

		disasters, pandemics, etcetera, Head Start will abide by CDC guidelines, Office of Head Start directives, state pandemic guidelines and local ISD emergency preparedness/pandemic plans.”
12-2020	Titles	Changed titles to match. Changed document title from “Promotion of Breastfeeding and Mixing and Storage of Formula and Breastmilk” to “Breastfeeding and Formula Prep” to match Doc title.
12/2022		Reviewed