



Caring for Babies and Toddlers

At **Little Stars day care** we care for babies and toddlers under the age of two and ensure their health, safety and well-being through the following:

- Children under the age of two have a separate base room and are cared for in small intimate groups. We ensure that younger children have opportunities to have contact with older children whilst at daycare
- At least half of the staff team caring for children under the age of two will have undertaken specific training for working with babies
- Children transfer to the older age group when assessed as appropriate for their age/stage following our agreed transition and settling procedures
- Staff will monitor non-mobile babies around mobile babies and toddlers, to ensure the safety of non-mobile babies.

Environment

- The environment and equipment are checked daily before the children access the area. This includes checking the stability of equipment and areas around, low/highchairs and ensuring restraints on these, pushchairs and prams are intact and working
- All doors are fitted with viewing panels and door finger-guards to ensure the safety of children
- Outdoor shoes are removed or covered when entering the baby and toddler area(s). Staff remind parents and visitors to adhere to this procedure. Flooring will be cleaned regularly
- Sterilisers are washed out and cleaned daily
- Large pieces of furniture will be fixed to the walls to stop them falling on top of babies and young children
- Non-mobile babies will have opportunities, and be encouraged, to develop tummy time skills to promote physical skills under close supervision.

Resources

- Care is taken to ensure that babies and toddlers do not have access to activities containing small pieces, which may be swallowed or otherwise injure the child
- Babies and toddlers will be closely observed during all activities
- Resources and equipment that babies and young children have placed in their mouth will be sterilised after use
- All resources will be frequently cleaned
- Soft furnishings will be frequently cleaned
- The use of baby walkers, bumbos and jumparoos will not be used, as these can contribute to delayed physical development, if used frequently. Parents are advised that the NHS guidelines state that these resources should not be used for no more than 20 minutes at a time.

Intimate Care



- Babies and toddlers have their nappies changed according to their individual needs and requirements by their key person or familiar staff member
- Information will be shared between parents and the key person about nappy changing
- When developmentally appropriate, we will work closely with parents/carers to sensitively support toilet training in a way that suits the child
- Potties are washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change
- Staff will ensure all the equipment is ready before babies and toddlers are placed on the changing mat.
- No child is ever left unattended during nappy changing time
- Intimate care times are seen as opportunities for one-to-one interactions
- Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted. Students only change nappies with the support and close supervision of a qualified member of staff and only once the child is familiar with them
- Staff are not permitted to use a camera or mobile phone in the toilet and nappy changing areas. Nappy sacks and creams will not be left in reach of babies and children.`

See separate Nappy changing policy.

Sleep

- Babies under 1 year will sleep in a dream Coracle from community play. The manager and key person will assess when they are ready to move on to a fold out sleep mat. Children from 1-3 will sleep on a sleep mat.
- Bedding is washed daily, we will take into account any allergies and irritation to soap powders
- We follow all cot death prevention/safety guidelines and advise parents of this information. Babies are always laid to sleep on their back, with their feet touching the foot of the dream coracle
- Sheets or thin blankets will come no higher than the baby's shoulders, to prevent them wriggling under the covers. We make sure the covers are securely tucked in so they cannot slip over the baby's head
- Only sheets and blankets that are of good condition will be used, any loose threads will be removed.
- Sleeping children are supervised at all times with qualified practitioners in the room.
- Checks on sleeping babies are completed every 15 minutes. This may increase to 10 minutes for younger babies and or new babies. Checks are documented with the time and staff initials on the sleep check form. During these checks, staff will check a child's breathing.



Making baby formula procedure

Following NHS guidelines: [How to make up baby formula - NHS \(www.nhs.uk\)](https://www.nhs.uk)

- **Step 1:** Fill the kettle with at least 1 litre of fresh tap water (do not use water that has been boiled before).
- **Step 2:** Boil the water. Then leave the water to cool for no more than **30 minutes**, so that it remains at a temperature of at least **70C**.
- **Step 3:** Clean and disinfect the surface you are going to use.
- **Step 4:** Wash your hands with anti-bacterial hand wash for **20 seconds**.
- **Step 6:** Stand the bottle on the cleaned, disinfected surface.
- **Step 7:** Follow the manufacturer's instructions and pour the amount of water you need into the bottle. Double check that the water level is correct. Always put the water in the bottle first, while it is still warm, before adding the powdered formula.
- **Step 8:** Loosely fill the scoop with formula powder, according to the manufacturer's instructions, then level it using either the flat edge of a clean, dry knife or the leveller provided. Different tins of formula come with different scoops. Make sure you only use the scoop that comes with the formula.
- **Step 9:** Holding the edge of the teat, put it into the retaining ring, check it is secure, then screw the ring onto the bottle.
- **Step 10:** Cover the teat with the cap and shake the bottle until the powder is dissolved.
- **Step 11:** It's important to cool the formula so it's not too hot to drink. Do this by holding the bottle (with the lid on) under cold running water.
- **Step 12:** Test the temperature of the formula on the inside of your wrist before giving it to your baby. It should be body temperature, which means it should feel warm or cool, but not hot.
- **Step 13:** If there is any made-up formula left in the bottle after a feed, throw it away.

Throw away a bottle of formula that has been out after 1 and a half hours

Storing and warming up babies milk:

- Bottles of formula milk are only made up as and when the child needs them. These should be cooled to body temperature, which means they should feel warm or cool, but not hot, and should be tested (as detailed above) to ensure they are an appropriate temperature for the child to drink.



You can store breast milk in a sterilised container or in special breast milk storage bags:

- In the fridge for up to 8 days at 4C or lower if you're not sure of the temperature of your fridge, or it is higher than 4C, use it within 3 days
- For 2 weeks in the ice compartment of a fridge
- for up to 6 months in a freezer, if it's -18C or lower

Breast milk that's been cooled in the fridge can be carried in a cool bag with ice packs for up to 24 hours.

Additional formula making guidelines:

- Parents must provide an unopened formula feed. This is to ensure that we are aware that it is safe and hygienic to use.
- Feeding times will be seen as an opportunity for bonding between practitioner and child and where possible fed by their key person
- The kitchen in the baby room is specifically designated for milk preparation.
- Bottles of formula milk are only made up as and when the child needs them. These should be cooled to body temperature, which means they should feel warm or cool, but not hot, and should be tested to ensure they are an appropriate temperature for the child to drink safely.
- Bottles are only made following the instructions on the formula, if during the making process there are discrepancies, a new bottle will be made
- All new staff and students will be shown the procedure, and are competent and confident before completing this on their own
- Following the Department of Health guidelines, we only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We do not use cooled boiled water that is reheated¹
- Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use (they will not be washed in the dishwasher) and replaced frequently and/or when they are damaged.
- Contents of bottles are disposed of after one and a half hours
- Babies are never left propped up or laid in a cot with bottles as it is both dangerous and inappropriate
- A designated area is available for mothers who wish to breastfeed their babies or express milk

¹ <https://www.nhs.uk/conditions/pregnancy-and-baby/making-up-infant-formula/>





Mealtimes

- All low/highchairs used for feeding are fitted with restraints and these are used at all times. Children are never left unattended in high chairs. Restraints are removed and washed weekly or as needed
- Mealtimes are seen as social occasions and promote interactions. Staff will sit with babies and young children; interacting, promoting communication and social skills
- All children will be closely monitored whilst eating and if any choking incidents occur paediatric first aid will be administered
- Babies and young children will be encouraged to feed themselves with support, as required
- We will work together with parents regarding weaning and offer any support, as required.

Comforter and dummies

- If dummies are used they will be cleaned and sterilised. This also applies to dummies which have been dropped (see separate dummy policy)
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs
- Dummies will be disposed of if they become damaged and/or when they are required to be disposed of
- Comforters including teddies and blankets will be kept safe and provided at sleep times, or if the child becomes unsettled.

This policy was adopted on	Signed on behalf of the day care	Date for review
15/07/21 Reviewed: 26/06/23	Head teacher  Lisle Von Buchenroder Board of Governors 	01/07/24