



The Lee Wiggins Childcare Centre EXPRESSED BREAST MILK POLICY AND PROCEDURE

Policy Statement

The Lee Wiggins Childcare Centre (LWCC) is committed to providing a safe and healthy environment for children, families and employees. The LWCC will take every reasonable precaution to prevent the risk of infectious diseases within our locations.

Purpose

To ensure that all employees are aware of and adhere to the directive established by Toronto Public Health (TPH) regarding the safe handling, storing and administration of expressed breast milk (EBM) at the LWCC.

This policy applies to all employees, students, and any others persons engaged in business with the LWCC.

Background Information

Breast milk supports the optimal growth and development of infants. Exclusive breastfeeding is recommended by the World Health Organization for up to 6 months, and continued up to 2 years with appropriate complimentary foods. As EBM is a bodily fluid, it may contain microorganisms; it is therefore important to ensure proper temperature and handling of EBM so that cross contamination and disease transmission does not occur.

Procedures

When Handling EBM

- Perform hand hygiene before and after handling EBM.
- Ensure EBM bottles including lids, cups and containers are labelled with the date the breast milk was expressed (will need to ask parent), child's name, and name of mother.
- When dispensing EBM from one container to another, ensure hand hygiene is performed, gloves are worn, and hand hygiene is performed again once gloves are discarded.

Storing EBM

- Perform hand hygiene before and after handling EBM.
- Before storing EBM, ensure the EBM bottles and containers are labelled with the date the breast milk was expressed (will need to ask parent), child's name, and name of mother.
- Refrigerator: Keep EBM stored at a temperature of 4° Celsius or colder for 5 days from date it was expressed.
- Frozen EBM must be thawed in a refrigerator and used within 24 hours. Do not use a microwave to thaw EBM.
- Place EBM containers at the back of the refrigerator where it is the coldest.

Administering EBM

- Employees must supervise children drinking EBM to ensure that unintended consumption by another child does not occur.
- Discard any left-over EBM not consumed by the child per feeding.



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Reporting

If EBM is consumed by a child not intended for the EBM, employees must report immediately to the Coordinator who will:

- Inform the Board of Directors.
- Contact TPH Health Connection at 416-338-7600.
- Contact both parents to inform them of the incident and that it has been reported to TPH who will likely contact them in the near future.
- Note the incident in the daily log as required by CCEYA.
- Record at the LWCC as an incident.
- Provide updates, as required, to the Board of Directors.
- Investigate how the incident occurred and follow up as required.

Policy and Procedure Review

This policy and procedure will be reviewed and signed off by all employees and students prior to commencing employment/unpaid placement at the LWCC and annually thereafter and at any time where a change is made.

Reference(s): Toronto Public Health Guidance Document 2017

Date Approved: January 2017

Effective Date: January 2017

Next Review Date: January 2018