



Expressed Breast Milk Policy and Procedures

Created: March 15, 2016

Revised: October 17, 2017, October 31, 2018, June 20, 2019, May 6, 2020

Reference: Toronto Public Health Guidance Document 2017, 2019

Approved by Board of Directors: November 15, 2017

Policy:

Orde Day Care recognizes the importance of providing expressed breast milk to children, whose families make it available to the centre. We also recognize that breast milk is a bodily fluid and may contain microorganisms from the mother or from outside resources, such as contamination during pouring. The improper handling of breast milk can cause infections, and since expressed breast milk (EBM) is not sterile the microorganisms can multiply if not handled properly.

The safe handling, thawing, storage and administration of expressed breast milk is required to minimize the risk of infection to children and staff. It is important to ensure the proper temperature control and handling of EBM. Feeding the incorrect EBM to another infant or child can lead to disease transmission, so the labelling of containers **and supervision during feeding** is important to ensure the correct infant or child receives their mother's EBM. 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.

Procedure:

To ensure the proper handling, thawing, storage and administration of expressed breast milk (EBM) the staff **must**:

- a. wash their hands before and after coming in contact with EBM
- b. wear gloves while handling EBM when dispensing from one container to another.
- c. apply routine practices when handling EBM

staff shall:

- d. Unthaw frozen breast milk in a refrigerator and use within 24 hours (do not use microwave to thaw breast milk)
- e. Refrigerate EBM at 4 Celsius or colder **until used**
- f. Label all individual cups or bottles with the name of child, date and name of mother. Parents are requested to bring labelled containers with this information.
- g. Supervise children while drinking breast milk to prevent unintended consumption
- h. Discard any leftover breast milk not consumed by the child.

All new staff, students and volunteers will review the policy and procedure upon hiring/unpaid placement and annually thereafter or when changes are made.

Reporting:

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

Supervisor/designate who will:

- Inform their Executive Director



ORDE DAY CARE'S STAFF MANUAL – POLICY AND PROCEDURE HANDBOOK

- Contact **TPH Communicable Disease Surveillance Unit (CDSU) 416 392 7411 immediately if a child consumes EBM intended for someone else**
- 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**
- Provide updates, as required, to the Executive Director
- Investigate how the incident occurred and follow up as required

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: