

**PROCEDURE FOR: Formula: Preparation and Storage**

- POLICY:**
1. Ready-to-use formula in sealed, sterile bottles is to be used within 4 hours of opening if not refrigerated - up to 24 hours if refrigerated.
  2. The warming time for infant formulas that have been refrigerated should not exceed 15 minutes. Only the estimated volume of feeding to be given should be warmed.
  3. Special formulas shall be prepared in the formula preparation area and labeled with the patient's name, TO #, NICU room, date, time and concentration, and stored for a maximum of 24 hours in the refrigerator. The prepared formula should be placed well inside the refrigerator as close to the center as possible. The formula should not be placed in the doors because the temperature is not well maintained.
  4. Formulas requiring reconstitution will be prepared by Food and Nutrition Department.
  5. Breast milk and formula refrigerators are to be used solely for breast milk and formula.
  6. For formulas prepared by the Food and Nutrition Department, the order form must be completed daily by the RN.
  7. It is the responsibility of the RN, not diet techs to discard expired formula.

**DOCUMENTATION:** Document any additives on the Unit Flow Sheet.

**PROCEDURE:**

- | <u>ACTION</u>   | <u>POINTS OF EMPHASIS</u>  |
|---|--|
| 1. Check MD or advanced practitioner's order.   |  |
| 2. Obtain/prepare proper formula.   | 2. Check ready-to-use bottles for sterile seal, cracks and expiration date. Read labels carefully. |
| 3. Give feeding as prescribed:<br><br>a. For special formulas or formulas with additives, separate the amount needed for a single feeding. The remainder is stored in the refrigerator. |  |
| 4. At the completion of po feed, discard remaining formula, bottle or volufeed.   |  |

**APPROVAL:** Nursing Standards Committee

**EFFECTIVE DATE:** 10/85

**REVISION DATES:** 2/87, 7/89, 11/89, 10/91, 8/92, 11/93, 3/99, 9/03

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NICU/NBN - Unit Practice Manual

John Dempsey Hospital - Department of Nursing  
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REVIEWED DATES: 11/04, 11/06, 12/07, 12/08