

NEONATAL NURSING PROCEDURE FOR LABELLING FEEDS

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Key Documents Owner:	Dr Vivianna Weckemann Consultant Paediatrician
Approved by:	Neonatal Guidelines Review Meeting
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Date of Review: This is the most current version and should be used until a revised document is in place	10 th May 2026

Key Amendments

Date	Amendments	Approved by
November 2022	Document approved for 3 years with no amendments	Dr Gregory/ Neonatal Guidelines Review Meeting
10 th November 2025	Document extended for 6 months to allow time for review and update	Susan Smith

INTRODUCTION

It is important to ensure that each baby is given the correct feed, to aid this, each feed should be labelled appropriately.

COMPETENCIES REQUIRED

This procedure may be undertaken by any Nursery Nurse or qualified Nurse/Midwife/Neonatal Nurse or by a Student Nurse or Midwife who is being directly supervised by a qualified Nurse or Midwife working on the Neonatal Unit/Mother and Baby Unit/Transitional Care Units or Post Natal Wards.

PATIENTS COVERED

This guideline applies to all babies on the Neonatal Unit WRH, Mother and Baby Unit Alexandra Hospital, Transitional Care Units and Post Natal Wards.

Equipment

- Label:- giving baby's name; unit number; date of birth; what is contained in the feed; the amount of feed in the bottle; date prepared and type of feed

PROCEDURE

- Feeds to be made up for 24hrs in a clean milk kitchen using a clean procedure and stored in a refrigerator
- All feeds to be labelled with a pre-printed or hand written label

WAHT-KD-015
Neonatal Key Documents

- Mothers who are expressing milk are to be given their own set of labels. Name, time and date milk expressed should be noted on the label
- When putting drug additives in to feeds, a proper drug additive label must be applied to the feed bottle
- When defrosting expressed breast milk the time and date needs to be noted when the milk is removed from freezer
- Feeds should be checked with another member of staff prior to feeding the baby

Documentation

The label should contain

- Baby's name
- Date of birth
- Hospital unit number/NHS Number
- Date prepared
- Additives contained and amount of additive
- What type of milk is contained

REFERENCES

UKCC (1998) Guidelines for records and record keeping

MONITORING TOOL

STANDARDS:

Item	%	Exceptions
All feeds labelled with correct information as per documentation requirements	100%	
No babies receive the incorrect feed	0%	

How will monitoring be carried out?	Continuous monitoring Incident reporting
Who will monitor compliance with the guideline	Paediatric Clinical Governance Committee

CONTRIBUTION LIST

Key individuals involved in developing the document

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