

Sleep Monitoring Procedures for Infants and Young Children:



Purpose: We will endeavour to provide for all children to have sleep or a rest whenever they require it in a safe, supervised environment. The procedures will uphold the safety and well-being of the children while they are sleeping, and minimize the risk of harm.

Guidelines:

- 1 Teachers maintain a peaceful, unhurried atmosphere at sleep times. Calm voices, low lighting, quiet music, and an un-stimulating environment are conducive to sleeping areas
- 2 In accordance with regulations, children will not have access to food or liquids while in bed and in the sleep room.
- 3 Children's individual needs are met regarding sleep times. Remove at least one layer of clothing before putting children into bed, so they have something warm to put on when they get up. Their clothes are put away neatly in their cubby or bag. Also remove any jewellery that has the potential to be a hazard should it become loose in the bed. Discuss this with the parents on enrolment and use centre form for any special requests.
- 4 Staff members will be responsible for the continual monitoring of children in the sleep area. When a child is put to bed, their name and the time is recorded on the sleep list. A permanent staff member will remain in the sleep room until the child is asleep.
- 5 Timers are set for monitoring sleeping children. While a staff member remains in the room the buzzers are set for every 10 minutes. When all children are sleeping and the monitor has left the room, the timers will be set for every 5 minutes.
- 6 The time the children actually go to sleep and wake up is recorded and this information is made available to parents. Every check is noted on the time sheet.
- 7 When the timer goes, the staff member checking must go into the sleep area and check all children. Every child's face must be checked to ensure they are breathing comfortably, that they are sleeping without restriction and are covered for warmth. Once all children have been counted and checked, the staff member must initial the sleep chart for each child.
- 8 Lower sides of the cot when lifting children in or out of bed. Teachers should take time to comfort children as they wake up, then get them dressed ready for the play room.
- 9 In the sleep areas the ECE regulations are adhered to at all times.
- 10 Parents/Visitors must be accompanied by a rostered staff member if they need to be in the sleep room.
- 11 A staff member must remain within vicinity of the sleep room to hear crying children between buzzer times – particularly in summertime with outside play.

Sleep: Beds and Bedding, Space and Facilities.

Purpose: To ensure adequate rest, children need adequate space, suitable type and location as well as appropriate practices. Information about the type of bedding will ensure the resources and practices are transparent and appropriate to the numbers and ages of the children.

Guidelines:

- 1) Children will have access to their own bed/stretchers during the time they rest and to their own clean sheets, blankets and duvet covers or sleeping bags and pillowslips. This linen shall be exclusive to them until they are next washed (use of linen shall not exceed 10 days).
- 2) A separate room is available for children under two to sleep. A designated area is used for older sleeping children. Staff will take reasonable steps to ensure that play and noisy or distracting activities in the nearby areas will not interrupt children's sleep.
- 3) Staff will ensure that children in the sleep area do not disturb the sleep of others.
- 4) Beds/stretchers purchased will meet the following criteria;
 - Will allow children to stretch out full length
 - Will allow children to lie down comfortably
 - Will be structurally safe, and suitable for children up to 30kgs, even if child is jumping on it
 - The cot mattress will have a waterproof cover and a dry cot/ wool blanket
 - Will allow airflow to the surface where the child is sleeping
 - Will enable staff to supervise easily/space for an adult to walk between the beds
 - Will have suitable barriers to prevent a younger child from falling
 - Will be kept in good condition
- 5) Bedding will be of the following type
 - Will be identified individually by placing in a named bag/tray in between washes
 - Will be washable
 - Will be air permeable allowing fabric to breathe
 - Will be adequate to ensure child is at a comfortable temperature
- 6) Bedding Practice
 - Beds and bedding are not part of play items
 - Beds will not be used by other children until bedding has been changed
 - Clean sheets are kept on shelves-all sheets in use are stored in named bags or remain on the beds. Sheets should not be made up on top of other sheets, nor bedding in use stacked on top of other bedding.
 - Bed surfaces will be wiped with water and antiseptic solution regularly
 - Beds are provided so that there is no need for children to sleep directly on a floor.
 - Beds / stretchers will be arranged so that children sleeping near each other are positioned head to head, rather than head to feet
 - Children will not be allowed to share a bed at the same time.
 - Beds are aired after use. When the sheets are changed turn the mattress and make a thorough check of the bed to see it is in good repair. Write any repairs on the office whiteboard and remove if it is dangerous.
 - Wash days are rostered weekly
 - Pillows should not be used until children are at least 12 months old and then only with written instructions from parents. Two pillow cases are required to protect the pillow.
 - Pillows should not be put away on the shelves with covers on. Pillowcases should be stored in the child's bag or tray with the sheets.
 - Details for individual sleep requirements are kept in the "Care Routines" folder in each sleep area.
 - A chart is kept daily stating which bed is used by each child.
 - Make sure there are no heavy items above beds.
 - A record of when under blankets, quilts and blankets are washed is displayed in each sleep area.