

EIKOH SEMINAR AUSTRALIA PTY LTD

SLEEP / REST PROCEDURES

Introduction

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment.

Aim

Our Service aims to meet each child's needs for sleep, rest and relaxation in a safe and caring manner that takes into consideration the preferences and practices of each child's family.

Goals

Our Centre will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. Our Centre will provide beds and cots that comply with Australian Standards. The risk of Sudden Unexpected Death in Infancy (SUDI) will be minimised by following practices and guidelines set out by health authorities.

Strategies

The Approved Provider will:

- "Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children." (Regulation 81)
- Ensure there are adequate numbers of cots and bedding available to children that meet Australian Standards.
- Ensure that all cots meet the standards as set out in regulations.
- Ensure that areas for sleep and rest are well ventilated and have natural lighting.
- Ensure that supervision windows will be kept clear to ensure safe supervision of sleeping children.

The Nominated Supervisor will:

- "Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children." (Regulation 81)
- Maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families.

Educators will:

- Consult with families about children's sleep and rest needs. Educators will be sensitive to each child's needs so that sleep and rest times are a positive experience.
- Ensure that beds/mattresses are clean and in good repair. Beds, cots and mattresses will be wiped over with warm soapy water between each use.
- Ensure that bed linen is clean and in good repair. Bed linen is for use by an individual child and will be washed before use by another child and as required if soiled.
- Arrange children's beds and cots to allow easy access for children and staff.
- Create a relaxing atmosphere for resting children for example playing relaxation music, reading stories, cultural reflection, turning off lights and ensuring children are comfortably clothed. The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories.
- Encourage children to rest their bodies and minds for 20-30 minutes. If children are awake after this time, they will be provided quiet activities for the duration of rest time.
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required.
- Communicate with families about their child's sleeping or rest times and the service policy regarding sleep and rest times.
- Respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment. Conversations with families may be necessary to remind families that children will neither be forced to sleep nor prevented from sleeping. Sleep and rest patterns will be recorded daily for families.
- Encourage children to dress appropriately for the room temperature when resting or sleeping. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing. The room temperature will be considered to ensure maximum comfort for the children.

Comforters

As per the Red Nose Safety recommendations, children 7 months and younger will not be permitted to have comforter toys in the cot with them due to the higher risk of suffocation. This will be communicated to families at enrolment and a copy of this policy provided to all families.

Children 8 months and older may have a small comforter if required. Educators will discuss safe sleeping practices with families and make them aware that if they feel the child's comforter may hinder their safety it will be removed from the cot. Educators will closely monitor older babies and children with comforters and will ensure that the child's face is never covered by them.

Dummies

If a child has a dummy for sleep time it will not be replaced into the child's mouth if it falls out during sleep. It is recommended that dummies not be on chains as they could cause a choking hazard.

Amber Teething Necklaces and Bracelets/Necklaces/Jewellery

Based on Australian Government product safety warnings, we do not allow children to wear amber teething necklaces or bracelets at our service. This is to minimise the risk they may choke on the beads if the necklaces or bracelets break apart.

Children in Cots

Educators will:

- Give bottle-fed children their bottles **before** going to bed. Children will not be put in cots or in beds with bottles.
- Ensure that cot rooms and sleep rooms must have **operational baby monitors on at all times**.
- Observe children at **10-15 minute intervals** while they sleep in these rooms. Educators must go into the rooms and physically see babies breathing and remove comforters as necessary. The educator will then officially record this.
- Ensure that cot mattresses are clean, firm and the correct size for the cot frame.
- Make up cots to comply with Red Nose safe sleeping guidelines. Babies will be placed on their backs to sleep, but they will be able to find their own sleeping position. No loose bedding is to be available to the child. Older children will be placed on their backs. Bed linens will be firmly tucked under the mattress to reduce the risk of a child covering their face. Put the baby's feet at the bottom of the cot so the baby cannot slip down under the covers. Tuck the baby in securely so bed linen is not loose. No doonas, duvets, pillows or cot bumpers will be placed in cots.
- Encourage the use of sleeping bags for babies. If they have fitted neck and armholes there is no risk for the child's face being covered.
- Securely lock cots sides into place to ensure child's safety.
- Turn off wall-mounted heaters before children use the room for sleeping. Cot rooms will be air conditioned and maintained at an appropriate temperature.
- Beware of manual handling practices when lifting babies in and out of cots.
- Participate in staff development about safe sleeping practices. The education and care service will access information from Red Nose and provide information to families on safe sleeping practices.

Cots:

The Approved Provider and Nominated Supervisor will ensure all cots meet Australian Standards and have one of the following labels – AS/NZS 2172:2010 or AS/NZS 2195:2010 (folding cots). For normal cots this means, for example:

- Cot mattresses are in good condition, clean, firm, flat and fit the cot base with no more than a 20mm gap between the mattress and the cot sides.
- The distance between slats is at least 50mm
- Cots in the lowest base position, the distance between the top of the mattress base and the top edge of the lowest cot side or end is at least:
 - 600mm when access is closed
 - 250mm when access is open
- For cots in the upper base position, the distance between the top of the mattress base and the top edge of the lowest cot side or end is at least:
 - 400mm when access is closed
 - 250mm when access is open

The Approved Provider and Nominated Supervisor will also ensure:

- Mattress firmness complies with AS/NZS 8811.1:2013 Methods of testing sleep surfaces.
This will be checked using 12 CDs or DVDs and two full one litre containers with square bottoms as follows:
 - Measure 40mm from bottom of one container and mark with a line parallel to the bottom all the way around the container
 - Wrap discs in gladwrap
 - Place marked container on its side on top of discs with line at edge of discs

- Place other container on top, also on its side, so it balances.

If overhanging edge of container touches mattress it is too soft.

Mattresses will not be checked by hand.

- Mattresses are not tilted or elevated
- Plastic packaging is removed from new mattresses
- Waterproof mattress protectors are strong, not torn and a tight fit
- Only mattresses supplied with portable cots are used in those cots, and no additional padding or mattress is added under or over the mattress.

Children on stretcher beds:

2-5 YEAR OLDS

1. All children are given the opportunity to sleep, rest or have quiet activity time during the day as required.
2. Children who have a sleep or rest during the day are provided with their own bed and a fitted sheet and blanket as required.
3. Encourage children to lay on their back to rest but allow them to find their own sleeping position.
4. Ensure that the beds are arranged so as to reduce the risk of cross infection between children.
5. Ensure children's faces are never covered by the sheet or blanket.
6. Beds are cleaned every day after each child's last day at the service and as required if soiled.
7. Bedding is washed every day after each child's last day at the service and as required if soiled.

Sourced: Education and Care Services National Regulations 2011
Red Nose www.rednose.com.au
Guidelines for Red Nose Safe Sleeping in Childcare Facilities
Staying Healthy - Preventing Infectious Diseases in Early Childhood Education and
Care Services 5th Edition 2012
Standards Australia - www.standards.org.au
Community Child Care Co-operative (NSW)

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