

ECECP Procedure 5.1

Sleep and Rest

Controlled Document

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Document Owner		Manager – Early Childhood Education & Care	Approved by	Executive Manager – Children & Youth Services	
Reviewed by:		Project Officer – Early Childhood Education & Care			

Policy attached to this procedure	Sleep and Rest Policy
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Our Service will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs.

This procedure, in conjunction with the *Sleep and Rest Policy*, provides detailed steps for educators to ensure a safe and secure environment is provided for children during sleep and rest periods.

Education and Care Services National Law or Regulations (R. 84A, 84B, 84C, 84D, 87, 103, 105, 106, 107, 110, 115, 168, 170, 171 and 176) NQS QA 2 and 3: Element 2.1.2, 2.2.2 and 3.1.2 Health and Physical Environment practices and procedures

TO ENSURE A SAFE AND SECURE REST TIME ENVIRONMENT FOR ALL CHILDREN		
1	The approved provider, nominated supervisor and educators will review and update the <i>Sleep and Rest Policy</i> regularly	
2	Information regarding the <i>Sleep and Rest Policy</i> and procedures are available to new families as part of the enrolment process	
3	Information regarding the <i>Sleep and Rest Policy</i> and procedures are available to new and existing staff, volunteers and students through the induction and orientation program and staff handbook	
4	Educators will maintain up to date knowledge regarding safe sleeping practices and attend staff development about safe sleeping practices (Red Nose)	
5	Educators will consult with families regarding individual children's sleep and rest needs and record individual sleep/rest patterns for families each day	
6	The approved provider will ensure there are adequate number of cots and bedding available to children that meet mandatory Australian Standards	

7	The approved provider will ensure cots (when required) meet mandatory Australian Standards and carry a label to indicate this	
8	Educators will ensure that beds/mattresses and bed linen is clean and in good repair and used for the correct purpose of sleep and rest only	
9	Educators will wipe over each bed and mattress with warm water and neutral detergent or vinegar solution between each use	
10	Educators will ensure bed linen is used by an individual child and washed before use by another child	
11	The approved provider and nominated supervisor will ensure bassinets are not used or stored on the education and care service premises	
12	The approved provider, nominated supervisor and educators will ensure the rest environment, equipment and materials will be safe and free from hazards	
13	The approved provider will ensure an emergency cot/pram is labelled and is available in an emergency	

SLEEP CHECKS FOR ALL CHILDREN

1	The approved provider and nominated supervisor will ensure Red Nose Australia Safe Sleeping Guidelines are displayed in the baby sleep environment	
2	Educators will ensure all children are placed in a head-to-toe position with adequate spacing between beds to minimise the possibility of cross contamination between children	
3	Educators will ensure the area for sleep and rest is well ventilated	
4	Educators will create a relaxing environment for sleeping children by playing soft relaxing music in the background, reading stories, cultural reflection, turning off lights and ensuring children are comfortably clothed	
5	Educators will sit near children who are resting and encourage them to relax and/or listen to music - Remember that children do not need to be "patted" to sleep. By providing a quiet, tranquil environment, children will choose to sleep if their body needs it.	
6	Educators will ensure the children's rest environment is free from all hazards, including cigarette or tobacco smoke	
7	Educators will ensure infants and children are supervised at all times when sleeping and resting.	
8	Educators will ensure sleeping infants and children are within sight and hearing range at all times	

9	Educators will ensure infants are never left unattended when sleeping	
10	To ensure best practice, all sleeping children are monitored every 10 minutes which is documented on a <i>Sleep Check Record</i>	
11	Educators will inform families of the length of time a child sleeps during the day	
12	Educators will ensure children's breathing, colour of their lips and skin, body temperature, head position, child's head and face (to ensure they remain uncovered) are visually observed whilst sleeping	

TO ENSURE A SAFE AND SECURE REST TIME ENVIRONMENT

1	Educators will ensure children are placed with their feet at the bottom of the cot	
2	Educators will ensure bed linen is securely tucked underneath the mattress	
3	Educators will ensure no soft bedding is placed in the sleep environment (pillows, doonas, loose bedding, lambswool or soft toys)	
4	Educators will remove bibs, jewellery, loose clothing and clothing with hoods before sleep	
5	Educators will ensure children will rest with their face uncovered	
6	Educators will not place children in cots or beds with bottles	
7	Educators will ensure young children are not moved from a cot to bed too early, or be kept in a cot for too long	
8	Educators will check/inspect sleeping children by physically observing breathing and checking the colour of their skin at regular intervals (every 10 minutes) and supervise the rest environment as per licensing regulations/best practice standards	
9	Educators will inform families of the length of time a child sleeps during the day	

TO ENSURE A SAFE AND SECURE REST TIME ENVIRONMENT FOR PRESCHOOL AGE CHILDREN

1	Educators will be respectful for children's individual sleep and rest requirements and consult with families and children in decision making	
2	Educators will not force children to lie down or sleep	

3	Educators will create a tranquil and calm environment for children, both inside and outside, to retreat to at any time during the day to rest. Educators may play soft relaxing music in the background, read stories, turn off lights	
4	Educators will encourage children to rest their bodies and minds for 20–30 minutes at a designated time in the daily routine. Educators will provide quiet activities for children (puzzles, books, drawing) if they do not fall asleep	
5	Educators will allow a child to find their own sleeping position if they turn onto their side or stomach during sleep	
6	Educators will ensure children sleep or rest with their face uncovered	
7	Educators will allow children to sleep with a pillow and sheet/or blanket	
8	Educators will closely monitor sleeping children and ensure they are always within sight and hearing distance of sleeping and resting children so they can easily monitor a child's breathing and the colour of their skin and supervise the rest environment as per licensing regulations/best practice standards	
9	Educators will inform families of the length of time a child sleeps during the day	

TO ENSURE A SAFE AND SECURE REST TIME ENVIRONMENT FOR SCHOOL AGE CHILDREN

1	The approved provider, nominated supervisor and educators will review and update policies and procedures regularly	
2	Whilst school aged children are not at high risk of Sudden infant death syndrome (SIDS), our educators will continue to follow the Red Nose guidelines for children who sleep or rest at our OSHC service	
3	Educators will receive information regarding sleep and rest practices during service induction, including Red Nose guidelines	
4	Educators will consider the individual needs of each child when providing sleep and rest environments, including the child's age, developmental stages and health needs	
5	Educators will ensure the area for sleep and rest is well ventilated, at a comfortable temperature and has natural lighting	
6	Educators will ensure the children's rest environment is free from all hazards, including cigarette or tobacco smoke	
7	The nominated supervisor and educators will ensure the rest environment, equipment and materials will be safe and free from hazards	

8	Educators will be respectful for children's individual sleep and rest requirements, including cultural preferences and consult with families and children in decision making (children's agency)	
9	Educators will not force children to lie down to rest or sleep	
10	Educators will create a tranquil and calm environment for children, both inside and outside, to retreat to at any time during the day to rest. Educators may play soft relaxing music in the background, read stories, turn off lights	
11	Educators will encourage children to dress appropriately for the room temperature when resting. Lighter clothing is preferable, with children encouraged to remove shoes, jumpers, jackets and bulky clothing	
12	Educators will introduce relaxation techniques into rest routine- use of a relaxation tape	
13	Educators will ensure children sleep or rest with their face uncovered	
14	Educators will maintain adequate supervision and ratios throughout any rest period	
16	Educators will closely monitor sleeping and resting children and ensure they are always within sight and hearing distance of sleeping and resting children so they can easily monitor a child's breathing and the colour of their skin and supervise the rest environment as per licensing regulations/best practice standards	
17	Educators will inform families of the length of time a child sleeps during the day	

RISK ASSESSMENT

1	The approved provider will complete a comprehensive risk assessment in order to identify any potential risk/s or hazards and ensure the safety of all children during sleep and rest.	
2	The risk assessment will be developed in consultation with educators, families and, where possible, children	
3	The approved provider will review the risk assessment regularly	
4	The approved provider will review the risk assessment following any incident or circumstance where the health, safety or wellbeing of children may be compromised.	
5	If a risk concerning a child's safety during sleep and rest is identified during the risk assessment, the approved provider will update the <i>Sleep and Rest Policy</i> and procedure as soon as possible.	

6	The risk assessment will contain the information as prescribed within the <i>Sleep and Rest Policy</i> including but not limited to: - the age, developmental stages and individual needs of children - the sleep and rest needs of children being educated and cared for (including health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest) - the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods - the level of knowledge and training of staff supervising children during sleep and rest periods - the location of sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas - the safety and suitability of any cots, beds and bedding equipment, having regard to the ages and developmental stages of the children who will use the cots, bed and bedding equipment - any potential hazards - in sleep and rest areas - on a child during sleep and rest periods - the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation) - in the case of a family day care service that provides overnight care to a child, any risks that the overnight care provided at the family day care residence or approved family day care venue of the service may pose to the safety, health or wellbeing of the child	
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ADMINISTRATION OF FIRST AID PROCEDURE		
1	Educators are to perform immediate First Aid if the child's face/body appears blue and the child is not breathing, including calling an ambulance and beginning resuscitation	
2	The <i>Administration of First Aid Policy</i> and procedure is to be followed	
3	The nominated supervisor will ensure an <i>Incident, Injury, Trauma and Illness Record</i> is completed in its entirety	
4	The approved provider/nominated supervisor will ensure the parent, leadership team and the regulatory authority are notified as soon as possible and within 24 hours of a serious incident.	