

## Sleep and Rest Policy and Procedure

<b>Title:</b>	Sleep/Rest Policy and Procedure		
<b>Last Reviewed:</b>	May 2016	<b>Next review due:</b>	November 2019
<b>NQF Reference:</b>	Regulation 81 2.1.1;3,1,2;		

**Rationale** Regular sleep or rest times are essential for healthy development. Sleep or rest procedures shall be safe and meet the needs of individual children and expectations of parents

### Policy

Blackmans Bay Childrens Services will ensure:

- That all children sleep in a clean and safe environment
- Educators will consult with families to meet the individual sleep/rest requirements for each child
- All sleep procedures and equipment is purchased and maintained in accordance with Australian Standards and recognised health and safety authorities (Kids Safe Australia and SIDS & Kids)
- Education and Care Services National Regulations and Law are to meet at all times

### Procedure

- Sleeping requirements are to be discussed with families at orientation and updated regularly
- Each child who has a regular sleep will have access to a cot or mattress. All cots must meet Australian Standard (AS/NZS 2172: 1995) and are to be used in accordance with manufacturer's recommendations
- Cots will be positioned away from blind or curtain cords, heaters or mobiles
- Older toddlers to sleep on mattress on the floor of their room
- Staff are to ensure that cots and mattresses are arranged so there is easy access to each child and that accessibility to an exit is maintained at all times
- Safe sleeping practices must be used at all times. As recommended by the SIDS Association
  - Babies to be placed on their back to sleep (unless advice in writing is received from a medical practitioner stating a different position is to be used)
  - Take off excess clothing
  - Light weight wraps such as cotton or muslin only to be used to wrap infants. Blankets or bunny rugs are not to be used for wrapping infants as they may cause overheating
  - Ensure that infants are wrapped from below the neck to avoid covering the face. There should be good circulation around the baby's face
  - Babies will be placed with their feet at the bottom of the cot to prevent wriggling under bedclothes. NO pillows, quilts, donnas, duvets, lambskins or bumper pads are to be placed in infant's cots
  - NO soft toys are to be placed in infant's cots for babies under 7 months
  - Only use open weave blankets in cots and ensure they are tucked in securely
  - Cots must have firm, clean well fitted mattress
  - Children's sleep will be monitored and recorded on a daily basis
  - Promote breastfeeding
  - Encourage parents to keep their baby in a smoke free environment

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### Rest/Relaxation Times

- Prams and strollers are not to be used for sleeping. If a child falls asleep on an excursion in a pram or stroller either:
  - transfer child to a cot as soon as possible and supervise as per supervision policy
  - fully supervise the child and ensure restraints are securely fastened
- Clean sheets and blankets are to be provided for each child. Each child's bedding is to be stored separately and washed regularly
- Mattresses are to be cleaned with disinfectant regularly
- Older children are to be provided with cushions to rest
- During rest periods, children who are not sleeping are to be provided with the opportunity to participate in restful experiences
- Sleep areas should be supervised at all times. In sleep rooms where the educator does not remain in the room there is a viewing panel into the room and an operating baby monitor
- Educator must check sleep rooms at regular intervals, record times and initial

### Links to other policies or documents

- Supervision Policy and Procedure

### Sources

- [www.sidsandkids.org](http://www.sidsandkids.org)
- [www.kidssafe.com.au](http://www.kidssafe.com.au)