
MONITORING OF SLEEPING OR RESTING CHILDREN POLICY

GUIDELINES:

Purpose

We are committed to ensuring that all children have a safe, peaceful, and comfortable sleep in a warm environment. We are committed to ensuring we follow all regulatory requirements of our sleep area and review this policy on a regular basis.

In the event of an emergency, our evacuation procedure includes specific steps for safely and efficiently removing children from both upper and lower levels of the standard cots and stretchers. Staff are trained to carry out these procedures swiftly, and evacuation drills include scenarios where infants are sleeping in these cots.

Policy

Upon enrolment, parents advise kaiako of sleeping/resting requirements. Parents sign that they have read the procedure "Monitoring of Sleeping/Resting Children".

All children have their own cot/stretcher and bedding. This will be stored in a named, clean and waterproof bedding bag when not in use. All linen bags will be stored appropriately when not in use. Linen will be washed weekly or sooner if required and will be stored safely and easily accessible to adults – no linen will be stored in a bathroom or nappy change area. All stretcher beds will be cleaned with a 0.5% activated solution and stored securely when not in use. Bedding will be removed from the mattress/ stretches prior to storage. (We will not stack linen between stretches/mattresses)

All ākonga whenever possible are toileted or have their nappy checked and changed if necessary, before their sleep/rest period.

If a child is unable to settle on their own or with support from a kaiako, he/she is removed from the sleep area.

A delegated team member is responsible each day for the monitoring sleeping/resting children, ensuring their safety, comfort.

Wall panel heaters will be used in each sleep room, to keep the temperature at 18 degrees celsius at all times, while children are attending, and we are open for attendance. Brief temperature fluctuations below 18 degrees celsius are acceptable.

Children who are able to roll, sit or stand up are not to be placed in the upper level of multi-level cots, as they could be injured or fall from the cot when attempting to get up. Once children are too

large or mobile for the multi-level cots, they are to be moved either to a single level cot or to a stretcher or a bed.

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Children 6 months and younger will be placed in cots so that they sleep at the foot of the cot. Bedding will be made up so that the covers are short and will not cover the child's head when they are in the cot. Children will always be placed in their cots on their backs.

At Kopuwai Early Learning Centre, a child who can roll will not be placed in the top wall cot. The bottom wall cot can be used only until a child can sit up independently or stand.

Polar fleece blankets will not be used for infants. Infants who need to be wrapped will be wrapped in muslin or cotton wraps. We use fleece blankets as our winter sheets for children on a stretcher.

All children will be checked for warmth, breathing and general well-being every 5-10 minutes or more frequently according to individual needs.

All cots and beds will be spaced so that adults have clear access to at least one side (full length) and the area surrounding each child allows sufficient air movement to minimise the risk of spreading illness. Children will be able to sit and stand safely when they wake.

No child will have access to or consume food or liquids while in bed, this will require the dedicated sleep Kaiako to check for any stored food in mouth or hands prior to entering the sleep room. Regulation ratios will be maintained at all times.

All sleep rooms used by children are kept at a comfortable temperature - no lower than 18°C. Our team will check the sleep room prior to the first child entering to ensure that we are meeting the minimum of 18 degrees and we will regularly assess the temperature during the day. The temperature may fluctuate for brief periods below 18, degrees celsius, we will make the necessary adjustments to our heating to manage this when needed. Our thermometer will be stored out of children's reach at least 1500mm above the floor.

If a teacher needs to stay in the bedroom to settle the children a sign will be placed on the bedroom door and other staff will continue to check the children in the other sleep room every 5 to 10 minutes.

- When a child has finished their sleep/rest, they are removed from the sleep area, toileted and their nappy is checked and changed, if necessary, dressed and offered food and fluid, as required.
- The daily record sheets are dated and filed in and signed by a staff member - with a record of our sleep/rest checks.
- To respect tikanga Māori - **Children are not to be placed in their stretcher/cot feet to head.**
- Children will be invited to bring a blanket or favourite toy from home – if this will support them in settling for a sleep. (Children under the age of 12 months will not have these items).

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- As a team we will discuss with families/whānau the wearing of items around the neck, wrists or body and align this with cultural and Health and Safety best practice. Written permission must be provided by parents/guardians in order to leave these on their child while sleeping. This is a practise we do not encourage.
- Music in the sleep room will be kept at a reasonable level and appropriate sleep time music/sounds. On request we will use white noise for a child's sleeping routine. Please see *White Noise Procedure* for this.
- **No child will have access to food or liquids while in bed and regulation ratios will be maintained at all times.**
- All sleep rooms used by children are kept at a comfortable temperature - no lower than 18°C. Staff will record when the first child is placed in their cot and when the last child wakes up as well as specific checking times as stated on the "Record of Sleeping Template". Staff will sign the sleep chart as evidence of physically checking each child for warmth, breathing and general wellbeing.
- **Parent / Whānau involvement** – this policy will be available at enrolment times as well as within our whānau policy pack. We will review this policy annually as a team and with whānau.
- **Archiving Requirements** Keep the sleep records for the current year plus one additional year.

Appendix A: Safe Sleep Guidelines from the Ministry of Education

Services should:

- Place the infant to sleep on their back with their face up and feet to the bottom of the cot so that the infant can't wriggle under the bedding
- Make sure the infant's face is clear of bedding and they cannot become trapped or strangled
- Make sure the infants do not overheat in terms of clothing and blankets/coverings. Sleep room temperatures are no lower than 18 degrees C
- Make sure that if a mattress is used, it should be firm and flat to keep infant's airways open.
- Make sure the gaps between the bars of infant's cots are between 50 mm and 95 mm - ideally closer to 50 mm
- Make sure there is nothing in the bed that might cover the infant's face, or able to be reached by the infant from within the bed that might lift their head or choke them. Eg no pillows, toys, loose bedding, bumper pads or necklaces (including amber beads and 'teething' necklaces) For safety reasons, we recommend that children do not wear items around the neck, wrists, or body during sleep.
- Do not put infants to sleep swaddled if there is a risk they may roll onto their front.

Licensing criteria for Sleep

The service complies with the Health and Safety Licensing Criteria HS9–HS12

<https://www.education.govt.nz/education-professionals/early-learning/licensing-and-certification/licensing-criteria-for-centre-based-ecce-services/health-and-safety/sleep>

Appendix B: Procedure for Monitoring of Sleeping or Resting Children

Policy Category	Health & Safety
Licensing Criteria	HS 101, HS118, 107 and P&F 124, 125, 126, 127, 129
Regulation	Regulation 46 (2008)
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