

# SLEEP AND REST PROCEDURE

<b>Policy Hierarchy link</b>	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011: 81		
<b>Responsible Officer</b>	Vice-President, University Services		
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<b>Superseded Documents</b>			
<b>File Number</b>	Contact the <a href="#">Records &amp; Archives Office</a> .		
<b>Associated Documents</b>	Children's Health, Medication and Wellbeing procedure		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective Date</b>
2.1	Early Years Management	August 2015	September 2015

## 1. Purpose and Scope

The Centres ensure that all children have the opportunity for sleep or rest during the day.

Sleep and rest are important for physical recuperation and growth, the immune system and brain development.

The centres ensure that sleep and rest equipment is safe and age appropriate and based on current advice from recognised authorities such as 'SIDS and Kids' and The Australian Competition and Consumer Commission (ACCC).

Early years centres are busy, active places and it is for this reason that children may require a sleep or rest, even if they do not usually do so within their home environment.

## 2. Definitions

**SIDS** – sudden infant death syndrome

## 3. Procedure

### 3.1 Sleep and rest for babies using cots

Babies over the age of 4 months can usually turn over so while we put them on their back they will find their own sleeping position. As baby grows beyond 5-6 months they will move around the cot and roll over. Settle baby to sleep on her/his back but let them find the sleep position they feel most comfortable in.

According to the SIDS Safe Sleeping Brochure *The risk of sudden infant death in babies over six months is extremely low.*

Educators will ensure that they follow the guidelines as set down by the National SIDS Council of Australia as follows: Centres will use cots that meet Australian standards and:

- Place babies on their backs to sleep from birth
- Sleep babies with faces uncovered
- Put babies feet at the end of the cot
- Tuck bedclothes in so that bedding is not loose

- Ensure bumpers or pillows are not used
- Use a firm mattress that fits the bed snugly
- Ensure visual checks of the sleeping babies will be carried out regularly by the educators. Visual checks will be noted on a chart.
- A sleeping bag with fitted neck and arm holes can be provided by parents if preferred.

### **3.2 Sleep and rest for children using stretcher beds**

- Educators will set up beds for children in the play space with adequate space between them to allow for safe walking between the beds.
- Educators will ensure that the setting up of beds does not interrupt egress paths for evacuations.
- Children will use a specially designed sheet when in the centres. These sheets allow safe stacking of beds; minimise cross infection through bedding touching as well as for workplace safety of the educators.
- Appropriate sized blankets will be used when required.

### **3.3 Sleep and rest for all children**

- Families will inform educators about their child's individual tired signs, settling and sleep routines.
- Educators will follow families instructions for their child's sleep and rest routines where possible.
- Children will be provided with a safe and comfortable place to sleep/rest at any time throughout the day if required.
- Children who are not sleeping learn to respect that their peers need to sleep.
- Educators will not rock babies to sleep in their arms as this is an occupational health and safety hazard.
- Babies will not be permitted to take a bottle into their beds with them due to choking and dental hazards.(see Dental and Oral Hygiene Procedure).
- Children will be dressed comfortably for their rest. Cultural and personal preference will be taken into account.
- The room will be heated or cooled to an appropriate temperature for safe and comfortable sleeping.
- Sleep rooms will be adequately ventilated.
- A positive and relaxed transition to rest time will be offered.
- The time in which a child rests or sleeps will relate to his/ her individual needs and the requests of families where practicable.

Children who do not require a sleep will be provided with a space to rest for a short time. They may be provided with books or other quiet material. After a short time of rest the children may be moved to quiet activities such as table activities, visualisation, story reading, or writing activities.

**NOTE:** SIDS Safe Sleeping information is available (from the website) in a variety of languages

## 4. Review & History

## 5. Acknowledgements

The National SIDS Council of Australia website:

<http://www.sidsandkids.org/safe-sleeping/about-sids-and-kids-safe-sleeping/> - last accessed August 2015

<http://www.kidsafe.com.au/> - last accessed August 2015

## Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice President, University Services	11 November 2013	11 November 2013	
2.0	Early Years Management	20 November 2014	20 December 2014	
2.1	Early Years Management	August 2015	September 2015	