

CENTRE PROCEDURES:

46 Health and Safety Practices Standard: GENERAL

Licensing Criteria: HS9, HS10, HS11



SLEEP MONITORING

Purpose:

At Treetops Early Learning Centre we are committed to ensuring that all children who are placed in our sleep room have a peaceful comfortable sleep in a safe, warm familiar environment where they will receive undisturbed rest.

Guidelines:

1. All rooms used by children are kept at a comfortable temperature no lower than 18 degrees (500 mm above the floor) whilst children are attending. A thermometer is to be placed 500mm above the floor attached to the wall so they can be seen when needing to check temperature.
2. All babies will be placed on their backs in their assigned cots at sleep time.
3. Babies 6 months or younger will be placed at the foot of the cot, bedding will be made up so that covers are short and will not cover the baby's head when they are in the cot.
4. When using multi cots make sure that only immobile children are placed in the higher level cots. Once children can stand they must be placed in the lower cots.
5. All cots and beds will be spaced so that adults will have access to at least one side (full length) and the area surrounding each child allows sufficient air movement. Cots are spaced so that children cannot reach through to another cot i.e. cots with open ends cannot be placed end to end.
6. Stretcher beds are placed so that children are able to sit or stand safely when they wake. To respect tikanga Maori, children are not to be placed to sleep feet to head.
7. Regulation ratios will be maintained at all times.
8. All children have their own cot stretcher and bedding. Linen will be stored appropriately (in a named bag) if a cot/bed is required for another child. Linen will be washed weekly or sooner if required.
9. No baby or child will have access to food or liquids while in bed.
10. All items that a baby or child is put to bed in needs to be checked for safety and comfort e.g. clothing hair clips / ties.
11. As per Ministry of Health guidelines, ensure all sleep spaces are free of things that might suffocate children, such as pillows, large soft toys and cot bumpers.
12. At Treetops Early Learning Centre we discourage the wearing of items around the neck, wrists or body at sleep time due to safety reasons.
13. For significant cultural necklaces (hei taonga) and amber beads discussions need to take place with the parents/ guardians to see what practice takes place at home. Written permission must be provided by parents/ guardians in order to leave these on their child whilst sleeping. (refer HS Appendix (iii) Amber bead/ jewellery sleeping parent consent form). Centres will provide up to date information to parents / caregivers regarding Amber beads.

SLEEP MONITORING - Continued



14. Children will be invited to bring a blanket or favourite toy from home – if this will support them in settling for a sleep.
15. Infants who need to be wrapped are not to be wrapped in polar fleece blankets . Muslin or cotton sheets are to be purchased.
16. Music in the sleep room will be kept at a reasonable level and be appropriate e.g. lullabies / classical music.
17. When possible a staff member will stay in the sleep room until all children are asleep.
18. If centres use mechanical ventilation ensure that this is switched on first thing in the morning and then switched off at the end of the day.
19. If open windows are used for ventilation ensure that they are open at all times during licensed hours. Two windows open to create cross ventilation.
20. The nominated cot used in emergency evacuations is easily accessible.
21. An allocated staff member will monitor sleeping children at least every 5-10 minutes. Electronic beepers will be used to ensure that staff track a 5 - 10 minute time frame in sleep areas.
22. Staff will sign the sleep chart as evidence of checking the following: (refer Appendix HS (xii) Sleep chart)
 - a. Enter the room
 - b. Check each child's breathing
 - c. Check the warmth of the room
 - d. General well being of child
23. Sleep charts will be filed.
24. This policy will be displayed in any designated sleep space.
25. All Stretcher beds will be stored hygienically when not in use.
26. Mattresses when not in use will be hung or stood up vertically to allow air flow.

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I acknowledge Treetops Learning Centre's 'Sleep policy' and understand that Treetops Early Learning Centre discourages the wearing of any jewellery whilst children are sleeping due to possible Health and Safety risks.

Staff will adhere to our sleep policy and not allow any child to be put to bed wearing any form of jewellery unless permission is given in writing by the parent / guardian of the child.

I, _____ (parent's name) parent/guardian of _____

Parent Consent Form for Sleeping with

Amber Beads/Manaia/Taonga/Pooja Cotton Threads Necklace or pacifier clips

Name of Child:

I give permission for my child to wear:

(Please specify what can be worn whilst sleeping – e.g. amber beads/taonga/manaia/pooja cotton thread necklace or pacifier clips)

Parent signature:

Parent name:

Parent Consent Form for Sleeping in a sleeping bag or swaddle wrap

Name of Child:

I give permission for my child to sleep:

(Please specify how you would like your child to sleep - whether swaddled or in a sleeping bag)

Parent signature:

Parent name: