



# Emmerick Street Community Pre-School

## 15 Emmerick Street, Lilyfield

# Procedure

Policy Name:	<b>SLEEP AND REST PROCEDURE</b>
Policy Number:	<b>QA 2 038</b>
Quality Area:	<b>2: CHILDREN'S HEALTH AND SAFETY</b>
Date Developed:	<b>OCTOBER 2023</b>
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Review date:	<b>AS NEEDED</b>

## SLEEP AND REST PROCEDURE

Our Preschool will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. The risk of sudden infant death syndrome (SIDS) for infants will be minimised by following practices and guidelines set out by health authorities.

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  
Related Policy: Sleep and Rest Policy*

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 as needed</i>
2	Educators will maintain up to date knowledge regarding safe sleeping practices and attend staff development about safe sleeping practices (Red Nose)
3	Educators will consult with families regarding individual children's sleep and rest needs
4	Educators will ensure that beds/rest mat and bed linen in clean and in good repair
5	Educators will wipe over each bed and mattress with warm water and neutral detergent or vinegar solution between each use when applicable
6	Educators will ensure bed linen is used by an individual child and washed before use by another child when applicable. Children will generally use their own rest mat
7	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
8	Educators will ensure the area for sleep and rest is well ventilated
9	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
10	Educators will sit near children who are resting and encourage them to relax and/or listen to music - <b>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.</b>

12	Educators will ensure the children's rest environment is free from hazards such as, cigarette or tobacco smoke	
13	The Nominated Supervisor and educators will ensure the rest environment, equipment and materials will be safe and free from hazards	
<b>TO ENSURE A SAFE AND SECURE REST TIME ENVIRONMENT FOR PRESCHOOL AGE CHILDREN</b>		
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 if applicable	

<b>RISK ASSESSMENT</b>		
1	The Nominated Supervisor 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 as needed	

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	<p>The risk assessment will contain the information as prescribed within the <i>Sleep and Rest Policy</i> including but not limited to:</p> <ul style="list-style-type: none"> <li>• the age, developmental stages and individual needs of children</li> <li>• 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)</li> <li>• the suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods</li> <li>• the level of knowledge and training of staff supervising children during sleep and rest periods</li> <li>• the location of sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas</li> <li>• the safety of bedding/sleep mats</li> <li>• any potential hazards <ul style="list-style-type: none"> <li>○ in sleep and rest areas</li> <li>○ on a child during sleep and rest periods</li> </ul> </li> <li>• the physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation)</li> </ul>	

#### 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 nominated supervisor will ensure the parent and the regulatory authority are notified as soon as possible and within 24 hours of a serious incident.	

REVIEW OF PROCEDURE			
Date procedure created	Oct/Nov 2023	To be reviewed	As needed
Approved by	Simone Delagarde	Signature	SD
Procedure Reviewed Date	Modifications/Changes		
September 2023	<p>Title change of procedure from Rest Time Procedure to <i>Sleep and Rest Procedure</i>. New sections added for Risk Assessment and Administration of First Aid</p> <p>Procedure reviewed in line with new regulation requirements effective from October 2023</p>		