

<b>TITLE :</b>	<b>SAFE SLEEP PROCEDURE</b>
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<b>Related documentation Policy/policies:</b>	Administration of First Aid Policy, Children’s Sleep and Rest Policy, Visitors Policy, Child Protection Policy, Student and Volunteer Guidelines Policy
<b>Regulation/s/ Standards:</b>	National Regs clauses 81
<b>Other procedures:</b>	NQS- 2.1.1
<b>References:</b>	Supervision, Workplace Health and Safety (Educators), Relief Care, FlexiTime  Red nose Australia, KIDSAFE NSW, ACECQA
<b>Date effective</b>	October 2021
<b>Date for review</b>	October 2023
<b>Purpose</b>	To ensure the health, safety and wellbeing of children whilst they sleep at an Educators home during the day and when in care overnight.
<b>Responsibility</b>	Educators, Educators Assistants, Relief Educators and Staff

**Key information:**

- The Educators home must have a suitable environment to aid safe sleeping. Children’s sleep areas must be well lit with access to natural light and well ventilated with access to fresh air.
- Educators must be equipped with suitable cots, mattress’ and bedding suitable for climate.
- Sleep areas need to be set up in an area of the home where sleeping children can be supervised at all times. *There is a requirement to physically check on sleeping children at least every 10 minute’s during daytime care.*
- **Fixed cots** need to comply with the requirements of Australian Standard AS/NZS 2172/2013. **Portable cots** need to comply with the requirements of Australian Standard AS/NZS 2195/2010.

**A smoke free environment is mandatory while children are in care.**

**The risk of SUDI (Sudden Unexpected Death of an Infant) is increased if the baby is placed to sleep on their stomach, with their face covered, in a pram/capsule or when not physically checked regularly.**

**AFDC strongly advises educators to follow Red Nose guidelines to ensure the safety of sleeping children when in care.**

### **Equipment & Environment requirements:**

- Educators are to ensure the sleep area is well lit with natural light and well ventilated, with fresh air.
- The cot is to be completely free of any toys, pillows, teddys, mobiles etc for children under 2 years of age.
- Fixed cots need to comply with the requirements of Australian Standard AS/NZS 2172/2013.
- Portable cots need to comply with the requirements of Australian Standard AS/NZS 2195/2010.
- Cots are to be kept clean, free of toys and checked regularly for wear and tear.
- Cots are to be thoroughly checked over annually at re-registration. Educators to complete a cot safety checklist.
- Educators are to ensure children's linen, sheets/ bedding is suitable to the climate and stored individually to prevent cross infection.
- Top bunks are not to be used in Family Day Care.
- A cot check is required for all portable and free-standing cots. Educators need to check cots regularly for wear and tear.

**Babies and toddlers are not to sleep in prams, strollers or capsules.  
Children are to sleep in cots, beds or on a mattress.**

### **Procedure:**

- Avoid putting the baby to bed with a bottle, wearing a bib, loose clothing or amber teething necklace.
- For babies under the age of 2, ensure the cot is to be completely free of toys, pillows, teddys and mobiles.
- Babies are to be placed to sleep on their back, with their feet positioned at the bottom of the cot. To prevent the baby wriggling under blankets.
- Sleeping children are to be physically checked every 10 minutes, checks are to be recorded on a sleep check chart.
- Educators are to check for the rise and fall of the chest (child breathing), children's skin and lip colour.
- Babies aged younger than 5-6 months and who have not been observed to repeatedly roll from back to front and back again on their own, should be re-positioned onto their back when they roll onto their front side.
- Baby monitors may be used but not wholly relied upon. Checks and monitoring checklists need to be completed for all sleeping children.

### **Overnight Specific Procedures**

- Families requiring overnight care are required to contact the Coordination Unit 24 hours before care is to take place.
- No child aged 7 years or more may sleep in the same room as another child of the

opposite sex who is not a relative.

- When children are in overnight care, all family members need to adhere to the AFDC policies and procedures. This includes maintaining a non-smoking / no alcohol environment and no viewing of inappropriate television shows.
- If the child will be included in any planned family outing during overnight care then a Non -Routine risk assessment will need to be completed beforehand.
- It is understood, during overnight care, that sleep monitoring will be limited.

*AFDC does not advise the use of Amber Teething Necklaces whilst children are in care.*  
Families wanting children to wear amber teething necklaces need to sign a disclaimer.

**Educators must:**

- Supervise the infant/child when they are wearing the necklace or bracelet.
- Not allow the infant to chew on the necklace or bracelet.
- Remove the necklace or bracelet when the infant is unattended, even if it is only for a short period of time.
- Remove the necklace or bracelet while the infant sleeps during day or night.

In the event a child stops breathing:

- Apply CPR
- Call an ambulance
- Refer to Administration of First Aid Policy