

TITLE :	SAFE SLEEP PROCEDURE
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Related documentation Policy/policies:	Administration of First Aid Policy, Children’s Sleep and Rest Policy, Visitors Policy, Child Protection Policy, Student and Volunteer Guidelines Policy
Regulation/s/ Standards:	National Regs clauses 81
Other procedures:	NQS- 2.1.1
References:	Supervision, Workplace Health and Safety (Educators), Relief Care, FlexiTime Red nose Australia, KIDSAFE NSW, ACECQA
Date effective	October 2023
Date for review	October 2024
Purpose	To ensure the health, safety and wellbeing of children whilst they sleep at an Educators home during the day and when in care overnight.
Responsibility	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 minutes’ 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, stretcher/stackable 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.
- The Department's procedure guidelines state that "The service should ensure that children are not placed in a bedroom, if they would not be within sight and hearing distance of the educator".
- 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

The Department's procedure guidelines state that educators should:

“Have an agreed and documented practice for the supervision of sleeping children, tailored to the unique layout and safety considerations of their family day care residence or venue, as well as the ages and developmental stages of the children in their care. For example: Considerations of how they will supervise and conduct physical checks of sleeping children, whilst also maintaining adequate supervision of other children in their care.”