



PROCEDURE CHECKLIST 14.1 APPENDIX 1

Partnerships with families:

- ◇ Families are informed of our sleep/rest policy and procedure upon induction to our service and provided with a copy of this procedure in their enrolment package. They can also access this off our website poonindiekgn.sa.edu.au
- ◇ We will work with families to establish safe sleep procedures that are inclusive of children's health and cultural preferences. These will be documented and stored in children's individual files.

When a child goes to sleep at preschool:

- ◇ A risk assessment is completed annually.
- ◇ Group room temperature is kept between 18-24 degrees, with open ventilation when required.
- ◇ Window and doorway are kept clear for viewing and supervision of sleeping child.
- ◇ Educators are responsive to children's needs for sleep and rest.
- ◇ Educators use their professional judgement to decide if they need to phone parent/caregiver straight away or to allow child to sleep/rest for a while.
- ◇ If educators believe the child may be unwell, phone parent/caregiver straight away and ask them to collect the child.
- ◇ If the child has been asleep for more than 15minutes, educator to phone the parent/caregiver and negotiate what action is to be taken (e.g. parent/caregiver to collect child).
- ◇ Educators to monitor and document the child's sleep until child wakes or parent/caregiver arrives.

Recommended safe sleeping practices and environments are implemented:

- ◇ Through our induction process, educators will adhere to the safe sleep and rest procedure and will undertake annual training.
- ◇ Child's head and face is uncovered.
- ◇ There are no quilts, doonas, pillows, soft toys/items nearby which could pose a suffocation risk. Remove couch pillows.
- ◇ Educators will assist children to remove unnecessary clothing/shoes.
- ◇ Educators will remove amber teething necklaces and bracelets, necklaces/chains, hair clips and bands are removed

- ◇ **A safe place to sleep is provided:**
 - Sleep/rest options are on the couch or carpet floor
 - Educators to identify and remove potential hazards in sleeping environments
 - Hanging cords, mobiles, electrical appliances and curtains are out of reach of infants
 - Infants never sleep in bean bags, water beds, sofas, pillows or hammocks

Supervision:

- ◇ **Children resting and sleeping are actively supervised and monitored in accordance with the National Law and Regulations**
- ◇ **Each child's circumstances are assessed to identify known risk factors, health needs, cultural preferences and staff are aware a high level of supervision may be required when an infant is unwell**
- ◇ **Educators will monitor breathing, sleep position, airways, skin and lip colour, body temp and that their head and face are uncovered**
- ◇ **If an educator is not in the room with the sleeping child, a process is in place to actively check the child at not more than 10 minute intervals and to record this observation (time/and initial/signature). APPENDIX 2**