



# Wattisham Airfield Childcare Centre

## Sleep

All facilities have quiet areas to enable babies and children to sleep according to their individual requirements. Cots will be provided for use when babies are ready to sleep. Sleep mats will be provided for children aged over one year. Sleeping babies and children are checked at regular intervals (At least every 10 minutes) and the details recorded on a sleep chart. Arrangements will be made at any time of day for children to sleep if they are tired.

**Under no circumstances would any sleeping baby or child be left unattended.**

### **Sleeping procedures for babies**

Whenever babies are being prepared for sleep or when have already fallen asleep the following procedures must be implemented:

1. Staff ensure that all babies and children:
  - have shoes and sufficient clothes removed ensuring that they do not overheat whilst sleeping.
  - have bibs, hair clips and any loose jewellery removed whilst sleeping.
  - babies are placed in cots on their backs with their feet at the bottom of the cot.
  - are placed in cots with sides free from suspended items, such as bags or loose coverings.
  - children over one year use clean plastic mats
  - each child is offered a top sheet or blanket.
  - are not covered by a duvet, duvet cover or cot bumper.
  - are provided with appropriate comforters such as dummies/soft toys/blankets etc. according to their individual parent requests.
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  - are vigilantly checked whilst they are asleep whether inside or outside the facility.
  - lighting is dimmed if possible in areas where babies and children are sleeping
  - are played calming music to calm and relax whilst preparing to sleep
  - are never forced to lie down to sleep, staff can advise a child to rest
  - are not put to sleep on beanbags or floor cushions.

**Sleeping babies and children are never left unattended.**

2. Staff must monitor sleeping babies and children regularly and record the following details on a sleep chart:

- time the baby/child goes to sleep
- time the baby/child wakes up.
- any unusual observations whilst sleeping e.g. laboured or rapid breathing.
- staff initials on who checked the baby/child and the time

Sleep charts are kept for one month and then destroyed by shredding.

3. When babies/children wake, staff will ensure:

- they are comforted and given reassurance.
- babies are held and comforted until they are happy to play or undertake a new activity.
- they are offered a drink.
- comforters are not removed until the baby/child is content to undertake a different activity.

We will endeavour to follow individual children's routines set out by their parent. If we feel the routine is detrimental to the child's health a staff member will speak to the parents. E.g. If a parent asks us to wake a child after a short amount of time but we feel as practitioners they need longer.

Information on the importance of sleep is available for parents in the lobby

### **Procedure for suspected sudden infant death syndrome. (SIDS)**

If you cannot find any signs of breathing send a member of staff to raise the alarm and call 999 for an ambulance.

The message to 999 should be:

- This is an emergency.
  - Child's age.
  - Child's condition. (suspected SIDS)
  - We are at Wattisham Airfield Childcare Centre
  - Our phone number is 01449 728928
  - Ask for an estimated time of arrival.
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- While emergency help is sought, follow emergency first aid procedures to try to revive the child until the ambulance crew arrive to take over.

- At the same time all other children should be removed from the room to a different location. It is important to be aware that the room will be viewed as a 'crime scene' by the police until investigations are complete. Nothing must be moved or removed. A staff member should stay with the infant if the parents are not available and accompany the ambulance crew to hospital with the child's health information, their registration form and a copy of their sleep record.
- A staff member contacts the parents at the first opportunity to advise that their child has been taken to hospital.
- After making this call, wait at the nursery entrance to meet the ambulance crew on arrival. Take care not to alarm parents or other adults, respect the confidentiality of the family concerned at all times.

This policy was adopted at a meeting of \_\_\_\_\_ name \_\_\_\_\_ of \_\_\_\_\_ setting \_\_\_\_\_

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_

**Review dates:**

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **signed** \_\_\_\_\_