

Safe Sleep Policy & Procedure

Procedure Version	Version 7
Related Policy & Forms	Partnership with Parents & families, Active Supervision Policy, Risk Management Policy, Sleep Log, Cot Risk Assessment, Letter for Parents, Care Plan
Date of Issue	17 th November 2015
Date Reviewed	October 2022
Responsible for Implementation	Managers of each crèche
Staff Involved	All staff in crèches
Date for Next Review	January 2024
Person responsible for review	Policy & procedure review team

Part 1 Policy

Regulation 23: Safeguarding Health, Safety and Welfare of Children states services must be committed to safeguarding the children in your care, and to providing a safe environment where they can play, learn and develop.

Park Academy Childcare endeavours to create a safe sleep environment for all children in our care in accordance with regulations, First Light (formally Irish Sudden Infant Death Association (ISIDA) and Safe Sleep for your baby – Reduce the risk of cot death (HSE 2017). The Safety and welfare of sleeping children is foremost in our minds and strict procedures are followed for that reason.

Part 2 Compliance Notes

- All staff are trained in sudden infant death syndrome and posters are displayed on the walls of all cot rooms; this is done in section 1 of ITP.



- All children under two years of age have access to a cot where needed. Children ages 2-3yrs are provided with stackable beds/sleep mats
- As well as safe sleep provision, all children will be provided with opportunities to have quiet or rest periods, that meet their individual needs throughout the day.
- The sleeping practices comply with fire safety requirements.
- All cots and beds for children conform to recognised safety standards, standard cots are provided in all cot rooms.
- Cot room temperatures will measure between 16 and 20 degrees, electronic thermometers are provided to monitor temperatures. In the event of the cot room reaching uncontrollable temperatures outside the above the manager must be notified and action must be taken to rectify the situation.
- Children will not be placed in a cot with a bottle.
- Soothers:
 - Soothers must not have any string, cord or clips attached.
 - They must be stored in separate clean containers labelled with each child's name when not in use.
 - Always ensure that soothers used are the right size for the age of the child and in good condition.
 - Soothers decorated with beads, gems or other such decorations are prohibited.
- Duvets of any description are forbidden in cots in Park Academy Childcare. Aerated blankets which have been provided by the crèche are to be used at all times. (Fleece blankets are not to be used in a baby cot room).
- Bedding such as pillows, quilts, sleep positioners, duvets and bumpers are prohibited in the cot.
- No cot will be placed in direct contact to a heater, curtain, blinds, electrical equipment or anything that is a danger to a child.
- Cot room windows should be opened to air out the room as required.



- All sheets, aerated blankets and grow bags should be washed weekly or as required and stored in individual sealed containers and all mattress covers and stackable beds must be washed daily where they are shared and once per month unless needed more frequently.
- Soiled linen should be stored separate from clean linen.
- Smoking is prohibited in all areas of the building.
- Bars on cots should have no more than 6cm apart for round bars and 7.5cm apart for flat bars.
- There should be half a metre space between each cot and stackable bed/sleep mat.
- Do not leave any comforter or toys in a cot unsupervised. We recommend parents discourage this practice, however, if a child becomes distressed and their wellbeing is affected at sleep time, we in agreement with the parents (permission letter must be signed) will allow the comforter to be taken into the cot and removed the child has fallen asleep at the 1st 10-minute check. In all decision making the child's best interests comes first.
- The cot mattress must be a well-fitting safety mattress; be clean, firm and correct size for cot; the mattress must have a fire safety tag easily recognised; be covered with waterproof material; easy to clean and disinfect; well aired and dry; and the gap between the mattress and the sides of the cot should be less than 2.5cm.
- Viewing panel to the sleep room must never be covered.
- In cases where a child is at risk of climbing out of a cot, a cot risk assessment must be completed by the parent, and if deemed necessary the child will be moved to a stackable bed.
- The Team Leaders are responsible for the sleep monitoring rota (weekly shifts dictate this) and it will be documented on the roster who is responsible for checking the cot room.



➤ The following are prohibited for sleeping children:

- Travel cots/portable cribs
- Bunk cots
- Pillows, cushions or beanbags
- Sofa or chair
- Car seats
- Buggies
- Baby bouncers/chairs

Part 3 Procedure

- Communicate to the child that they are transiting to the cot/bed
- Check each child's mouth before sleep to ensure there is no food present
- Remove all outer clothing, hooded tops, shoes, soother chains, any potential hazards etc.. Babies' clothes should be loose and light.
- Ensure the room is relaxing with soft low music, blinds down, and correct temperatures.
- Place the child on their back to sleep and feet to the foot of the cot. (When the child is old enough to roll from back to front and back again, let them find their own position to sleep – (you should still place them on their back at the start of sleep time). Tuck bedclothes in securely below the baby's shoulders.
- If a baby is less than six months old and they have turned onto their tummy, they must be gently returned onto their back.

NB: Physical checks must be carried out and documented for each baby/child every 10 minutes from the time the child is placed into the cot, e.g., if the baby/child is put into the cot at 12pm regardless of whether they have fallen asleep or if a staff member is in the room, the next physical and documented check will be at 12.10pm and every 10 minutes from then, until the baby/child has woken and been removed from the cot.

Record the required information (include time and initials) on the sleep log.

- 1) Any change in the child's skin colour
- 2) Remove any comforter in first 10mins of child sleeping
- 3) The position of the child



- 4) Any change in the breathing pattern of the child
 - 5) Ensuring the child's head is uncovered from aerated blankets
 - 6) Cot room temperature
- Babies must not be allowed to get too hot. To check how warm a baby is, feel the baby's tummy. A baby's tummy should feel warm, but not too hot. If a baby's tummy feels hot, or if the baby is sweating anywhere, they are too warm. Hands and feet often feel cool, but this is normal, and does not mean a baby needs more clothes.
 - Staff must regularly move around the room check children sleeping on beds/sleep mats and document checks on the sleep log for over 2s.
 - Where there are more than 6 children resting in a cot room, an adult must always be present.
 - Children should not be left alone in the cot room if they are upset or sick.

If a sleeping child is found non-responsive staff will:

- 1) Administer first aid and the emergency services will be contacted.
 - 2) The Manager or Person in Charge notifies the parents as soon as possible.
 - 3) The person who has found the child and has been resuscitating the child gives a detailed account to the paramedics upon their arrival.
 - 4) Staff follow the direction of the paramedic staff.
 - 5) The scene is to be left as is, as An Garda Síochána may need to investigate.
 - 6) Families of other children may need to be notified of the incident by the Manager.
 - 7) All team members will be given support following any such incident.
- If a sleeping child is diagnosed with a condition such as Sleep Apnoea and is found breathing but staff are unable to wake the child an ambulance must be called
 - If any child requires the use of equipment for sleeping i.e., personal sleep monitor, it is to be used in accordance with their individual Care Plan.



Information RE Grow Bags:

Growbags are suitable for children under 2 sleeping in cots in a childcare setting, provided they are:

- the correct size for the children wearing them and worn in line with their design – that is, arms through the armholes and head out the head holes.
- are without a hood, should be very lightweight and the right size around the neck so the baby won't slip down inside the bag.

Unlike blankets the baby cannot kick off a grow bag, therefore there is a higher risk of overheating. Growbags come in varying thicknesses for different seasons. If growbags are used, they are of suitable weight to keep a child warm while sleeping without overheating (generally under 1 tog for the summer and 2.5 tog for the winter months). The Early Years Educators must feel the weight of the grow bag and assess the removal of clothing thereafter. Trousers, socks and jumpers may need to be removed. Manufacturers' instructions must be followed.

NB: For health and safety reasons children sleeping on a stackable bed should never be placed in a grow bag.

Where a parent requests a sleep routine for their child that does not meet safe sleep guidelines the manager must meet with the parents to explain the risks involved and why such practice may not be implemented

The temperature of the room is to be confirmed by a thermometer, however common sense needs to be applied to ensure the children are at a comfortable temperature while sleeping. On a chilly day, socks should be left on, whereas on a warm day they should be removed etc. While completing checks, blankets should be gently placed back over the sleeping baby to ensure they feel cosy.





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