

22 Sleep Procedure

When children sleep in the nursery, this should be recorded on both the children's sleep chart and the time chart to ensure the children's safety at all times.

There **MUST** be individual bedding for each child; these **MUST** be brought in from home and not be used for any other purpose and only for that child.

Beds must be placed on the floor at least 1m away from each other and the children are to sleep head to toe to each other.

The procedures for putting the children to sleep and awakening then are as follows

- Ensure the room is at a comfortable temperature with adequate ventilation.
- Dim the lighting for the children's comfort, where possible.
- Ensure all children are given their comfort item if required.
- Children are soothed to sleep in an unhurried manner.
- A baby monitor is on and placed in the office when ever children are sleeping.
- Once children are asleep, they are checked every 10 minutes.
- When waking children this is done with a soft voice, again in an unhurried manner.
- Ensure sleep times are recorded and signed.
- Children are checked every 10 minutes, and the chart is signed to show this has been done.
- Beds must be cleaned over with anti bacterial spray when they are put away.
- Bedding is sent home to be washed at the end of each week.