

Sleep Policy

Crèche Cois Laoi seeks to ensure that all children have enough sleep for them to develop and promotes best practice for all children in a safe environment.

Crèche Cois Laoi has three sleep rooms where children can sleep and rest throughout the day. These rooms are maintained to a high standard and adhere to all the Health Board and Childcare regulations.

The Nursery sleeping area is situated off the main nursery room and contains seven cots where the babies can sleep throughout the day.

The Toddler Room 1 sleeping area is situated off the main toddler room and it contains five cots.

The sleeping area for the older children is situated opposite the Naíonra room and contains twelve low level beds.

When a new baby commences at the crèche, staff consult with parents to familiarise themselves with the child's sleep routine.

Before a child goes to bed the following procedures are adhered to by all staff in the crèche:

- Each child's clothing is loosened and buttons on trousers/ jeans are opened.
- Bibs and shoes are removed.
- Each child has their own sheet and blanket which are stored in cubbies/ baskets and bags in each sleep room.
- No pillows or bean bags are permitted in any of the sleep rooms.
- All blankets are tucked at the foot of the cot and along the sides.
- Children are not allowed to go to sleep with bottles or juice cups; they are offered a drink before they go to sleep.
- Children are placed on their backs at the bottom of the cot.
- Soothers and pacifiers are used if requested by parents.
- Children are not left to cry themselves to sleep or are not left for long periods of time if not settling.

Monitoring

When the children are asleep in the sleep rooms, the baby monitors are switched on and monitored on a continual basis.

Sleep checks are carried out every 10 minutes where a full time staff member goes into a sleep room to see how each child is doing. These sleep checks include

- Checking the child's breathing and colour by listening or by watching the rise and fall of the child's chest.
- Ensuring the child is not too hot or too cold

- Ensuring that the child's face is not covered by checking the child's clothing, sheets and blankets
- Documenting what position the child is sleeping in (Nursery Room)

All sleep checks are documented on a daily sleep chart which is placed on each of the sleep room doors. In the nursery room, the position of how the baby is sleeping at the time of the check is documented (**Appendix 6**). As children wake staff comfort, change and dress them.

When staff and children are going to the dining area for dinner/ or out in the play ground while a child/ children are asleep, then the baby monitor is brought with them and staff check on the children every 10 minutes.

Provision and maintenance of sleep rooms and equipment

- The mattresses on the cots are all fire retardant and comply with Health, Safety and Fire Safety regulations.
- There is the officially required amount of space, 20cms, between each cot in the sleep rooms.
- The windows in the sleep rooms are fitted with Optitune glass film, which reflects the heat during the summer months and also darkens the rooms which enable the children to sleep better.
- The windows in the nursery room and the toddler rooms are fitted with fly guards
- There are intruder alarms fitted in all the sleep rooms
- The sleep rooms are well ventilated and the room temperature is taken three times a day to ensure that it is within the recommended temperature of 16 to 20° C (ISIDA Guidelines)
- Air conditioning is installed in the nursery sleep room and this automatically kicks in if the temperature goes above 18°.
- The sleeping areas have large viewing panels whereby the children can be viewed at all times by staff in the main rooms.
- One cot in the Nursery sleep room and one cot in the Toddler sleep room have wheels fitted to them. This enables staff to evacuate children from the sleep rooms quickly and efficiently in the unlikely event of the fire alarm going off.
- Every morning staff conduct a safety review of the sleep room and check for any hazards

Cleaning

- The sheets are washed twice a week using non – bio washing powder. Blankets are washed once a week.
- The washing of the sheets and blankets are all documented on a wash chart in the utility room.
- The cots in the nursery sleep room and the toddler sleep room are dusted twice a week and this is documented on the detailed nursery and toddler sleep room cleaning charts.
- The floor in the cot rooms and sleep rooms are cleaned by ISS cleaning company on a daily basis
- The beds which are used in the older sleep room are sanitised after each use and stacked away every evening. The sanitising of the beds is documented on a chart in the sleep room.

Crèche Cois Laoi staff are all aware of and adhere to the procedures carried out around sleep times. Management monitor the sleep times also and they ensure that the paper work concerning the sleep room is filled up on a daily basis.

Reviewed and Updated December 2008