



Infant Sleep Room Supervision Policy and Procedure

Revised August 18, 2016, November 22, 2016, October 25, 2017, March 10, 2020

Reference: Joint Statement on Safe Sleep, 2014, Child Care and Early Years Act, 2014

Approved by Board of Directors: September 22, 2016

Policy

Orde Day Care will adhere to the Joint Statement on Safe Sleep provided by the Public Health Agency of Canada for children 12 months of age or younger and new requirements from the Ministry of Education (2016). In order to comply with the regulations, set out in the directive, parents and staff will be oriented to the policy initially and annually thereafter. The infant room program staff will ensure a copy of this procedure is posted on the outside of the infant sleep room door.

The Joint Statement of Safe Sleep has the following requirements:

1. Parents will be consulted upon enrolment and transition into the graduating program if there are specific sleeping arrangements/requirements.
2. Adjustments to the manner a child is supervised when sleeping will occur if there is a significant change in the child's sleep pattern or behaviour.
3. Parents will be informed that their child will be placed on their back whenever they are placed in their crib, unless a physician recommends otherwise in writing. Children who turn on their own will not be repositioned.
4. Children who fall asleep on a walk or in the rocking chair will have their **outdoor clothes removed and be** placed in the crib upon return, or as soon as possible, to avoid a child's head falling forward and constricting the airway.
5. Parents will be informed that only a thin, light and breathable blanket/sleep sac will be permitted in the sleep room, as movement may cause an infant's head to be completely covered, causing them to overheat.
6. Other than a firm mattress and a fitted sheet there is no need for any extra items in a crib therefore no other materials or toys will be permitted in the crib.
7. Children in the sleep room will be visually checked by staff every 15 minutes, any unusual behaviours will be documented on the child's daily chart.
8. All children will be assigned their own crib or cot.
9. **All staff, volunteers and students must review the sleep room policy, procedure and individualized plans prior to working with the children.**
10. **A record is kept with the date of each review of the sleep supervision policy and is kept in a secure location for three years.**

Infant room staff will adhere to the following procedure to ensure the Early Years Act requirements are met when placing children in the sleep room:

1. A daily check of the electronic sleep monitoring device is undertaken to ensure that it is working properly **by the early staff**
2. **If the electronic monitoring device is not working the early staff will inform the Supervisor**



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- 3. The Supervisor will replace it with the extra electronic monitoring device in storage, and purchase a new back up monitor.**
4. Ensure another staff is present in the infant room before entering the sleep room, if other children are present in the playroom.
5. Ensure that there is adequate lighting in the sleep room for staff safety and to perform visual checks.
6. Place children on their back to sleep when placing in the crib, do not reposition if child moves during sleep, or as outlined in writing by the child's physician.
7. Do a visual check of other children in the sleep room by being physically present beside the sleeping child and looking for indicators of distress or unusual behaviours. If the child appears under distress, call the Supervisor, if it is an emergency call 911.
- 8. Look for changers in skin colour, breathing and signs of overheating.**
9. If a child is exhibiting unusual behaviours communicate this to the other staff and child's family through a telephone call if it is deemed serious, or the daily log and child's daily chart.
10. Check that the monitor is on and is able to detect visual and auditory sounds of every sleeping infant coming from the sleep room.
11. Ensure that the receiver unit is actively monitored by staff at all times but is not to be used to replace visual checks of the sleep room.
12. Place the child's name, time the sleep began and your initials on the daily sleep room log.
13. Verify the count of the number of children in the sleep room on the sleep room log.
14. Indicate on sleep room log the time the other children were visibly checked and initials of the staff member who performed this duty.
15. Write the time the sleep began on the child's daily chart and any other sleep room observances.
16. Ensure a visual check of the sleep room is conducted by a staff member every **15** minutes and note the time on the log sheet and initial.

When removing children from the infant sleep room the staff will adhere to the following:

1. Upon entering the sleep room perform a visual check and count of the other children in the sleep room.
2. Fold the blanket over the rail of the crib.
3. Take the child out of the sleep room.
Put an X beside the child's name on the sleep room log and verify the number of children still remaining in the sleep room. Communicate this number to the other staff in the room.
4. Update the time the other children in the sleep room were visibly checked and initial.
5. Note the time the child woke on their daily chart.
6. Note an unusual sleep behaviour on the daily chart of any child observed and in the daily log.

Staff Name:	Supervisor Name:
Staff Signature	Supervisor Signature:
Date:	Date:



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Cribs are not used for storage for toys or personal belongings.

Sleep room Daily log of Visual Checks

Visual checks to be conducted every 15 minutes and logged.

Date:	Child's name	Time nap began:	Time of visual check/s and staff initials	Time nap ended:	Mark with an X once child is no longer in crib or cot

Logs to be retained for three years in the Sleep room Visual Checks binder by the program staff and stored with the Room Emergency Binder.