

# Procedure for a child falling asleep not on a sleep mat

## Preschool



<p><b>Procedure for transitioning a child to a sleep mat</b></p>	<p>If a child falls asleep in the learning space, if safe and possible to do so, transition the child onto a sleep mat. To transition a sleeping child onto the sleep mat, do the following;</p> <ol style="list-style-type: none"> <li>1. Bring a clean sleep mat to where the child is sleeping and place the sleep mat on the floor.</li> <li>2. Place a clean cotton fitted cot sheet on the mat so the bed is ready.</li> <li>3. Ask another staff member for support to transition the sleeping child. One staff member is located at the child's hip, another is supporting the head and neck. If possible, educators working simultaneously, roll the child onto the mat. If rolling is not an option, both staff members are to lift the child and place them on the sleeping mat.</li> <li>4. Cover the child with a flat cotton cot sheet. Make sure the head/face is not covered.</li> <li>5. Remove any small or loose objects or resources near the child which could pose a choking hazard.</li> <li>6. Maintain that the child's wellbeing and safety is adequately supervised and monitored by being in clear view of an educator at all times.</li> <li>7. Use the Safe sleep and rest physical check form to record child's individual observations every Sleep Physical Check on the record template every 15 minutes.</li> </ol>
<p><b>Procedure when unable to transition a child to a sleep mat</b></p>	<p>If a child cannot be moved due to risk and safety of staff/child or it will wake the child and cause de-regulation and unwellness, do the following;</p> <ol style="list-style-type: none"> <li>1. Move/Position the child so their head is at the same level as their body – they are laying flat. If required, a shallow pillow may be used to support their head to remain flat and not at an odd angle.</li> <li>2. Cover the child with a flat cotton bed sheet. Make sure the Maintain that the child's wellbeing and safety is adequately supervised and monitored by being in clear view of an educator at all times.</li> <li>3. Use the Safe sleep and rest physical check form to record child's individual observations every Sleep Physical Check on the record template every 15 minutes.</li> </ol>
<p><b>Review</b></p>	<p>This procedure and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.</p> <p>This policy is owned by: Preschool</p> <p>Policy updated on: 16 October 2023          Policy updated by: Director, Preschool          Version number: 1.0          This version approved by: GM, Service Quality, Risk and Compliance          This document can be viewed on: SharePoint, Learning Links Preschool Website, Story Park</p> <p>Procedure due for review: 16 October 2025</p>