



**PensMeadowSchool**

*Living, Growing, Learning*

# Sleep Guidance

---

MARCH 2019

NEXT REVIEW DATE: MARCH 2021

Staff Responsible: Michal Pawlowicz

We recognise that children's sleep routines are a key part of their day to day wellbeing. Each child and family will have a different routine and school staff recognise that children can find the school day tiring, particularly if they are new to school in the Early Years Foundation Stage, have complex medical needs or struggle to maintain a regular sleeping pattern at home. Pens Meadow staff will work in relationship with families and other multiagency professionals to ensure that each child's individual needs are met in this area, in line with our Mission, Vision and Values.

Children's safety and wellbeing is of paramount importance to us and should a child become very tired, staff will allow them to sleep in school outside of their usual sleep routine as it would be inappropriate to stop them from doing so. Conversely, school staff will not insist that children lie down to sleep if they are not tired. School staff will liaise with parents and carers to find the most appropriate way to support each child with their sleeping needs, working in liaison with our school Family Outreach team. If families are having sleeping difficulties in the home context, support will be offered via our Family Outreach team and in liaison with other agencies, such as CAMHS, as appropriate.

As part of our home school agreement, parents and staff agree to communicate day to day events in the home to school diary. School staff will communicate any periods of sleep to families in this way and families should also communicate with school any differences in normal sleep pattern at home. As part of children's transition into Pens Meadow, families share a wealth of information regarding the day to day care needs and preferences of their child, including their sleep routine, any comforters they use, positioning requirements and their day time sleep routine if appropriate. Staff will use this information and families should keep staff up to date of any changes to these preferences via the home to school diary.

**Procedure to be followed if a child falls asleep at school:**

1. Children will be put in an appropriate position for the individual, e.g. on a mat with a pillow or in a PeaPod seating system, in accordance with this policy and following the guidance of physiotherapists, occupational therapists and other relevant professionals as appropriate.
2. Children will be toileted as appropriate and any restrictive clothing, such as hoods, sweatshirts or bibs will be removed, along with shoes. Chest straps in seating systems will be checked to ensure that they are not compromising the airway.
3. If a blanket is appropriate, ensure that it does not cover the face and is 'tucked in' to ensure that it does not twist around the child. Soft toys and other comforters to be removed once the child is settled. Comforters that are used in school must not have loops, cords or chains on them as these pose a danger. Heavy or weighted blankets are not to be used with a sleeping child.
4. A designated adult must be identified as responsible for monitoring sleeping children. If a child is sleeping over lunchtime, a member of staff on lunch duty must be 'handed over to' from the original member of staff responsible. Sleeping children will always be in the same room as an adult, with the adult checking them at least every 10 minutes and checking that the room temperature is appropriate (between 18-24°C). The designated adult should be responsible for recording the time period children have slept for, with sleeping and waking times, in the home to school diary.
5. At the end of each school day, mats should be wiped and all bedding washed. Where this is logistically unmanageable, bedding should be kept for use by one specific child and washed weekly.