


Performance Standard:	Subpart D Health Services Program	INCA Community Services Head Start & Early Head Start Policies and Procedures 
Sub Category:	1302.47(b)(5)(ii) OKDHS Licensing 340:110-3-296 CFOC 3.1.4 CFOC 5.4.5.2	
Policy Council Approval Date:	7/14/18	
Governing Board Approval Date:	7/30/18	
Form:		
Responsible:	Early Head Start Teaching staff, Early Head Start Management	
Safe Sleep Infant and Toddler		
Policy		
<p>Safe sleep practices help reduce the risk of Sudden Unexpected Infant Deaths (SUIDS), INCA's policy aims to reduce the risk of suffocation and other deaths that may occur when an infant is in a crib or asleep.</p>		
<p>INCA follows the OKDHS-Licensing and American Academy of Pediatrics Caring for Our Children guidelines to provide a safe sleeping environment for infants and toddlers.</p>		
Equipment (Crib and Mattress)		
<p>INCA will provide cribs that meet all safety guidelines and have a mattress that is firm, designed for the specific crib and has a durable, washable, waterproof, form fitting covering.</p> <ul style="list-style-type: none"> • Equipment and bedding meets Consumer Product Safety Guidelines and Oklahoma Administrative Code (OAC 340:110-3-302) • Equipment and bedding is assigned to individual children. <ul style="list-style-type: none"> ○ Exception emergency evacuation. ○ Equipment is spaced to allow easy access to the children. 		
Sanitization		
<ul style="list-style-type: none"> • Equipment is sanitized weekly and as needed. <ul style="list-style-type: none"> ○ Mattress will be sanitized weekly. ○ Rails will be sanitized weekly. ○ Crib and mattress will be cleaned and sanitized before use by another child. 		
Bedding		
<ul style="list-style-type: none"> • Bedding is of sufficient size to comfortably accommodate the child's size and weight. • Mobiles designed for crib use may be attached 		

- Kept high enough to not interfere with safe sleep environment.
- Sheets:
 - Covers the entire sleeping surface.
 - Kept clean.
 - Changed on an as needed basis.
 - Changed weekly (minimum).
- No soft or loose bedding will be allowed in cribs, no blanket draped over the railing.

Maintenance of Crib

- Visual check to ensure all hardware is tightened and there are no safety hazards.
- Minimum height from the top of the mattress to the top of the crib rail will be no less than 20".
- Mattress will be adjusted to lowest position once a child can pull/stand up in crib.
- Free movement of emergency evacuation cribs will be evaluated on a monthly basis.

Rest Time for Infants (0 to 1 year)

- Infants are on individual schedule will correspond to the infant's needs and as closely as possible to the schedule established by the parent.
- Infants sleep in crib with sides fully raised and secured.
- Infants may be covered with a sleep sack.
 - Swaddling only when requested by the parent and permission is signed.
- Infants will be placed on their back to sleep.
 - If an infant can easily turn over front/back and back/front they may remain in the position they prefer.
 - Notice will be placed on the crib.
 - No monitors or positioning devices will be used unless ordered by a physician.
- Infants who use a pacifier will be offered their pacifier when they are placed to sleep.
 - Pacifier will not be attached to the child's clothing.
 - Pacifier will not be replaced into child's mouth if it falls out after the child is asleep.
 - Pacifier will be cleaned between each use and checked for breaks or tears.
- When an infant unexpectedly fall asleep during another activity or arrives at the center asleep they will be immediately transferred to their crib and laid on their back to sleep.
- Infants may not sleep in car safety seat, swing, jumping chair, bouncy seat, infant seat, high chair or any other type of furniture/equipment that is not a safety approved crib.

Sleep Environment

- Room temperature will be maintained between 70° - 75 ° in winter months and 74° - 84° in summer months.
 - Room temperature will be determined at children's level.
- Room lighting will be bright enough to allow the infant's face, color and breathing to be easily checked.

Infant Supervision

- When infants are in their crib they will be within sight and hearing of staff at all times.
- A staff member will visibly check on the sleeping infants frequently, every 15 minutes.
- Upon awakening child will be removed from crib and diaper checked.

Rest Time Toddlers (ages 1 yr - 3 yrs)

- Children are provided a scheduled rest time.

- Children rest on a cot that is covered with a sheet.
 - 1 year olds may continue to rest in crib with sides fully raised and secured.
- Cots are spaced to allow easy access to children.
 - 3 feet between cots if room is large enough
 - Cots spaced no closer than 12".
 - Children are placed head to toe and with enough space to walk between children if not able to space 3 feet apart.
- Room lighting will be bright enough to allow the child's face to be easily seen.
- Children may be soothed by patting/rubbing on the back.
- After rest time child's diaper/pull-up is checked and changed if needed.
 - Children who are potty trained or in the process of training will be taken to the bathroom.

Restrictions:

- Children are not allowed to sleep on the floor.
 - If a child falls asleep outside of the scheduled nap time they will be moved onto their cot.
- Children's heads and faces are not covered while resting. If a child continues to cover their head or face, the cover is removed once the child falls asleep.
- Children are not restrained on cots.
- Once children have rested, they are not forced to remain on the cot and are provided with quiet activities until rest time is over.

Training:

- All staff, (teaching staff, management, substitutes, volunteers) prior to caring for infants will complete DHS approved training 'Reducing the Risk of SIDS/SUID in Child Care'. Entry Level Child Care Training (ELCCT) or CECPD approved equivalent must be completed within 90 calendar days of hire date.

Definitions/Acronyms

INCA - Head Start and Early Head Start programs
 HS - Head Start program
 EHS - Early Head Start program
 FEC - Family Engagement Coordinator
 OKDHS - Oklahoma Department of Human Services
 CFOC - Caring for our Children

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.