



Diaper Cream Procedure

Our procedures are subject to adjustment based on Public Health needs or advisory from either our local, state or federal governing bodies. Any temporary modifications to procedures in this event will be documented and shared with staff.

This procedure is in regards to EHS diaper cream. If a HS-age child wants to bring in diaper cream, the center staff will contact Health, and it will be addressed on a case-by-case basis as HS center set-up is different. HS will not be provided a list to post. If you have a child in HS that needs diapering, and you don't have a diapering area, you can request a diapering mat from the Health Supplies SAA, or utilize a disposable paper diapering mat. Ensure to follow proper safety and sanitation procedures for diapering (see *Diapering Procedure*).

If the diaper cream is prescription, it will not follow this procedure. Instead, it will need to go through the medication process of getting an ROI-S and going to the doctor for instructions.

Please notify Health if a child needs prescription diaper cream.

At the time of enrollment, the parent/guardian selects 'Yes' on the Parent Permissions form for Diaper Cream

- AA makes a list while processing the parent permissions and saves it in the Center File. If the child is a late add, add to the center list.
- AA is to print a list of consents and have posted in diapering area. Update as needed.
- When a parent/guardian brings in diaper cream to be used on their child, they will check the permission list posted. If a parent/guardian has not signed permission for diaper cream, you can have them update the Parent Permissions form in Playground, then email Health and follow steps above.
- When a parent/guardian brings in Diaper Cream, it must be in original packaging, it is ok if box is not with it, and it can be opened, one container per child. Diaper Cream cannot be shared between siblings.
- Staff adds expiration date to label and attaches the label to Diaper Cream; Site Manager will review to ensure it is done.
- Diaper Cream is kept in either a locked cabinet or up and away from children and is not in a red bag.
- Staff will document on Daily Care Log in Playground activity "Diaper" when Diaper Cream is used and notify parents/guardians.

If the parent/guardian wants to bring diaper cream later in the year and has not selected 'Yes' on the Parent Permissions form, the parent/guardian will need to update the Parent

Permissions form in Playground, then notify Health of the update. You will then need to make a label until health can send one to you. This can be an address label if you have one at your center or a piece of paper taped securely to the container.

Label needs to have:

Name:

DOB:

Medication: Diaper Cream

Dosage: Apply to diaper area as needed for a rash at diaper changes

Expiration Date:

Monitoring:

SM will check Diaper Cream on site against the list posted and email Health with any discrepancies when they do the monthly medication checks.

AA will maintain list of permissions, SM checks monthly.