



## **Lotion Policy and Procedure**

### **POLICY/APPROACH:**

SOCFC supports children's health and wellness. We require frequent handwashing for safety and sanitation. Lotion can be used to alleviate dry skin on hands from frequent washing with consent from parents.

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.

### **PROCEDURE:**

#### **I. Consent**

- a. Parents/guardians provide written consent during the enrollment process for staff to provide and apply lotion. This consent is on the Parent/Guardian Permissions Form.
  - i. If a parent/guardian wishes to update their permissions to consent to lotion use, they can do so by updating the Parent Permissions form in Playground and notifying staff of the change. The AA will then update list in classroom.
- b. Lotion used in the classroom can only be from the approved lotions list posted on the Parent Resources page of the SOCFC.org website.
- c. A list of children that have parental consent for lotion application will be kept discreetly on the inside door of a classroom cabinet or in the GO-TO files for staff to reference.
- d. Parents/guardians who want to provide a lotion that is different from the product we are providing will need to complete the OTC Note specifying the type of lotion the child will use.
  - i. This must go through Health Services to be put in place. It will be handled according to the Medication Administration policy.

#### **II. Lotion Application**

- e. Lotion is to be used to alleviate dry hands caused by frequent handwashing.
- f. The first day the child receives the lotion, staff will monitor closely for any reaction. If a reaction is observed, they will give appropriate first aid. The staff will call the parent/guardian immediately and discontinue use of the product. Parent/guardian will then decide if an alternative lotion will be used in the future, or none to be used. This will be documented on the lotion consent list.

- i. Notify Health Services of any adverse reactions to lotion.
- g. Staff Application:
  - i. Staff will apply lotion as needed for dry hands if the child has consent for it.
    - 1. Wash and dry hands, and put on gloves;
    - 2. A pea size dab of lotion is placed onto the staff member's palm;
    - 3. The staff member then rubs the lotion onto the child's hands, rubbing it in well.
    - 4. The staff member's gloves are changed before applying lotion to another child.
  - ii. If a child is able to safely rub in lotion themselves, the lotion can be squirted into the child's hands, and they can rub it in themselves.

### **III. Documentation**

- h. Document Lotion application each day that it is applied in the electronic database Playground under 'Sunscreen' activity. Staff will notate that it was lotion applied followed by their name or initials.
- i. Notify the parent each day that it is applied.