



## Sunscreen Policy and Procedure

### Policy/Approach:

SOHS supports children's health and wellness when in the classroom and outside. Family support and education around health and safety practices are part of our services. We will provide ready access and information about sun safety to our families. Through our sun safety practices, we will work to minimize exposure of harmful UV rays.

Outdoor activities can put children at risk if their skin isn't protected from too much exposure to the sun. UV rays can reach children on cloudy and cool days, and they reflect off of surfaces like water, cement, sand, and snow.

SOHS uses a broad-spectrum sunscreen that protects against both UVA and UVB radiation with a SPF of 30 during the months of April – October for children over the age of 6 months.

Children under 6 months of age need to be protected by being kept in the shade, clothing that covers arms and legs and a hat.

Sunscreen reduces damage from UV radiation, although it doesn't eliminate it. Clothing, hats and sunglasses also provide additional protection against UV rays, while also utilizing shade as much as possible.

#### Head Start Program Performance Standards:

1302.47 (b)(7)(iv) – Safety Practices – Administrative safety procedures

#### Oregon State Office of Child Care:

OAR 414-300-0230 – Medications

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 sunscreen. This consent is on the Parent/Guardian Permissions Form.
  - i. If a parent/guardian wishes to update their permissions to consent to sunscreen use, they can do so by updating the Parent Permissions form in Playground and notifying staff of the change.
- b. A list of children that have parental consent for sunscreen application will be kept in a folder or binder and an electronic version. The AA and SM will ensure lists are updated as children transition in or out of the class.
- c. Parents/guardians who want to provide a sunscreen that is different from the product we are providing will need to complete the [OTC Note](#) specifying the type of sunscreen the child will use.
  - i. This must go through Health Services to be put in place. Sunscreen will be labeled for the child and kept with the center supplied sunscreen.

### II. Sunscreen Application

- a. Allergy test
  - i. It is best practice to have the parent conduct an allergy test prior to staff applying the sunscreen to a child in class.
  - ii. This can be done at any time when the parent is in person at the center.
  - iii. The parent/guardian would apply sunscreen to a small section of the child's skin to test for an allergic reaction. Parents/guardians are instructed to notify the center staff if a reaction occurs. If a reaction is reported, the parent/guardian can choose to bring a different product advised by the child's physician to the classroom following the OTC Note procedure.
  - iv. In the event that the parent/guardian is not able to do an in-person allergy test, the first day the child receives sunscreen 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 sunscreen will be used in the future, or none to be used. This will be documented on the sunscreen consent list.
  - v. Notify Health Services of any adverse reactions to sunscreen.

b. Parental Application:

- i. Parents/guardians who consent to the use of sunscreen will apply the SOHS product to their child upon arrival to the classroom to all areas of the skin that will be exposed during outdoor time.
- ii. Parents/guardians who do not apply sunscreen, and have given their consent for sunscreen usage, are asked to inform a staff member.

c. Staff Application:

- i. Staff will apply sunscreen if the child has consent for it, and the parent was not able to apply it at drop-off.
- ii. Staff will read product label for reapplication instructions.
- iii. Staff Application Procedures:
  1. Wash and dry hands, and put on gloves;
  2. Sunscreen is placed onto the staff member's palm;
  3. The other hand picks up a smear of sunscreen from the palm and carefully spreads the lotion onto all exposed skin (include the tops of ears, back of hands, and tops of feet if sandals are worn), being careful to avoid the eye area.
  4. The staff member's gloves are changed before applying sunscreen to the next child.

**III. Documentation:**

- a. Parents will be notified that sunscreen will be applied April through the end of October. Staff do not need to document daily application of sunscreen.

**IV. Refusal:**

- a. Children can refuse sunscreen. Staff will not force a child to have sunscreen applied. They will notify the family of the refusal. Staff should talk with the family to learn how they apply successfully. Staff will use this as a learning opportunity with the child to teach them about the importance of protecting their skin.
- b. Staff will notify the family of the refusal via Playground, Messaging app or verbally.

**Each center is unique in its layout, staffing, and ability to accommodate different flows of putting on sunscreen. Site Managers will work with their team to put in a system that works for their site. If there are barriers they will consult with the Health and Education teams.**