**Head Start Birth to 5-SUNSCREEN POLICY**

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| Policy Number: HE0107 | Effective Date: 08/21/01 | Policy Council Approval Date: 08/21/01 |
| Revised: 8/21/20 | HSAC Approval Date: 3/17/15 |  |

# PERFORMANCE OBJECTIVE:

45 CFR 1304.22 (d) (1-2): Child Health and Safety Grantee and delegate agencies must:

1. Ensure that staff and volunteers can demonstrate safety practices; and
2. Foster safety awareness among children and parents by incorporating it into child and parent activities.

# PROCEDURE:

* 1. Head Start Parents must initial on the Authorization of Disclosure of Confidential Information form, their permission for sunscreen to be applied.
	2. Early Head Start parents, at the time of their classroom tour, will sign the Medication Administration form giving their permission for sunscreen to be applied on their child.
	3. Our children must use sunscreen from May 1 through September 30.
	4. Do not apply sunscreen to children under 6 months of age.
	5. Keep infants younger than six months out of direct sunlight. Find shade under a tree, umbrella, or the stroller canopy.
	6. Sunscreen must be applied even on cloudy days.
	7. Apply sunscreen to each child at least ½ hour before going outside if they are going to be out for at least 20 minutes.
	8. All sunscreen applications must be written down on each child’s Child Care Licensing- Medication Administration form. *(If your center has a Sunscreen Variance, it is not necessary to document applications of sunscreen.)*
	9. Use enough sunscreen to go over all of the exposed skin with a thick even layer rubbed into the skin. Apply to the nose, front and back of ears and legs, and the head of very short haired children if they do not wear a hat.
	10. Always reapply when sweating heavily, immediately after swimming/water play, and at least every 2 hours.
	11. If a child’s skin is getting pink, take them inside and keep them out of the sun for the day. Once a burn starts, no amount of sunscreen can prevent it.
	12. If the child gets sunburn, reduce itching by applying a cool cloth to the burned areas.
	13. If blistering or bubbling occurs, or if the child has chills, fever, headache, or nausea contact the parent immediately so they can contact the doctor because the child could be suffering from a more serious condition, such as sunstroke or a second degree burn.
	14. Equate Sunscreen of SPF of 15 or higher will be provided to the centers for use on the children. Staff will request this supply from the Health Services Coordinator.
	15. Sunscreens are designed to remain at original strength for up to three years. This means that you can use leftover sunscreen from one year to the next. Some sunscreens include an expiration date — a date indicating when they're no longer effective. Discard sunscreen that is past its expiration date. If the sunscreen provided to your classroom does not have an expiration date, the date of purchase will be written on the bottle.
	16. Discard sunscreen that is more than 3 years old, has been exposed to high temperatures or has obvious changes in color or consistency.
	17. Sunscreens are not 100% effective. Take breaks in the shade.

Combine sunscreen with other sun protection measures such as long sleeved, light shirts, wide-brimmed hats or shades and sunglasses to avoid burns and skin damage.