

# Sunscreen and Sun Protection Procedure

## Purpose

This document explains how and when to apply sunscreen on young children.

## Guidance

The Early Learning Program acknowledges the importance of sun protection. We want staff and children to enjoy the sun safely. We use sunscreen with at least a number 15 SPF (sun protection factor) as one of the ways to protect preschool children, toddlers, and infants over 6 months of age from the sun's ultraviolet rays (UV). The rays can cause visible and invisible damage to skin cells. Sunscreen can help reduce this damage. We recommend wearing protective clothing (long sleeves and pants), hats with a broad brim, and limiting sun exposure. Infants younger than six months are to be kept out of direct sunlight. Staff may find a shady spot under a tree, umbrella or stroller canopy. Remember that the sun reflects off of water, snow, sand, and concrete. Even slightly overcast days can cause damage to exposed skin.

## Procedure

1. Give parents a copy of the *Sun Safety Information Sheet-Block the Sun Not the Fun* resource sheet.
2. Every child must have a *Sunscreen Authorization Form – Bulk Container* or *Sunscreen Authorization Form – Individual Container*. The parent must authorize the use of either program provided bulk sunscreen, parent provided individual container of sunscreen, or the parent can sign that they decline the use of sunscreen.
3. Center staff must complete the box on the form with the information from the label including start and stop date.
4. The parent then signs and dates the form.
5. Once parent's authorization has been received, use sunscreen anytime the child plays outside May 1 through October 1 and additionally as the parent requests.
6. Bulk sunscreen is only good for six months and must be thrown out and a new container obtained.

## Applying sunscreen

Sunscreen must be applied thirty minutes before going outdoors. Per the American Academy of Pediatrics, sunscreen must be reapplied every two hours. Sites can choose to have preschool aged children self-apply sunscreen or have staff apply sunscreen to children.

### Child self-applies sunscreen under supervision

1. Children wash their hands using the steps outlined on the Department of Health handwashing poster before and after application.
2. Staff should squeeze a small amount of sunscreen into the child's hand. Follow the directions on the label of the sunscreen container.
3. Child applies sunscreen on all exposed areas, especially the face (avoiding the eye area), nose, ears, feet and hands and rub in well.
4. Discontinue use and notify the parent/guardian if the child's skin is broken or an allergic reaction is observed.
5. Document each time sunscreen is applied.

### Staff applies sunscreen to children

1. Staff wash hands using the steps outlined on the Department of Health handwashing poster.
2. Put on non-latex gloves (optional).

## Sunscreen and Sun Protection Procedure

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3. Staff should squeeze a small amount of sunscreen into gloved hands. Follow the directions on the label of the sunscreen container.
4. Apply sunscreen on all exposed areas, especially the face (avoiding the eye area), nose, ears, feet and hands and rub in well.
5. Change gloves between each child (if using).
6. Discontinue use and notify the parent/guardian if the child's skin is broken or an allergic reaction is observed.
7. Document each time sunscreen is applied either on the *Sunscreen Application Record Form – Bulk* or *Medication Administration Record* (for individual containers).

### Related Documents

Sun Safety Information Sheet, Block the Sun Not the Fun

*Medication Administration Procedure*

*Sunscreen Authorization Form – Individual Container*

*Sunscreen Authorization Form – Bulk Container*

*Sunscreen Application Record form – Bulk*

*Medication Administration Record* (for individual containers)

Sun Safety: Information for Parents About Sunburn & Sunscreen: <https://healthychildren.org/English/safety-prevention/at-play/Pages/Sun-Safety.aspx>