



2.13 Parent Consent for Application of Diaper Rash Cream or Sunscreen Medication at School



PURPOSE STATEMENT

Staff uses the Parent Consent for Application of Diaper Rash Cream/Ointment or Sunscreen at School form for children with conditions that require the application of diaper rash cream/ointment or sunscreen while they are at school. The consent form serves as permission for Early Head Start/Head Start staff to apply the diaper rash cream/ointment or sunscreen that is provided by the parent/guardian to meet the child's needs while at school.

TIMELINE

This form is completed when a child requires diaper rash cream/ointment or sunscreen to be applied during school hours.

STAFF RESPONSIBLE

Site Supervisor and all site staff listed on the consent form are responsible for ensuring that the product is applied only in accordance with the product label directions.

INSTRUCTIONS

- Identify name of the child, date of birth, site name, the date that the plan was developed, and the parent/guardian's name and phone number.
- Staff writes the name and the expiration date of the product.
- The parent/guardian and staff discuss and write down the possible side effects for the product and intervention instructions.
- Staff writes the beginning and end dates that the parent/guardian is requesting to have the diaper rash cream/ointment or sunscreen applied.
- Staff writes in the parent/guardian's instructions for applying the diaper rash cream/ointment or sunscreen and when to apply it by checking the appropriate boxes.
 - If applying sunscreen, the staff writes where the parent/guardian does not want sunscreen applied on the child's body for medical or other reasons, if applicable. If not applicable, staff writes "N/A."
- Staff informs the parent/guardian that the product will only be applied in accordance with the product label directions.
- Staff reviews the information on the form with the parent/guardian and informs the parent/guardian that if the product changes, a new parental consent form will have to be completed before staff are able to apply the new/changed product.
- The parent/guardian is informed that the consent form will expire one year from the date that it was signed.



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- The parent/guardian prints his/her first and last name, signs, and dates the form.
- At least two staff must be responsible for the application of diaper rash cream/ointment or sunscreen. These staff print their names, sign, and date the form.
- The original form will be kept in Section 2 of the Child File, and a copy will be kept with the diaper rash cream/ointment or sunscreen. The diaper rash cream/ointment or sunscreen must have the child's first and last name and the date it was received on the medication.
- The staff documents each application of diaper rash cream/ointment or sunscreen on the Medication Treatment Log.
- Any questions regarding this consent form must be directed to the Health Coordinator.

Page 2 – NOTICE OF CHANGE IN STAFF: Use only when there is a change in the staff responsible for applying the necessary diaper rash cream/ointment or sunscreen to the child. If this is applicable, staff will:

- Write name of the child and site on the Notice of Change of Staff section.
- Print names of new staff responsible, staff sign, and date the Notice of Change of Staff section.
- The parent/guardian prints his/her name and signs and dates the Notice of Change of Staff section, indicating that they have been notified of the change.