

INSTRUCTIONS FOR CPiA CONTRACTORS | SUN SAFETY | CHILD CARE

About the Sample Policy for Child Care Sun Safety:

This sample policy addresses child care sun safety. It includes the following components which promote sun safety behaviors in young children and child care staff: hats, protective clothing, and sunglasses; sunscreen, scheduling and shade protection; education and communication with staff and families.

CPiA Contractors should refer to the “Sample Policies, Cover Page Toolkit” for recommended ways to use this policy.

Target Audience to Adopt Policy:

Child day care centers and school-age child cares licensed by the NYS Office of Children and Families (OCFS)

Purpose of Policy:

The purpose of this policy is to help prevent skin cancer by limiting young children and staff exposure to ultraviolet radiation from the sun; specifically, by supporting sun safety behaviors in young children, creating environmental supports to avoid overexposure to the sun when children are outdoors, and providing key sun safety education to child care staff and communication with families.

Other Related Information:

- NYS OCFS regulates numerous types of child care settings (such as family day care, group family day care, child day care centers, and school-age care). For purposes of the CPiA Program, contractors should focus on child day care centers and school-age child care. Engaging with other settings is not prohibited, but child day care centers and school-age child care has the opportunity for the most reach and may have a structured internal capacity to adopt a comprehensive policy. [The NYS OCFS website outlines definitions of child day care center and school-age child care.](#)
- Child day cares (centers and school-age) must have a written Health Plan on file with NYS OCFS stating if they are administering over the counter medications such as sunscreen.
 - o [Health Care Plan-Day Care Center | OCFS-LDSS-7020](#)
 - o [Health Care Plan - School Age Child Care | OCFS-LDSS-7022](#)
- If a child day care chooses to administer sunscreen, it must have a parental consent form on file: [Non-Medication Consent Form \(Child Day Care Programs\) OCFS-6010](#). This form is also included below.

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Rationale:

One bad sunburn in childhood doubles the risk of skin cancer later in life. Children’s skin needs protection from the sun’s harmful ultraviolet (UV) rays whenever they are outdoors. The risk for skin cancer can be greatly reduced when certain precautions are practiced. Therefore, <Organization Name> is committed to ensuring that all children and staff are protected from skin damage caused by harmful UV radiation of the sun by implementing the following sun safety policy.

Policy:

Hats, Protective Clothing, and Sunglasses

- Staff and children will wear sun-protective clothing and equipment, when outside, that includes:
 - a hat with a wide-brim that protects the face, neck, and ears
 - sun-protective clothing (ex: tightly woven, full length) when temperatures are reasonable
 - child safe, age appropriate, shatter-resistant sunglasses with 100% UV protection

Sunscreen

- Apply broad spectrum, water resistant SPF 15 or higher sunscreen to all exposed areas on children and rub in well – especially the face (avoiding the eye area), nose, ears, feet and hands – 30 minutes before exposure to the sun and every two hours while in the sun. If playing in water, reapplication will be needed more frequently. If the skin is broken or an allergic reaction is observed, staff will discontinue use and notify the parent/guardian.
- Staff will be encouraged to apply sunscreen (with at least SPF 15) before going outside with children at child care.

Scheduling and Shade Protection

- Consider shade when planning outdoor activities with children.
- Provide sufficient areas of shade on the outdoor play area and encourage children to seek shaded areas for outdoor activities.
- Staff will remind and encourage children to use available shade during outdoor activities.
- Staff will keep infants younger than six months of age out of direct sunlight (ex: natural shade, umbrella, stroller canopy, etc.).
- Monitor the heat index and schedule outdoor activities accordingly. Staff and children will be watched carefully for heat-related illnesses.
- Limit sun exposure between 10 AM and 4 PM, when UV radiation is strongest. The availability of shade will be considered when planning excursions and outdoor activities during these times.

Education and Communication

- New staff will be oriented to this policy at the time of hire.
- Provide routine sun safety or skin cancer prevention training to all staff.
- Train staff on sun safety guidelines, proper sunscreen application and ensure proper protocols are implemented for skin allergies.
- The Sun Safety Policy will be reinforced in positive ways by staff (ex: through parent newsletters, staff memos, bulletin boards and meetings). Signage will be posted that reminds staff, parents and children to practice sun safety. Skin cancer education and ways to protect the skin from the

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UV radiation will be incorporated into the program's curriculum. Staff and parents will be provided with educational materials and resources on sun safety practices.

- When enrolling their child in <Organization Name>, parents/guardians will:
 - Receive a copy of <Organization Name>'s Sun Safety Policy.
 - Be asked to provide a suitable hat, sunglasses, and sunscreen (non-expired, broad spectrum, water resistant, SPF 15 or higher) for their child's use when outdoors in the care setting.
 - Be required to complete and sign a Parent/Guardian's Permission to Apply Sunscreen Form and it shall remain on file at the program. This form will be updated <annually, with each new bottle of sunscreen provided>. A written order from a health care provider is required if parents request sunscreen be applied to their infant under six months of age.
 - Be encouraged to model sun safe behaviors themselves and practice these guidelines with children when not at the child care program.

Policy Monitoring and Review:

<Organization Name> will evaluate and revise this policy on an annual basis.

Contact Regarding Policy:

Contact <Organization Name Representative> with questions or concerns about the policy.

Date Policy Adopted: <insert date here>

Date Policy Updated: <insert date here>

REQUIRED PARENT PERMISSION FORM | CHILD CARE SUN SAFETY & SUNSCREEN USE

[Non-Medication Consent Form \(Child Day Care Programs\) OCFS-6010](#)

OCFS-6010 (5/2015)

NEW YORK STATE
 OFFICE OF CHILDREN AND FAMILY SERVICES
NON-MEDICATION CONSENT FORM
 Child Day Care Programs

- This form may be used when a parent consents to having over-the-counter products administered to their child in a child day care program. These products include, but are not limited to: topical ointments, lotions and creams, sprays, sunscreen products and topically applied insect repellent.
- This form should NOT be used to meet the consent requirements for the administration of the following: prescription medications, oral over-the-counter medications, medicated patches, and eye, ear, or nasal drops or sprays. OCFS Form 7002 would meet the consent requirements for medications.
- One form must be completed for each over-the-counter product. Multiple products cannot be listed on one form.
- This form must be completed in a language in which the staff is literate.
- If parent's instructions differ from the instructions on the product's packaging, permission must be received from a health care provider or licensed authorized prescriber.

+ PARENT TO COMPLETE THIS SECTION (#1 - #14)

1. Child's first and last name: _____	2. Date of birth: _____	3. Child's known allergies: _____
4. Name of product (including strength): _____	5. Amount to be administered: _____	6. Route of administration: _____
7A. Frequency to be administered, include times of day if appropriate: _____		
<i>OR</i>		
7B. Identify the conditions that will necessitate administration of the product (signs and symptoms must be observable prior to administration): _____		
8A. Possible side effects: <input type="checkbox"/> See product label for complete list of possible side effects (parent must supply) <i>AND/OR</i>		
8B. Additional side effects: _____		
9. What action should the child care provider take if side effects are noted: <input type="checkbox"/> Contact parent _____		
Other (describe): _____		
10A. Special instructions: <input type="checkbox"/> See package insert for complete list of special instructions (parent must supply) <i>AND/OR</i>		
10B. Additional special instructions: _____		
11. Reason(s) for use (unless confidential by law): _____		
12. Parent name (please print): _____	13. Date authorized: _____	
14. Parent signature: X		

DAY CARE PROGRAM TO COMPLETE THIS SECTION (#15 - #21)

15. Program name: _____	16. Facility ID number: _____	17. Program telephone number: _____
18. I have verified that #1, -#14 are complete. My signature indicates that all information needed to administer this product has been given to the child day care program.		
19. Staff's name (please print): _____	20. Date received from parent: _____	
21. Staff's signature: X		