**Standard Operating Procedure (SOP): Sunscreen Application for Children at Around the Clock Child Care Center Inc.**

Purpose: To provide guidelines for the proper application of sunscreen to ensure sun protection for children aged 0 months to 12 years at Around the Clock Child Care Center Inc. This SOP aims to minimize the risk of sunburn and promote the overall well-being of children during outdoor activities.

**Sunscreen Application:**

1. General Guidelines

**Sunscreen to be applied at temperature of 70 degrees or greater including overcast!**

* Apply sunscreen to all exposed areas of the child's skin at least 30 minutes before going outside, regardless of age.
* Ensure the sunscreen used meets the recommended SPF and is appropriate for children.
1. Children with Their Own Sunscreen
* Verify if parents have provided their child's sunscreen, ensuring it meets the recommended SPF and is appropriate for the child's age.
* Apply the child's sunscreen as per the parent's instructions, ensuring adequate coverage on exposed areas.
* Document in the sunscreen log that the child used their own sunscreen.
1. Children without Their Own Sunscreen
* Use the child care center's supplied sunscreen, ensuring it meets the recommended SPF and is suitable for children.
* Apply the center-supplied sunscreen to exposed areas, covering the child's skin adequately.
* Document in the sunscreen log that sunscreen was applied to the child.
1. Sensitivities and Allergies
* Take into consideration any sensitivities or allergies children may have to sunscreen.
* Follow necessary precautions and inform parents accordingly.
1. Annual Sunscreen Authorization Form
* Collect a new sunscreen authorization form from parents annually, even if the student has one on file.
* This ensures updated information as skin conditions and allergies can change over time.

**Application of Sunscreen policy & standards**

1. Preparation:
* Ensure hands are clean and free from any visible dirt or contaminants.
* Put on a pair of disposable gloves before handling sunscreen products.
1. Sunscreen Application:
* Squeeze an appropriate amount of sunscreen onto the gloved hand.
* Rub the gloved hands together to distribute the sunscreen evenly on both hands.
1. Applying Sunscreen:
* Gently and thoroughly apply sunscreen to all exposed areas of the child's skin, ensuring adequate coverage.
* Pay special attention to commonly missed areas such as the ears, neck, and back of the hands.
* Use gentle, circular motions to massage the sunscreen into the skin, ensuring it is absorbed.
1. Reapplication:
* Follow the recommended reapplication frequency provided by the sunscreen manufacturer or as instructed by parents.
* When reapplying sunscreen, remove the used gloves and put on a fresh pair before repeating the application process.
1. Disposal:
* After completing the sunscreen application process, carefully remove and dispose of the used gloves in a designated waste bin.
* Wash hands thoroughly with soap and water, following proper hand hygiene procedures.

Optional to use one glove to apply sunscreen on student.

**Training: Heat Stroke Prevention and Air Quality Consideration for Children at Around the Clock Child Care Center Inc.**

Purpose: To provide training on recognizing the signs and symptoms of heat stroke, implementing preventive measures, and considering air quality conditions for children aged 0 months to 12 years at Around the Clock Child Care Center Inc. This training aims to promote awareness, ensure the well-being of children, and address potential risks during hot weather conditions and air quality concerns.

**Topics Covered:**

1. **Signs and Symptoms of Heat Stroke**
* High body temperature
* Red, hot, and dry skin
* Rapid heartbeat and breathing
* Headache, dizziness, confusion
* Nausea, vomiting, loss of consciousness
1. **Prevention of Heat Stroke**
* Monitoring weather conditions
* Suspending outdoor playtime and engaging in indoor activities
* Providing access to water and encouraging hydration
* Maintaining well-ventilated indoor spaces
* Ensuring the availability of a well-stocked first aid kit
1. **Consideration of Air Quality**
* Monitoring air quality conditions
* Limiting outdoor time if air quality is poor
* Conducting indoor activities instead

Training:

* Conduct regular training sessions for child care center staff on heat stroke prevention, recognition of heat stroke symptoms, and the consideration of air quality conditions.
* Provide staff with resources, such as informational handouts or online materials, regarding heat stroke prevention and air quality concerns.

Annual Sunscreen Authorization Form:

* Collect a new sunscreen authorization form from parents annually, even if the student has one on file.
* This ensures updated information as skin conditions and allergies can change over time.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_