Authorization Form for
Non-prescription Over-the-Counter Skin Products
Licensed Child Day Centers
VDSS Division of Licensing Programs Model Form

SUNSCREEN

INSTRUCTIONS:
This form must be completed by the parent/guardian to authorize the use of:
• Sunscreen
• Diaper ointment or cream
• Insect repellent

(Name of Provider) has my permission to apply the non-prescription over-the-counter (OTC) skin product listed below to my child, (Child’s name).

Product Name: ________________________________

Known Adverse Reactions (if any): ________________________________

• All OTC products must:
  o Be in the original container and, if provided by the parent, labeled with the child’s name
  o Be used according to manufacturer’s recommendation and instructions for application
  o Not be used beyond the expiration date of the product

• Sunscreen:
  o Must have a minimum sunburn protection factor (SPF) of 15
  o Shall be inaccessible to children under 5 yrs. & children in therapeutic or special needs programs
  o Children nine yrs. and older may self-administer sunscreen if supervised

• Diaper ointment/cream and Insect repellents:
  o Shall be kept inaccessible to children
  o Record of use shall be kept that includes child’s name, date, frequency of application, and any adverse reactions

This authorization is effective from: __________________________ until: __________________________
(Start date) (End date)

Parent’s Signature: __________________________ Date: ________________
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BUG SPRAY

INSTRUCTIONS:
This form must be completed by the parent/guardian to authorize the use of:
- Sunscreen
- Diaper ointment or cream
- Insect repellent

(Name of Provider) has my permission to apply the non-prescription over-the-counter (OTC) skin product listed below to my child, (Child's name).

Product Name: __________________________________________

Known Adverse Reactions (if any): ________________________________

- All OTC products must:
  - Be in the original container and, if provided by the parent, labeled with the child’s name
  - Be used according to manufacturer’s recommendation and instructions for application
  - Not be used beyond the expiration date of the product

- Sunscreen:
  - Must have a minimum sunburn protection factor (SPF) of 15
  - Shall be inaccessible to children under 5 yrs. & children in therapeutic or special needs programs
  - Children nine yrs. and older may self administer sunscreen if supervised

- Diaper ointment/cream and Insect repellents:
  - Shall be kept inaccessible to children
  - Record of use shall be kept that includes child’s name, date, frequency of application, and any adverse reactions

This authorization is effective from: ___________________________ until: ___________________________

(Start date) (End date)

Parent’s Signature: ___________________________________ Date: __________________