VIRGINIA DEPARTMENT OF SOCIAL SERVICES

Authorization Form for Non-prescription Over-the-Counter Skin Products Licensed Child Day Centers

VDSS Division of Licensing Programs Model Form

Columbia Baptist Child Development Center

INSTRUCTIONS:
This form must be completed by the parent/guardian to authorize the use of:

- Sunscreen
- Diaper ointment or cream
- Insect repellent

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

Product Name: _____

Product Expiration Date: _____

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: Expires one year from start date
(Start date) **(End date)**

Parent's Signature: _____ Date: _____