



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**

**INSTRUCTIONS:**

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

- Sunscreen
- Diaper ointment or cream
- Insect repellent

**St. Paul's Episcopal Preschool** \_\_\_\_\_ has my permission to apply the non-prescription over-the-counter (OTC) skin product listed below to my child, \_\_\_\_\_.

**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: \_\_\_\_\_