

# PERMISSION TO ADMINISTER PREVENTIVE

**OVER-THE COUNTER (OTC) NON-MEDICATED TOPICAL PREPARATION**

Dear Parent,

**Over-the-counter ointments and creams**, such as sunscreen, lip balm, skin creams and diaper ointments, that are used for ***preventive*** purposes **do not** require a written authorization from the health care provider with prescriptive authority. However, parent written permission with specific instruction is required. *Licensing requires* the parent to supply the product in the original container with manufacture label intact and the product must be labeled with the child’s name. By completing this form, I understand that staff may use the product I provide for my child unless the skin is broken, bleeding, or in the presence of a severe or persistent rash without written authorization from the health care provider.

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| Caretaker/Parent Request for Administration of OTC Product. *Complete for* ***all*** *products to be administered or applied to the child*. |
| Name of Child | Date of Birth | Center |
| Name of Product | Exact Dosage (may **not** be "as needed") |
| Route (exposed skin, diaper area, lips, etc) | Expiration date of product: | To be administered at the following times: |
| Is this medication a result of a special need or medical/health condition which may require the provider to have a Medical/Health Care Plan on file? Yes No |
| I give permission to the provider to administer the above OTC product to my child. I assure that my child has used this product and has not had any adverse reactions. This permission is valid for no more than twelve months from the date of signature. |
| Caretaker/Parent Signature | Date of Signature |

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*Staff note:*

* *Preventive OTC topical applications do not require documentation on a medication or other log*.
* *Ensure product is in original container with manufacture label intact, and labeled with the child’s name. Must be stored in separate container out of the reach of children*.
* *If the skin is broken, bleeding or a severe or persistent rash is present, discontinue use, inform the parent or guardian and request further written instructions from the health care provider.*
* *Documentation on a medication log is required when ointments are used for treatment purposes (instruction/prescription from health care provider and/or medicated product).*

07/2016