

West Lothian Council Education Services

Sun Cream Procedure

Where a parent requests the application of sun cream this should be dealt with under the Handbook of Procedures for the Management of Pupils with Healthcare Needs in Educational Establishments, specifically section 10.1.

Sun cream should be considered a non-prescription medication. The policy requires that "The Head Teacher/designated person must also agree that it is necessary for the medication to be administered in school/on educational excursions." The decision on whether it is necessary for a member of school staff to apply sun cream must take account of the child's age and ability.

Where it is agreed that sun cream should be administered <https://www.westlothian.gov.uk/article/8865/Individual-Health-Care-Plans-and-Forms> must be completed by the parent/carer and school. This procedure must be used instead of any existing ad hoc permission slips developed by schools.

Adoption of this procedure will enable the care needs of children to be met in a systematic and controlled manner.

It is important to remember that application of sun cream is only one strategy to prevent sunburn. Parents can be reminded that they can contribute to their child's welfare by choosing their child's clothing carefully, and staff can exercise their judgement to limit the amount of time that children are exposed to direct sunlight.

The Care Commission does not have a written policy on the application of sun cream, but has provided the undernoted advice to the Council in relation to pre-school children. The Council has decided that this advice is applicable to all sectors, and must be followed by all schools.

- Do not have a 'communal' bottle of sun cream.
- Parents should provide their own sun cream for each child.
- Parents should apply sun cream before their child arrives at school.
- Staff should wash their hands between each application of sun cream to a child. Gloves are not necessary.

September 2015.