

**CHILD AND YOUTH  
PROGRAMS****DEPARTMENT OF AIR FORCE CHILD AND YOUTH PROGRAMS  
TOPICAL APPLICATION ADMINISTRATION INSTRUCTIONAL GUIDE****April 2022**

1. **TRAINING OBJECTIVE:** To assist CYP personnel (CYP staff and Family Child Care (FCC) providers) in understanding their roles and responsibilities in topical application administration. This guide is information only and may not be used for personnel evaluations.
2. **PURPOSE:** To provide standardized procedures and guidelines on applying sunscreens, lip balms, hand lotions, non-prescribed diaper ointments/creams, insect repellants, and hand sanitizers.
3. **OVERVIEW:**
  - a. A parent/guardian must sign annually to authorize the application of sunscreens, lip balms, non-prescribed hand lotions, non-prescribed diaper ointments/creams, insect repellants, and hand sanitizers.
  - b. An AF Form 1055 is not required UNLESS the sunscreen, lip balm, hand lotion, diaper ointments/creams, insect repellent and/or hand sanitizer has been prescribed by a health care provider.
  - c. Only sunscreens, insect repellents, and hand sanitizers approved by the CYP Medical Advisor AND purchased by CYP or the FCC provider will be applied to children/youth. Any exception to the approved and purchased sunscreens, insect repellants, and hand sanitizers must be accompanied with a detailed note signed by a health care provider and updated annually.
  - d. Non-prescribed hand lotions, lip balms, and diaper ointments/creams must be supplied by the parent/guardian and be clearly labeled with the child's/youth's first and last name. Homemade hand lotions, lip balms, and diaper ointments/creams are prohibited.
  - e. CYP personnel will be trained on applying sunscreen, lip balms, non-prescribed hand lotions, non-prescribed diaper ointments/creams, insect repellent, and hand sanitizers by a Program Manager or a Training and Curriculum Specialist.
  - f. Sunscreens, lip balms, non-prescribed hand lotions, non-prescribed diaper ointments/creams, insect repellants, and hand sanitizers are kept out of reach of children/youth.
  - g. CBD/Hemp lotions and oils are not approved for use in our programs. These items are not FDA or federally regulated.



#### **4. SUNSCREENS:**

- a. Use a sunscreen that says “broad-spectrum” on the label - that means it will screen out both Ultraviolet A (UVA) and Ultraviolet B (UVB) rays.
- b. Use a sunscreen with a Sun Protection Factor (SPF) of at least 15. The higher the SPF, the more UVB-ray protection.
- c. Sunscreens should not be used with infants under 6 months of age. Keep infants younger than 6 months of age out of direct sunlight. Find shade under a tree, umbrella or canopy.
- d. Sunscreen should be applied liberally enough to all sun-exposed areas so it forms a film when initially applied. Ensure sunscreen is applied to areas commonly neglected, like the ears, face, hands, neck, and feet. Ensure sunscreen is applied to back of neck and ears as well. Sunscreen should still be applied on cloudy/overcast days, and in winter at high altitudes.
- e. It takes 20-30 minutes for sunscreen to be absorbed by the skin, so it should be applied at least 30 minutes before going outdoors.
- f. Reapply sunscreen every 2 hours. Sunscreen wears off after swimming, sweating or just from soaking into the skin.
- g. Preschoolers attending the Child Development Center or an FCC home may apply sunscreen to their arms and legs; however, an adult should apply sunscreen to their face and other areas of their skin. Children should be reminded to wash their hands after application.
- h. Youth attending the School-Age Program or an FCC home may apply sunscreen for themselves. CYP personnel should remind youth to apply adequate amounts of sunscreen to all sun exposed areas and to wash their hands after application.
- i. Youth participating in sports should be encouraged to wear sunscreen during practices and games.

#### **5. DIAPER OINTMENTS/CREAMS:**

- a. Only diaper ointments/creams with FDA approval and have been approved by the medical advisor will be used. Coconut oil, avocado oil and olive oil are not FDA approved diaper cream/ointments and will NOT be used. Diaper cream applicators are unsanitary and are prohibited. Bottom washes (i.e. Honest Company Bottom Wash) are unnecessary, and do not go through the FDA approval process, and will NOT be used. The AF CYP Medical Liaison has disapproved use of diaper cream applicators and bottom washes based on health and sanitation.

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- b. Diaper ointments/creams will be dispensed from the container onto a piece of disposable material, such as a paper towel or a facial tissue.
- c. Use the paper towel or facial tissue or wear clean disposable glove to administer diaper ointments/creams.

**6. INSECT REPELLANTS:**

- a. Insect repellent is not to be used for infants under 2 months of age and is to be used sparingly on children/youth.
- b. The American Academy of Pediatrics recommends insect repellants used on children over 6 months of age, have 30% DEET or less; or 5 to 10% picaridin repellent; and is applied once per day, before going outdoors.
- c. Avoid products that include DEET plus a sunscreen, as sunscreen needs to be applied frequently while DEET should be applied only once a day.
- d. Apply insect repellants only to exposed skin and/or clothing. Do not use under clothing. If sunscreen is also being applied, apply the sunscreen FIRST. Insect repellent may decrease the SPF of sunscreens by one-third.
- e. Never use insect repellants over cuts, wounds or irritated skin.
- f. Do not apply to eyes or mouth, and apply sparingly around ears. When using sprays, do not spray directly on face, spray on CYP personnel's hands first and then apply to face.
- g. Do not allow children/youth to handle insect repellent. Do not apply on the hands of children/youth.
- h. Use just enough insect repellent to cover exposed skin. Heavy applications do not work better.
- i. After returning indoors, wash treated skin with soap and water.

**7. HAND SANITIZERS:**

- a. Hand sanitizers should not be considered a substitute for frequent and thorough hand washing; however, hand sanitizers can replace hand washing when soap and water are not available (i.e. on the playground) and hands are not visibly soiled. Hand sanitizers using an alcohol-based active ingredient must contain 60-95% alcohol in order to be effective to kill germs.
- b. Hand sanitizers are only used on children/youth 2 years of age and older.
- c. Use a single pump of hand sanitizer. Hands should be rubbed together, distributing sanitizer to all hand and finger surfaces and hands should be permitted to air dry.



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- d. Hand sanitizers are kept out of reach of children/youth and used with adult supervision.