

Implementation Details and Explanatory Notes

Policy Implementation and Operation Guide

The Sun Protection Policy includes an Authority for Staff to Administer Sunscreen as supplied by the service, or as supplied by the parent/guardian in Appendix 1.

1. Actions Required

The *Policy Development Checklist* (page 4) contained in this KPV Model Policy Kit sets out a summary of actions needed to adopt and implement each policy.

2. Implementation Details

The actions required to implement this policy are:

- λ Providing all parents/guardians with a copy of this policy when their children start attending the service.
- λ Keeping a supply of spare and freshly laundered sun hats.
- λ Authority has been obtained from the parents/guardians for staff to administer sunscreen as appropriate (see appendix 1 & 2).
- λ The service has a supply of SPF 30+ broad spectrum, water-resistant sunscreen.
- λ Parents/guardians of children with a particular sensitivity have supplied their own named sunscreen, which is left at the service.

3. Explanatory Notes

The following information on the implementation and operation of this policy has been provided to assist Committees when adapting this policy for use by their service and when addressing issues under this policy.

The Committee, if reviewing or changing the policy would be advised to consult with the Anti-Cancer Council of Victoria at 1 Rathdowne Street, Carlton, 3053. Telephone (03) 9635 5148, Fax (03) 9635 5260.

Sun Protection Policy

1. Authorisation

This policy was adopted by the Parkdale Pre School Association Committee of Management, at the Committee meeting in March 2006

2. Review Date

This policy shall be reviewed in March 2008 or as required.

3. Scope

The policy applies to all staff, Committee, children attending the service, parents/guardians on duty and attending siblings, visiting children, students, volunteers and any other person participating in the program provided at the service.

4. Background and Relevant Legislation

Australia is acknowledged to have the highest incidence of skin cancer in the world. This has been found to be due to exposure to harmful ultraviolet rays from infancy. It is therefore vital that learning how to protect the skin from the sun should commence in the earliest years.

Legislation

- λ The Children's Services Regulations 1998
- λ The Children's Services Act 1996
- λ The Occupational Health & Safety Act 1995
- λ The Health Act 1958

5. Definitions

Minimum clothing for sun protection: A t-shirt with sleeves or equivalent and shorts or a skirt. (Sleeveless tops are not recommended)

Shade: An area sheltered from direct sunlight eg a large tree, canopy, or artificial cover.

Skin protection: A SPF 30+ broad spectrum water resistant sunscreen.

Sun Hat/Head covering providing sun protection: These need to provide shade to the face, back of the neck and ears (baseball caps are not acceptable as they do not provide sufficient shade). 'Legionnaire' style hats are recommended.

SunSmart: The name of the campaign conducted by the Anti-Cancer Council of Victoria to promote an awareness of the need to provide sun protection.

6. Policy Statement

Values

This service is committed to:

- λ Providing all service participants (especially children) with protection from the harmful effects caused by exposure to the sun's ultraviolet radiation, during all aspects of the program.
- λ Educating children, parents/guardians and other participants in the service on the harmful effects of the sun's ultraviolet radiation.

Purpose

This policy will provide:

- λ Guidelines for the protection of children and staff and other participants in the service from the harmful ultraviolet rays of the sun.
- λ Educative information for parents, staff, participants, and children attending the service regarding the harmful effects of ultraviolet rays of the sun.

7. Procedures

The service will:

- λ Request children to bring an appropriate sun hat when attending the service during Terms 1 and 4.
- λ Children who do not have their hats with them will be asked to play in an area protected from the sun.
- λ Notices will be issued requesting a hat needs to be brought to kinder. Three warnings will mean parents are required to purchase a kinder hat at a cost of \$10.00.
- λ Provide a supply of SPF 30+ broad spectrum, water resistant sunscreen for use on the children and staff.
- λ Reinforce this policy through the service's newsletters, notice boards and meetings.
- λ Review the shade provided in the outside play area and work towards increasing this if it is found to be inadequate.

The staff will:

- λ Collect from the parent/guardian of each child, the authority to apply sunscreen, prior to the child commencing at the service.
- λ Check that all hats brought to the service are named and provide sun protection.
- λ Ensure that the children's sun hats are stored in their bags or on individual pegs or in individual lockers.
- λ Ensure each child, staff member and participant at the service, wears an appropriate sun hat for all outdoor activities during their attendance at the service from the start of September to the end of April (1st and 4th term). The use of sun hats at other times is encouraged.
- λ Apply a broad spectrum sunscreen with a minimum of SPF 30+ to all children's exposed skin, prior to their going outdoors from the start of September to the end of April.
- λ Apply SPF 30+ sunscreen to their own exposed skin prior to going outdoors from the start of September to the end of April. Encourage other adult participants in the program to apply sunscreen.
- λ Where possible, schedule outdoor activities, before 11.00am or after 3.00pm from the start of September to the end of April.
- λ Encourage children to seek shade when playing outside.
- λ Include education about protecting the skin from the sun, at appropriate times in the program planned for the children.
- λ Encourage children to wear their hats when travelling to and leaving the service from the start of September to the end of April.

The parents/guardians will:

- λ Provide authority for the staff to assist with the administration of sunscreen on their child as appropriate. (see Appendix 1)
- λ Ensure that their child arrives at and leaves the service wearing an appropriate sun hat from the start of September to the end of April.
- λ If their child has a particular sensitivity to the sunscreen provided by the preschool, provide, at their own expense, an alternative sunscreen, to be left at the preschool for use under staff direction. It is the parent's responsibility to ensure this sunscreen is not past its expiry date.

8. Key Responsibilities and Authorities

The Committee is responsible for:

- λ The implementation of the policy within the service.
- λ Any changes to the policy.

The staff are responsible for:

- λ The day-to-day implementation of this policy.
- λ Ensuring an adequate supply of SPF 30+broad spectrum, water resistant sunscreen (within expiry date) is available at the service at all times.
- λ Ensuring that children, who they have been informed are allergic to the service's sunscreen, have an alternative sunscreen, provided by their parents/guardians.
- λ Ensuring an adequate supply of spare sun hats are available for children, staff and other participants at all times and that they are laundered after each wear.
- λ Providing a role model for the children in the wearing of sun hats and use of sunscreen.
- λ Encourage parents and others to be appropriate role models to their children by wearing sun hats.
- λ Ensuring that children who do not have a hat or access to a spare hat, do not play outside from the start of September to the end of April.
- λ Ensuring the spare hats are laundered.

The parents/guardians are responsible for:

- λ Providing authority for the staff to administer sunscreen to their child.
- λ Providing a named sun hat that provides adequate sun protection for their child to use at the service.
- λ Wearing a sun hat when participating in outdoor activities at the service.

9. Resources and Support

The Anti Cancer Council of Victoria has a SunSmart accreditation program for early childhood services. Services interested in becoming a 'SunSmart Service', should call them on 9635 5148 for more details.

10. Evaluation

In order to assess whether the policy has achieved the values and purposes set out under '6 Policy Statement', the Committee will:

- λ Assess whether a satisfactory resolution has been achieved in relation to issues covered by this policy.
- λ If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- λ Take into account feedback from staff regarding the policy.
- λ Monitor complaints and incidents regarding the operation of the Sun Protection Policy.

This policy was written in consultation with the Anti-Cancer Council of Victoria. KPV wishes to thank the staff at the Anti-Cancer Council of Victoria for their assistance in the development of this policy.

Appendix 1: Authority for Staff to Administer Sunscreen.

Authority for Staff to Administer Sunscreen Provided by the Service

I.....(Name of parent/guardian)

Give permission for the staff at (name of the service)

To apply, as appropriate SPF 30+ broad spectrum, water resistant sunscreen to all exposed body parts of

.....(name of child/children).

Signed..... Date.....
(Parent/guardian)

Authority for Staff to Administer Sunscreen Provided by the Parent/Guardian

I.....(Name of parent/guardian)

Give permission for the staff at (name of service)

To apply as appropriate to all exposed parts of my child's body the sunscreen I have supplied, and labelled with my child/children's name.

It is my responsibility to ensure there is always an adequate supply of this sunscreen, within the expiry date, at the service.

Signed..... Date.....
(Parent/guardian)