

# Procedure SO:01.01 Sun care and protection



## Policy – Workplace Health and Safety

Area – Operational

Document Control	
Responsible Officer: General Manager, Children’s Services	Procedure Number: SO:01.01
Contact Officer: Children’s Services Manager	Policy: SO:01 Workplace health and safety
Effective Date: 25 November 2015	Review Date: November 2017

### Scope

This procedure, when read with the policy, provides a framework to guide all actions for the C&K board, C&K staff, C&K central, C&K branch services, C&K family day care services, C&K affiliate services, children, parents, volunteers, contractors and any visitors to C&K services.

C&K associate members are excluded from the scope of this procedure.

### Introduction

Australia has the highest rate of skin cancer in the world and current evidence states childhood sun exposure makes a significant contribution to person’s lifetime risk of skin cancer.


Exposure to Ultra Violet Rays (UVR) can pose significant health risks for adults and children, including sunburn, skin cancer and melanoma, eye damage, dehydration and heat illness. These risks need to be balanced with the health, developmental and learning benefits of outdoor play and physical activity, and the benefits of exposure to sunlight. Sunlight is the best source of vitamin D, which is essential for good health. Sensible sun protection does not put people at risk of vitamin D deficiency.

### Definitions & acronyms

In order to make this document as efficient as possible relevant definitions and acronyms specific to this procedure have been listed in the C&K definitions and acronyms glossary. All policies, procedures, quick reference guides and protocols should be read in conjunction with the C&K definitions and acronyms glossary.

### Procedure

#### 1.0 Five strategies of sun protection





<p><b>1. Slip on sun safe clothing</b></p> <p><b>Slip</b></p> 	<ul style="list-style-type: none"> <li>• Children, staff and visitors must wear clothing that provides adequate sun protection.</li> <li>• Sun smart clothing consists of tightly woven fabric, high collars, long sleeves and long pants to cover the majority of exposed skin.</li> <li>• Short sleeved shirts and shorts / skirts are acceptable as long as exposed skin has sunscreen applied and hats are worn.</li> <li>• Staff, parents / guardians and visitors will act as positive role models for children by wearing recommended clothing.</li> </ul>
---	---

# Procedure SO:01.01 Sun care and protection



## Policy – Workplace Health and Safety

Area – Operational

<p><b>2. Slap on a Hat</b></p> <p><b>Slap</b></p> 	<ul style="list-style-type: none"> <li>• Children, staff and visitors must wear a suitable hat when outdoors.</li> <li>• Suitable hats are bucket-style legionnaire or broad-brimmed hats that protect the face, neck, ears and crown of the head. Unsuitable hats are baseball or peaked caps, sun visors and other hats that do not protect the face, ears and back of the neck.</li> <li>• Parents / guardians must provide a suitable hat (named) for their child daily.</li> <li>• Services will have spare suitable hats for children, staff or visitors who do have a hat. Spare hats must be laundered after each use.</li> <li>• Staff will ensure children who are not wearing hats play in fully shaded, outdoor covered areas or indoors.</li> </ul>
<p><b>3. Seek shade</b></p> <p><b>Seek</b></p> 	<ul style="list-style-type: none"> <li>• Staff will actively encourage and teach children to seek and use shaded areas.</li> <li>• Services will provide outdoor spaces that comply with legislation and include adequate shaded areas to protect children and educators from overexposure to UVR from the sun.</li> <li>• Shade should preferably be natural, but can also be built.</li> </ul>
<p><b>4. Slide on sunglasses</b></p> <p><b>Slide</b></p> 	<ul style="list-style-type: none"> <li>• Children, staff and visitors are strongly encouraged to wear sun glasses that comply with Australian and New Zealand Standard (AS/NZS 1067:2003) or labelled EPF 10.</li> </ul>
<p><b>5. Slop on sunscreen</b></p> <p><b>Slop</b></p> 	<ul style="list-style-type: none"> <li>• Apply 50+SPF broad spectrum and water resistant sunscreen every two (2) hours.</li> <li>• Sunscreen needs to be applied properly to maximise effectiveness.</li> <li>• Under the supervision of educators, children should be shown and encouraged to apply their own sunscreen.</li> <li>• Refer to SO: 01.1.1 <i>Quick reference guide sunscreen</i> for further information.</li> </ul>

### 2.0 Sunscreen

#### 2.1 Parental choice relating to sunscreen

- A parent / guardian can elect to supply their own sunscreen for their child or use the sunscreen supplied by the service. The SO: 01.01.F1 *Form Sunscreen* should be completed by the parent / guardian if they supply their own sunscreen.
- If a parent / guardian does not permit sunscreen to be applied to their child, the remaining four (4) sun protection strategies must be implemented.

#### 2.2 Sunscreen authorisation

- At the time of enrolment (via the *C&K Enrolment Booklet*), parents / guardians are asked to provide the written authorisation for educators to apply sunscreen to their child.
- Sunscreen must only be applied to a child where a service has obtained written permission / consent of the child's parent / guardian.

# Procedure SO:01.01

## Sun care and protection



### Policy – Workplace Health and Safety

Area – Operational

---

#### **2.3 Sunscreen application**

- Parents / guardians are asked to apply sunscreen to their child's exposed skin daily prior to or immediately upon arrival at the service, and complete the sunscreen register.
- If parents / guardians have not applied sunscreen, educators will apply and complete the sunscreen register.
- Sunscreen should be applied at least 20 minutes before spending time in the sun. If a child arrives at the service without sun screen applied, the child will be asked to play in shaded areas for 20 minutes before spending time in the sun.
- As per Cancer Council guidelines sunscreen must be reapplied every two (2) hours or if the sunscreen has washed off. Refer to *SO: 01.1.1 Quick reference guide Sunscreen* for further information.
- Re-application of sunscreen must be recorded in the sunscreen register.

#### **2.4 Supply and storage of sunscreen**

- A service will supply sunscreen (50+SPF broad spectrum and water resistant) for communal use.
- Where a parent / guardian supplies sunscreen for their child, it must be 50+SPF broad spectrum, water resistant and must be used for that particular child only. Educators will inform the child's parent / guardian if the sunscreen supply is low to allow sufficient time for the parent / guardian to source and supply.
- If a staff member would prefer to use their own sunscreen, they must ensure a sufficient supply is at the service.
- All sunscreen must be stored in a cool place (below 30°C) and inaccessible to children when not in use.
- Expired sunscreen will not be used and must be immediately discarded.
- Material Safety Data Sheets (MSDS) must be sourced and kept for each sunscreen product / brand.

#### **3.0 Educators will minimise exposure of infants (0 – 12 months) to UVR by:**

- Planning activities to minimise exposure to the sun, especially between 10am and 3pm.
- Covering as much of the infant's skin as possible with loose fitting, sun smart clothing.
- Choosing a hat with a broad-brim or in a legionnaire style.
- Making use of available shade.
- Checking the infant's clothing, hat and shade positioning regularly to ensure he / she continues to be well protected from the sun.
- Applying / reapplying a SPF50+ broad spectrum water resistant sunscreen to any areas of skin that are not protected using clothing / hats.

#### **4.0 Managing the risks of the sun**

- Ultraviolet radiation can be high even on cool and overcast days. This means you can't rely on clear skies or high temperatures to determine high UVR levels.
- The Cancer Council advises it is safe to be in the sun without sun screen when the UVR index is below three (3). However statistics from the [Australian Bureau of Metrology](#) indicate, that even in winter months, the UVR index across all parts of Queensland is rarely under three (3).

# Procedure SO:01.01

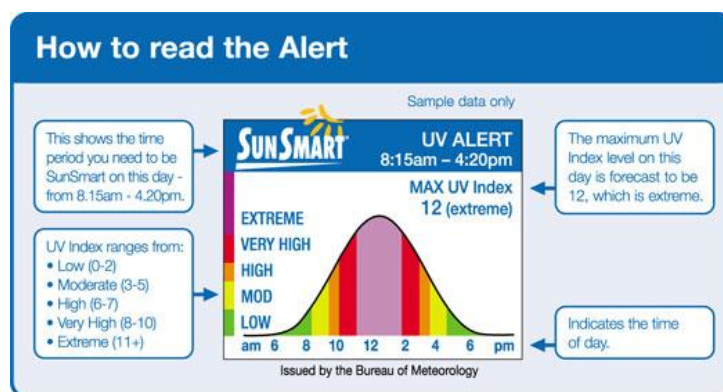
## Sun care and protection



### Policy – Workplace Health and Safety

Area – Operational

- The [Cancer Council website](#) has a number of ways of sourcing the daily UVR index. Services will source the UVR index rating daily to effectively implement sun smart practices.



- The risks of sun exposure to children, staff and visitors must be assessed and managed at each service / site, by completing an *SO: 01.F3 Form Risk assessment* annually in consultation with educators, children and parents / guardians. A detailed risk assessment is imperative when outdoor activities take place within peak UVR times.
- The following items must be considered when completing a *SO: 01.F3 Form Risk assessment* :
  - UVR levels
  - Routine daily outdoor activities, excursions, special outdoor activities and events
  - Excessive heat and / or longer than normal periods of extreme level UVR
  - Increasing the amount and quality of shaded outdoor areas
  - Encouraging and teaching positive sun care behaviour
  - Having sufficient supplies of sun protection items
  - Ensuring appropriate clothing is worn
  - Maintaining hydration
  - Monitoring for signs and symptoms of heat stress or sun stroke.

### 5.0 Hydration

- Drinking plenty of fluids, particularly water, is vital in minimising the risk of dehydration, heat exhaustion or heat stroke.
- Services will provide children, staff and visitors with easy access to clean, drinking water throughout the day.
- Staff will encourage and ensure children drink sufficient amounts of water and take regular drink breaks throughout the day, particularly during outdoor and physical activity.
- Staff and parents / guardians are encouraged to provide their own / their child's own water bottle throughout the day.
- Staff will monitor children's fluid intake throughout the day.

### 6.0 Communication with children and families

- This procedure will be shared with families upon and throughout enrolment.
- Educators will promote sun care protection strategies by providing families with sun care information regularly (e.g. newsletters and service displays) and being positive role models to children.
- Educators will incorporate sun protection information within the learning program.

# Procedure SO:01.01

## Sun care and protection



### Policy – Workplace Health and Safety

Area – Operational

#### Links to associated documents

SO:01.1.1	Quick Reference Guide - Sunscreen
SO:01.F3	Form - Risk assessment

#### Acknowledgements and references

- Bureau of Meteorology. 2012. *Ultraviolet (UV) index forecast*. [ONLINE] Available at: <http://www.bom.gov.au/qld/uv/index.shtml>. [Accessed August 2015].
- Cancer Council Australia. 2012. *Sun protection*. [ONLINE] Available at: <http://www.cancer.org.au/preventing-cancer/sun-protection/>. [Accessed August 2015].
- Cancer Council Australia. 2005. *Position statement: Sun protection and infants (0-12 months)*. [ONLINE] Available at: [http://www.cancer.org.au/content/pdf/CancerControlPolicy/PositionStatements/PS-Sun\\_protection\\_infants\\_May\\_2005.pdf](http://www.cancer.org.au/content/pdf/CancerControlPolicy/PositionStatements/PS-Sun_protection_infants_May_2005.pdf). [Accessed 17 May 2013].
- Cancer Council Queensland. 2008. *Early childhood settings: Sunsmart policy guidelines*. [ONLINE] Available at: [http://www.cancerqld.org.au/icms\\_docs/54255 Early Childhood Settings SunSmart Policy Guidelines .pdf](http://www.cancerqld.org.au/icms_docs/54255_Early_Childhood_Settings_SunSmart_Policy_Guidelines_.pdf). [Accessed August 2015].

#### Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Changes made
1.0	7 June 2012	Sylvia Bowls			
2.0	15 July 2014	Chris Kyranis	15 July 2014	Biannual	Reference to 30+ SPF to 50+ SPF
3.0	20 Nov 2015	Kathryn Woods	25 Nov 2015	Biannual	