



- Distribution**
- Front Desk Forms
  - Infant/Toddler Classroom Log
  - Preschool/School-Age Classroom Log

### Topical Ointment and Cream Authorization

All topical ointments and creams must be current, in its original container and labeled with the child's full name. Follow state guidelines for new authorization. If guidelines are not stipulated, all authorizations must be updated every six months.

Child's Full Name: \_\_\_\_\_ D.O.B. \_\_\_/\_\_\_/\_\_\_

Classroom: \_\_\_\_\_

Dates: Start \_\_\_/\_\_\_/\_\_\_ End \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ Sunscreen  
 Product Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_ Insect Repellent  
 Product Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_ Non-Prescription ointment (such as Diaper Cream)  
 Product Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\_\_\_\_\_ Other (Please specify)  
 Product Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Product Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Specific Terms of Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Parent/Guardian Signature \_\_\_/\_\_\_/\_\_\_  
Date

**Center Use Only:**

Disposal of Leftover Topical Ointment/Cream:

- Returned to Child's Parent/Guardian
- Discarded

\_\_\_\_\_  
 Authorized Person's Signature \_\_\_/\_\_\_/\_\_\_  
Date