

**REQUEST FOR THE ADMINISTRATION OF TOPICAL OINTMENTS AND/OR CREAMS BY AUTHORIZED  
PRESCHOOL STAFF MEMBER**

Rule 3301-37-10-A5 of the Ohio Administrative Code specifies for the purpose of diapering the requirements for administering topical ointments and/or creams provided by parents to children in preschool programs in public schools or chartered non-public schools. This form must be completed as outlined below.

**SECTION I: WRITTEN INSTRUCTIONS FOR ADMINISTRATION OF TOPICAL OINTMENTS AND CREAMS**

I hereby request and give permission to the authorized preschool staff member to administer the following to my child:

NAME OF CHILD \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

NAME OF OINTMENT, CREAM OR LOTION \_\_\_\_\_

SIGNATURE OF PARENT \_\_\_\_\_ DATE \_\_\_\_\_

SPECIAL INSTRUCTIONS:

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**\*\* WRITTEN INSTRUCTIONS SHALL BE VALID NO LONGER THAN THREE MONTHS \*\***

**SECTION II: WRITTEN INSTRUCTIONS FOR ADMINISTRATION OF THE OINTMENT CREAM OR LOTION  
WHEN USED FOR SKIN IRRITATIONS, OR MANIFESTATION OF SKIN IRRITATIONS.**

NAME OF CHILD \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

NAME OF OINTMENT, CREAM OR LOTION \_\_\_\_\_

SIGNATURE OF PARENT \_\_\_\_\_ DATE \_\_\_\_\_

SPECIAL INSTRUCTIONS:

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**\*\* WRITTEN INSTRUCTIONS SHALL BE VALID NO LONGER THAN 14 CONSECUTIVE DAYS \*\***