
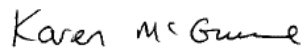


**TOY MANAGEMENT, CHECKING AND CLEANING STANDARD OPERATING PROCEDURE
PLAY SPECIALIST TEAM**


Version Number	<i>Version 1</i>
Date of Issue	<i>October 2020</i>
Reference Number	<i>TMCC-FON-OCT-2020-V1</i>
Review Interval	<i>2 yearly</i>
Approved By <i>Name: Fionnuala O'Neill</i> <i>Title: Nurse Practice Development Coordinator</i>	<i>Signature</i> <i>Date: October 2020</i> 
Authorised By <i>Name: Karen McGuire</i> <i>Title: Director of Nursing</i>	<i>Signature</i> <i>Date: October 2020</i> 
Author/s	<i>Name: Fionnuala O'Neill</i> <i>Title: Nurse Practice Development Coordinator</i>
Location of Copies	<i>On Hospital Intranet and locally in department</i>

Document Review History

Review Date	Reviewed By	Signature
<i>October 2022</i>		

Document Change History

Change to Document	Reason for Change

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1.0 Introduction

Children are entitled to play at every stage of their development, this is a child's legal right. Age appropriate toys, games and equipment will be available for patients within the clinical setting as required which do not increase the risk of spread of infection. This procedure applies to all toys/games/play equipment used by staff, patients and visitors. In areas where mental health is a key consideration, by following an appropriate risk assessment this procedure remains relevant and all risk assessments must be documented in the patient's notes.

Careful consideration must be given to how toys will be kept clean before they are purchased and adjustments must be made to facilitate effective cleaning.

In the absence of a play specialist in a clinical area, the ward manager can nominate this role to a staff member.

2.0 Definition of Standard Operating Procedure

This '**Standard Operating Procedure**' describes how toys will be checked and cleaned by the play specialists in the play department.

3.0 Applicable to

The Play specialist team and all hospital staff.


4.0 Objectives of Standard Operating Procedure

This document will describe how the plays specialist team will manage the toys they use

5.0 Procedures

Donations of Toys/Games etc. all toys donated should be brand new and unused.

- Toys, which are donated by the public for this purpose, must be of BS Standard and appropriate to the age, i.e. no toys with small parts should be given to children under 3 years of age. All donations should be discarded if damaged and should comply with infection prevention and control standards. No second toys can be received by the hospital for infection control reasons.
- No Safety equipment must not to be accepted second hand.
- New Toys/games received from members of the public will be checked by ward/department play specialists for suitability.
- The organisation will not receive second hand soft toys made of fabric which cannot be cleaned in accordance with these procedures and infection prevention and control guidelines.
- **Storage of Toys/Games**
- Toys/games will be stored in a dedicated box/cupboard locally and new toys will be stored in the designated room for toy storage (which is fit for purpose and is the subject of an identified and documented regular cleaning schedule.
- Only clean toys/games will be stored in this box/cupboard/area.

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- The storage box must be cleaned weekly.
- In the event that toys are left in an isolation room when a child is discharged these must be disposed of if they are not cleanable, if they are cleanable when these must be cleaned by the janitor while the room is being cleaned. **It is advisable not to give toys to a child** that requires cleaning if they are in isolation.

Patient's own Toys/Games

- These should be limited for patients in in-patient units at the discretion of the Nurse-in-Charge
- These should be stored in their locker when not in use or other appropriate covered storage area e.g. toy box.
- If shared with other patients, the toy/games must be cleaned immediately after use.

Cleaning / Decontamination of Toys / Play Equipment

- Toys awaiting cleaning should be stored in a box/bag labelled as 'dirty toys' and kept in an area that children/patients cannot access. This should be kept to a minimum as there is limited space.
- Evidence of the toy cleaning **MUST** be kept in each department, and an example of a checklist can be seen in Appendix 3. Completed schedules should be retained for a minimum of 3 months.
- Play equipment and storage containers for use within the hospital, must be made of materials which can easily be cleaned using general purpose detergent and water or a disposable detergent wipe.
- Storage boxes must be used whenever practicable, these should be covered (lid) and washable.
- Each practitioner who comes into contact with play equipment will ensure play equipment and storage are checked weekly, cleaned as necessary and compliance documented in the cleaning reference file to be kept within each department.
- Each ward/department manager must have a written system in place for staff to ensure that toys are cleaned and examined between patient use.
- Staff must examine each toy/game after use to ensure that it is fit for re-use i.e. check for broken parts/faults/loose parts etc.
- Toys/games/play equipment will be cleaned using detergent and warm water or a detergent wipe (for patients in isolation a chlorine releasing agent should be used) prior to returning the toy to storage.

8.0 References

Childrens Health Ireland at Crumlin (2020) Guideline on *Isolation*, Infection Prevention and Control team, CHI at Crumlin, Dublin


OLCHC (2016) *Guideline on Toy Cleaning*, infection Prevention and Control Team, OLCHC, Dublin

9.0 Appendices

Appendix 1 - Cleaning Toys and Play Equipment Cleaning for Toys and Games and Play Equipment

It is essential that all toys are cleaned following the end of the play session and at least weekly when not in use.

Books	<ul style="list-style-type: none"> Books and posters should be not be shared single patient use only.
Construction toys e.g. Lego and Mega Blocks etc.	<ul style="list-style-type: none"> Care must be taken to examine small parts, at the end of play, wash all parts thoroughly in warm water and neutral detergent. They can then be soaked for a period of 5 minutes in a chlorine based solution e.g. Milton 1,000 parts per million)
Dressing up clothing	<ul style="list-style-type: none"> It is not advisable to share dress up clothing during this time of Covid 19.
Hand held mechanical or electronic toys	<ul style="list-style-type: none"> Damp wipe with a disposable detergent wipes between patient use and thorough drying before returning to storage
Hard surface toys	<ul style="list-style-type: none"> Must have a smooth, non-porous surface that is easy to clean. N.B. toys with moving parts or openings can harbour dirt and germs in the crevices Use detergent wipes to wipe clean toys after use. If wipes are not available use a fresh solution of detergent made up as per manufacturer's instructions, using disposable cloth. Rinse and dry thoroughly. DO NOT store toys wet
Play dough and therapeutic putty	<ul style="list-style-type: none"> ALWAYS encourage user to wash hands before start of play/use Play dough is single patient use only
Stuffed soft toys	<ul style="list-style-type: none"> Avoid as far as possible. Soft toys must not be kept for general use in healthcare settings because they are porous, support microbial growth and can be difficult to decontaminate If used these should be for one child/patient use only and given to the child/patient as a gift to take home
Therapeutic toys	<ul style="list-style-type: none"> All therapeutic toys including soft bodied toys must be made of wipeable material All users should be encouraged to wash their hands before touching any play equipment There must be a local protocol in place for cleaning/replacement
Wooden toys	<ul style="list-style-type: none"> Wooden toys are porous and difficult to clean and therefore should not be used in hospital/clinical settings
Toys/games soiled with body fluids	<ul style="list-style-type: none"> Consider disposal if grossly contaminated All blood/body fluid should be decontaminated (see Decontamination Procedure) Seek advice from the Infection Prevention and Control Team
Calico dolls	<ul style="list-style-type: none"> Calico dolls used for prep 'post procedural medical play are single patient use only
Bath toys	<ul style="list-style-type: none"> All toys used in the bath must be cleaned after use
Games and consoles	<ul style="list-style-type: none"> Must all be cleaned after use

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Additional Cleaning Measures

- If toys become contaminated with any blood/body fluids they need to be removed immediately from the area and cleaned using a chlorine releasing agent (10,000 parts per million).
- Where toys have been contaminated with specific microorganisms for example during an outbreak or when a patient is in source isolation, additional decontamination procedures may be required.
- If this is not possible the toy must be discarded (clinical waste stream).

Cleaning needs to take place

- After patient use
- Between patient use
- On a daily basis
- On a weekly basis

Appendix 3 – Algorithm for Staff on the Management of Toys in their Department.

**ALGORITHM FOR STAFF
ON THE MANAGEMENT OF TOYS IN THEIR DEPARTMENT**

Toys for isolation rooms

Toys for playroom or for general use

Parents will be asked to bring in a toy or toys that their child likes to play with

Consider the choice of toys you purchase for your department for isolations rooms.

Toys in the playroom should be washable and kept in a washable

Consider the toy choice for your department and how they will be kept clean, toys with a non-porous surface should be chosen


Choose toys that can be easily cleaned if needed

Where toys have a fabric content they should only be considered for isolation rooms and be given to the child on discharge.

Toys need to be checked weekly for faults and breakages, if broken they should be repaired or disposed of.

All toys that are used for play must either be given to the child on discharge or cleaned before and after each use.

Overall toys should be cleaned weekly and a record of this cleaning kept

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