

## Toy Cleaning Policy

Little Hiccups is committed to providing a safe environment for patients, staff and visitors. This policy will ensure that all toys/games used by children, their families and Little Hiccups volunteers are clean and fit for purpose.

Age appropriate toys and games will be available for Little Hiccups families to use. This policy applies to toys/ games owned by Little Hiccups and used by volunteers and visiting families. Toys which are donated by the public for this purpose must be new and unused 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.

This policy must be used in conjunction with other Little Hiccups Infection Control policies and guidelines.

### Aims

This policy will assist Little Hiccups volunteers at Stay n Play sessions to:

- Ensure all toys/games for use within Little Hiccups Stay n Play sessions are fit for purpose
- Ensure all toys/games for use within Little Hiccups Stay n Play sessions are cleaned appropriately before and after use and stored correctly
- Ensure all toys/games used within Little Hiccups Stay n Play sessions are checked after each session for signs of damage or wear and tear.

### Responsibilities

All Little Hiccups volunteers must:

- Follow this policy.
- Will not purchase or accept donations of new toys/ games unless there is an approved method for cleaning in place as agreed in the 'Criteria' Section..
- Will have devised a process to ensure that all toys/ games in their ward/department are cleaned as per this policy.



## Criteria

**Toys/ games:** The word 'toys/ games' in the context of this policy refers to all toys used for recreational, therapeutic or educational purposes by children, young people, and their families or by healthcare staff.

**Toy/ games selection and purchase:** Toys/ games will be chosen with hard surfaces (plastic, vinyl, varnished or painted wood, metal) which can be thoroughly cleaned. Where toys/ games with fabric parts must be used, these parts will be able to be laundered.

**Donations of toys and games:** Toys and games may be received from members of the public. These items will be checked by the Little Hiccups Trustees and will be disseminated as appropriate. We will not receive soft toys made of fabric which cannot be cleaned in accordance with infection control policies and guidelines.

**Storage of clean toys:** Toys/ games will be stored in a dedicated cupboard/box (or Little Hiccups Storage Unit) fit for purpose and is the subject of an identified and documented regular cleaning schedule. Only clean toys/ games will be stored in this cupboard/box.

## Toys and Games Children's own toys

Parents should be informed about toy/ games policy. They should not be shared with other Little Hiccups families, except when children are playing together in a group activity with an expectation that the toy or game would need to be shared in order for the activity to take place (see note on group play below). Parents have the responsibility for keeping toys/ games clean as per this policy and removing them from the child should they present a health and safety risk.

## Cleaning

Little Hiccups must have a written system in place for volunteers to ensure that toys are cleaned and examined between sessions. Volunteers will examine each toy/ game after use to ensure that it is fit for re-use, i.e. check for broken parts/ faults/ loose wiring etc.

Toys will be kept to a manageable minimum so that appropriate cleaning can be undertaken.

Toys/games will be cleaned using detergent and warm water or detergent wipe prior to being returned to the toy cupboard/ box/ area. (See Cleaning Procedure below)

## Cleaning Procedure

The Little Hiccups Trustees running the Stay n Play session must check the toys/ games after each session.

Books	<ul style="list-style-type: none"><li>• Books and posters should be examined for visible soiling with body fluid and disposed of as necessary.</li><li>• Between sessions, wipe the cover with detergent wipe.</li></ul>
Cleaning - Detergent	<ul style="list-style-type: none"><li>• Use detergent wipes to wipe toys.</li><li>• If wipes are not available/ suitable, use a fresh solution of detergent made up as per manufacturer's instructions, using disposable paper towel.</li></ul>



	<ul style="list-style-type: none"> <li>• Dry with a clean, paper towel. Do not store toys wet</li> </ul>
Cleaning - Disinfection	<ul style="list-style-type: none"> <li>• Clean as per cleaning procedure above. If item is visibly soiled with blood and body fluids use a chlorine based detergent, i.e. Actichlor Plus or a solution containing 10,000ppm hypochlorite (the use of chlorine should be accompanied by a COSHH assessment)</li> <li>• Wipe dry with disposable paper towel. Do not store toys wet, Rinsing is always indicated after chlorine has been used to avoid children ingesting small amounts of the product and also to avoid unnecessary wear and tear on the product.</li> </ul>
Hand held electronic toys (i.e. computers/ Gameboys/ CDs/ DVDs)	<ul style="list-style-type: none"> <li>• Damp wipe (disposable cloth and neutral detergent or detergent wipes) between sessions where appropriate and before returning to toy cupboard/ area.</li> </ul>
Play dough (home made)and therapeutic putty	<ul style="list-style-type: none"> <li>• The child should be encouraged to wash their hands prior to start of play.</li> <li>• Play dough should be discarded at the end of the session and not stored for another day</li> </ul>
Stuffed animals / cloth dolls	<ul style="list-style-type: none"> <li>• Only new stuffed animals and cloth dolls can be accepted</li> <li>• Only stuffed animals/cloth dolls that can be washed should be used</li> </ul>
Toys/ games soiled with bodily fluid	<ul style="list-style-type: none"> <li>• Consider disposal of toy/ game if grossly contaminated. with body fluid</li> <li>• All blood and body fluid should be decontaminated as per the guidance for disinfection above.</li> </ul>
Water play	<ul style="list-style-type: none"> <li>• This should be on a one-to-one basis only and under parental supervision.</li> <li>• Water should be discarded at the end of the session.</li> <li>• All toys should be cleaned and dried thoroughly prior to storage</li> </ul>

Policy agreed by Trustees on:

Signed by Chairperson:

To be reviewed:



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