

INFECTION PREVENTION AND CONTROL POLICY AND PROCEDURES **Sussex Partnership NHS Foundation Trust (SPFT)**

IPC19

TOY CLEANING POLICY

1. Introduction

Sussex Partnership NHS Foundation Trust (SPFT) is committed to providing a safe environment for patients, staff and visitors. This policy applies to toys and games owned by the Children and Young Peoples Care Delivery Services(CDS) and are for use by staff and parents/ patients.

This policy will ensure that all toys and games used by children, their families and SPFT staff within children's and young people's services premises and during domiciliary visits are clean and fit for purpose. The guidance within this policy is evidence based and reflects best practice.

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

2 Aims

This policy will assist staff to:

- Ensure all toys and games for use within SPFT premises are fit for purpose
- Ensure all toys and games for use within SPFT premises are cleaned appropriately before and after use and stored correctly
- Ensure all toys and games for use within SPFT premises are checked as a minimum on a weekly basis for signs of damage or wear and tear

3 Scope

In mental health services patient safety is the key consideration and a robust risk assessment must be documented in all clinical areas including inpatient units and waiting rooms and where toys and games are used on an individual basis in the patient's notes. Age appropriate toys and games will be available for patients within the clinical setting where children and young people are treated and which do not increase the risk of spread of infection.

4 Responsibilities

All clinical staff within the Children and Young Peoples Care Delivery Services must

- Follow this policy at all times
- Inform the Nurse in charge and the Infection Prevention and Control Specialist Nurses (IPCSNs) if this policy cannot be followed.

Service Directors, Team Leaders, Ward Managers and all staff must;

- Ensure that staff are aware of the contents of this policy
- Will not purchase new toys/ games unless there is an approved method for cleaning in place as agreed in Section 5.
- Will have devised a process to ensure that all toys/ games in their ward/department are cleaned as per this policy.
- Will support all staff members in adherence to this policy

Infection Prevention and Control Specialist Nurses and designated Infection Prevention and control Link nurses

- Audit compliance with the policy
- Maintain local check lists for toy cleaning regimes

5 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.
- Storage of clean toys: Toys/ games will be stored in a dedicated cupboard/ box (or play area if large) 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 area

6 Children's own toys

- Patients own toys – Parents must be informed about this toy and games policy and hard copies must be made available
- Patients may bring their own toys/ games into hospital but for most admissions this should be limited to one or two items only. There is discretion on the part of the nurse in charge of a ward in relation to children who may need to exceed this number, e.g. those with longer admissions and/ or any identified developmental or mental health need for additional toys.
- They should be stored in their locker when not in use or other appropriate covered storage area, e.g. toy box.
- They should not be shared with other patients, 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).

7 Group activities

- This may require risk assessment with clear documentation by the clinician responsible for overseeing the area where such informal group play occurs.

8 Individual in patient toys and games

- The ward/ department manager must have a written system in place for staff to ensure that toys are cleaned and examined between patient use
- Staff will examine each toy/ game after use to ensure that it is fit for reuse, i.e. check for broken parts/ faults/ loose wiring etc.
- Toys/games will be cleaned using detergent and warm water or detergent wipe (unless patient is in Standard Isolation where a chlorine releasing agent should be used) prior to being returned to the toy cupboard/ box/ area. (See Cleaning Procedure in Section 5)

9 Outpatient and waiting areas

- The clinic/ department manager must have a written system in place for staff to ensure that toys are cleaned and inspected when necessary e.g. weekly or at end of clinic session
- Staff will examine each toy/ game regularly minimum weekly or when soiled to ensure that it is fit for re-use, (i.e. check for broken parts/ faults/ loose wiring etc)
- Toys/ games will be cleaned using detergent and warm water or detergent wipe prior to being returned to the toy cupboard/ box/ area.
- A notice will be displayed in each waiting area advising parents/ patients to report any dirty toys to a member of staff/reception staff

10 Patients requiring isolation (for example during an outbreak)

- The clinic/ department/ward manager must have a written system in place for staff to ensure that toys and games are cleaned and inspected prior to being placed into a protective isolation room and are disinfected once isolation is not required.

11. Cleaning Procedure for Toys and Games

- The clinic/ ward/ team leaders must ensure that all toys and games are inspected daily and a designated staff member is responsible for cleaning toys and games

<p>Books and posters should be examined for visible soiling with body fluid and disposed of as necessary.</p> <ul style="list-style-type: none"> Between patients, wipe the cover with detergent wipe. Where possible, photocopies of pages, laminated pages or computers should be used for children and young people who require isolation 	
Cleaning -Detergent	<ul style="list-style-type: none"> Use detergent wipes to wipe toys. If wipes are not available/ suitable, use a fresh solution of detergent made up as per manufacturer's instructions, using disposable paper towel. Dry with a clean, paper towel. Do not store toys wet
Cleaning-Disinfectant	<ul style="list-style-type: none"> Clean as per cleaning procedure above. If item is visibly soiled with blood and body fluids use a chlorine based detergent :eg:Acticholor Plus or a solution containing 1000ppm hypochlorite-this must be accompanied by a COSHH assessment 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.
Construction toys, e.g. Lego	<ul style="list-style-type: none"> These should not be considered for patients in isolation due to associated risk Where toys with small parts are used, care must be taken to examine parts at the end of the child's play and wash all parts thoroughly in warm water and neutral detergent.
Games Hand held electronic toys (i.e. computers/ Gameboys/ CDs/ DVDs)	<ul style="list-style-type: none"> Damp wipe (disposable cloth and neutral detergent or detergent wipes -see section 4.) between patients where appropriate and before returning to toy cupboard area
Play dough/modelling clay and therapeutic putty	<ul style="list-style-type: none"> The child should be encouraged to wash their hands prior to starting activity

	<ul style="list-style-type: none"> • Play dough should be discarded after use. • Therapeutic putty/modelling clay must be single patient use.
Animals / cloth dolls	<ul style="list-style-type: none"> • Only new stuffed animals and cloth dolls can be accepted by inpatient units Children and young people can bring their own toys from home
Stuffed soft toys used for decoration	<ul style="list-style-type: none"> • Avoid if possible
Therapeutic Toys	<ul style="list-style-type: none"> • All therapeutic toys including soft bodied toys must be made of a wipeable material. • All children should be encouraged to wash their hands before touching any play equipment. • Where a soft bodied toy must be used, the toy should be visibly clean before use. • There must be a protocol in place for replacement/ cleaning.
Toys/ games soiled with body fluid	<ul style="list-style-type: none"> • Consider disposal of toy/ game if grossly contaminated. • All blood and body fluid should be decontaminated as per SPFT Decontamination Policy. • Seek advice from a member IPCSN prior to decontamination.
Toys /games used when patients are in isolation	<ul style="list-style-type: none"> • Clean item with chlorine based detergent, i.e. Actichlor Plus or a solution containing 1000ppm hypochlorite- rinse appropriately then dry before storage.
Wall mounted toys/ games	Damp wipe (disposable cloth and neutral detergent or detergent wipes) after each patient use.
Therapeutic toys	<ul style="list-style-type: none"> • All therapeutic toys including soft bodied toys must be made of a wipeable material. • All children should be encouraged to wash their hands before touching any play equipment. • Where a soft bodied toy must be used, the toy should be visibly clean before use. • There must be a protocol in place for replacement/ cleaning.
Wall murals	<ul style="list-style-type: none"> • All permanent wall murals should be sealed to reduce paint from peeling/ chipping. The surface must be able to withstand being washed and disinfected with a chlorine based detergent, i.e. Actichlor Plus or a solution containing 1000ppm hypochlorite.