

TOY CLEANING POLICY	Type: Policy Register No: 10076 Status: Public
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Developed in response to:	Support for staff involved in the cleaning of toys C21/HCQAI Criterion 2
CQC Fundamental Standards:	12

Consulted With:	Post/Committee/Group:	Date:
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Professionally Approved By:		
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Author/Contact for Information	Nicola Gibson and Lucy Ellis; Infection Prevention Nurses
Policy to be followed by (target staff)	All staff and Trust users
Distribution Method	Intranet and Website
Related Trust Policies (to be read in conjunction with)	04071 Standard Infection Prevention Precautions 09033 Cleaning Policy 04070 Decontamination Policy 10047 Steam Cleaning SOP 04072 Hand Hygiene Policy

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2.0	Amanda Kirkham	March 2014
2.1	Sue Adams – change the sporicidal disinfectant to Tristel fuse	October 2014
3.0	Nicola Gibson and Lucy Ellis	3 rd April 2018

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A. Appendix A - Toy Cleaning Check List

1.0 Purpose

- 1.1 Children visiting or staying in hospital have a basic need for play and recreation, which should be met routinely in all hospital departments providing care to children as stated in the National Service Framework for Children, Young People and Maternity Services DOH 2003.
- 1.2 This policy sets out the approach of the Trust to deliver a clean and safe environment for everyone by ensuring that all toys are suitably cleaned on a consistent basis and should be read in conjunction with the Trust's Cleaning and Decontamination policies.
- 1.3 The purpose of this policy is to ensure that all toys and equipment that children play with during their visit to any department within the hospital are clean and safe at all times. All toys offered to children should be in good condition and cleanable. Only appropriate toys suitable from a cleaning and health and safety perspective should be in use.

2.0 Equality and Diversity

- 2.1 Mid Essex Hospital Services NHS Trust is committed to the provision of a service that is fair, accessible and meets the needs of all individuals.

3.0 Scope

- 3.1 This procedure applies to all staff that are required to clean toys within the Trust including; nursery nurses, play specialists, and nursing staff.
- 3.2 These toys may either be supplied by the hospital or brought from home by the child.

4.0 Roles and Responsibilities

- 4.1 **Director of Nursing** is responsible for:
 - Overseeing decontamination responsibilities in the Trust
 - Reporting to the Infection Prevention and Control Group and highlighting decontamination issues
- 4.2 **Associate Directors of Nursing** are responsible and accountable for:
 - Effective decontamination processes for toys within their area(s) of responsibility
- 4.3 **Matrons** are responsible for:
 - Ensuring no new toys are introduced into their department without checking they can be cleaned adequately
 - Ensuring records of all cleaning activity are maintained
- 4.4 **All Staff**
 - The responsibility for the cleanliness of toys lies with the nursing, play specialist and department staff within the ward/department

5.0 Soft and Wooden Toys

- 5.1 Soft toys are not to be used unless it's the child's own toy and this must not be shared.
- 5.2 Wooden toys are porous and difficult to clean and therefore should not be used in hospital.

6.0 Toy Rotation

- 6.1 Rotate toys for use to limit the quantity of toys to clean and ensure clean toys are always available for use.

7.0 Cleaning Procedures

- 7.1 Plastic and non-porous toys should be cleaned with a detergent wipe after use. If contaminated with body fluids or used for a child in isolation, they must be disinfected using a sporicidal disinfectant (i.e. Tristel fuse).
- 7.2 Toys should be checked regularly for overall condition, cleanliness and safety. Any visibly dirty toy should be cleaned and if damaged, condemned immediately.
- 7.3 Toys kept in the outside play area should be cleaned once a week using a sporicidal disinfectant.
- 7.4 Toys must be stored clean and dry.
- 7.5 Toys that are awaiting cleaning should be stored in a box labelled as 'dirty toys' and kept in an area that children cannot access.
- 7.6 All toys that have been used, or in contact with a child with diarrhoea, vomiting or other identified infection should be cleaned directly after use with a sporicidal disinfectant (i.e. Tristel fuse). Once clean they can go back into circulation.
- 7.7 Any toys that have been used by an in-patient who is known to have had a positive result for carbapenemase producing organisms (CPO) should either be taken home by the patient or discarded in the orange waste stream. Any queries from staff should be directed to the Infection Prevention team.
- 7.8 Items such as televisions, DVD players, or similar are to be decontaminated as per the terminal cleaning process (ensuring headphones are discarded in the orange waste stream) then followed by hydrogen peroxide vapour fogging whilst they remain within the side room.
- 7.9 Evidence of the toy cleaning should be kept in each department, and an example of a checklist can be seen in Appendix 1. Completed schedules should be retained for a minimum of 3 months.
- 7.10 Domestic staff will not be required to clean and or decontaminate toys unless instructed by the Infection Prevention Team during an outbreak situation.

7.11 Any toys that have been used during a clinic session or during the day will be placed in the appropriate box and cleaned at the end of each clinic or morning session.

7.12 Electronic toys (e.g. Playstation) should be wiped down with detergent wipes between each child.
(Refer to the policy entitled 'Hand Hygiene Policy'; register number 04072)

7.13 Staff must ensure they wash their hand after decontaminating used toys.

8.0 Donated Toys

8.1 Prior to accepting donations they should be checked for safety and assessed for ease of cleaning. Toys that are difficult to clean should not be accepted or used.

8.2 Only brand new soft toys can be accepted and must only be used by one child who should be given the toy to take home on discharge.

8.3 Donated toys that are not new must be cleaned prior to first use in hospital.

9.0 Children's Own Toys

9.1 Children are permitted to bring a special toy from home. This should remain with the child and not be shared with other children. The Trust will not clean a child's own toy as this is the responsibility of the parent, care giver or guardian.

10.0 Training

10.1 Information on the cleaning of toys is to be cascaded to staff during the local induction process.

11.0 Auditing

11.1 Toys will be checked regularly for overall condition, cleanliness and safety by play specialists and nursery nurses in the departments, and removed from circulation if damaged.

12.0 Implementation and Communication

12.1 This guideline will be issued to the following staff groups to disseminate and ensure their staff are made aware of the guideline:

- Associate Directors of Nursing - issue to relevant nursing staff within their department
- Matrons – issue to relevant nursing staff within their ward
- Lead Play Specialist to cascade to their team

12.2 The guideline will be uploaded and available on the Intranet and a hard copy available in the Ward/Department Infection Prevention Policy folder.

12.3 Ratified policies/guidelines will be communicated via the Trust Policy Register and monthly in Staff Focus.

13.0 References

Department of Health (2015) The Health and Social Care Act 2008 code of practice NHS on the prevention and control of infections and related guidance.

Department of Health 2008 Saving Lives

National Service Framework for Children, Young People and Maternity Services
DOH 2003

49 steps National Cleaning Specification Audit

