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### SOP Objective

To ensure that Healthcare Workers (HCWs) are aware of infection risks associated with toys in healthcare settings.

This SOP applies to all staff employed by NHS Greater Glasgow & Clyde and locum staff on fixed term contracts and volunteer staff.

### KEY CHANGES FROM THE PREVIOUS VERSION OF THIS SOP

**Important Note:** The version of this policy found on the Infection Prevention & Control (eIPC Manual) on the intranet page is the only version that is controlled. Any other versions either printed or embedded into other documents or web pages should be viewed as uncontrolled and as such may not necessarily contain the latest updates, amendments, or linkages to other documents.

### Document Control Summary

Approved by and date	Board Infection Control Committee 21 <sup>st</sup> February 2024
Date of Publication	22 <sup>nd</sup> February 2024
Developed by	Infection Prevention Control Policy Sub-Group
Related Documents	National Infection Prevention Control Manual NHSGGC Hand Hygiene Guidance NHSGGC Decontamination Guidance NHSGGC Cleaning of Near Patient Equipment SOP
Distribution/Availability	NHSGGC Infection Prevention and Control web page <a href="http://www.nhsggc.scot/hospitals-services/services-a-to-z/infection-prevention-and-control">www.nhsggc.scot/hospitals-services/services-a-to-z/infection-prevention-and-control</a>
Lead Manager	Director Infection Prevention and Control
Responsible Director	Executive Director of Nursing

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## 1. Introduction

Toys and games which do not increase the risk of infection will be available for patients within the clinical setting. This SOP applies to toys/games owned by the Directorates/Sectors and used by staff and parents/patients. Toys donated must be new and unused, meet British Safety standards and can withstand cleaning.

Related Policies can be viewed by following the link

[nhsggc.scot/hospitals-services/services-a-to-z/infection-prevention-and-control/infection-prevention-and-control-guidelines](http://nhsggc.scot/hospitals-services/services-a-to-z/infection-prevention-and-control/infection-prevention-and-control-guidelines)

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## 2. Responsibilities

### Healthcare Workers (HCWs) must:

- Follow this SOP.
- Inform a member of the Infection Prevention and Control Team (IPCT) if this SOP cannot be followed.

### Senior Charge Nurses (SCN) / Managers must:

- Ensure that staff, patients and carers are aware of the contents of this SOP.
- Not purchase or accept donations of new toys/ games unless there is an approved method for cleaning in place as agreed in [Section 5](#).
- Have devised a process to ensure that all toys/ games in their ward/ department are cleaned as per this SOP.
- Support HCWs and IPCTs in following this SOP.

### Infection Prevention and Control Teams (IPCTs) must:

- Keep this SOP up-to-date.
- Provide education opportunities on this SOP.

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### 3. Criteria

#### **Toys/Games:**

The words 'toys/games' in the context of this SOP refer to all items used for recreational, therapeutic or educational purposes by children, young people, adults and their families or by healthcare staff.

#### **Toy/Games selection and purchase:**

Shared Toys/games will be chosen with hard surfaces which can withstand cleaning. Where toys/ games with fabric parts must be used, these parts must be able to be laundered and there should be a system in place to undertake laundering.

#### **Storage of clean toys/games:**

Shared toys/games will be stored in a dedicated cupboard/box (or play area if large) which can be cleaned as part of a documented regular cleaning schedule. Only clean toys/games will be stored in this cupboard/area.

### 4. Toys and Games

#### **Patient's own toys – Parents/carers informed about Toy Cleaning SOP**

- Patients may bring their own toys/games into hospital.
- 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. Parents/carers have the responsibility for keeping toys/games clean as per this SOP and removing them from the patient should they become damaged or contaminated.

#### **Group Play**

In circumstances when patients may benefit from sharing toys, staff have a responsibility to support safe play. This may require a risk assessment with clear documentation by the staff responsible for overseeing the area where such informal group play occurs. Managers need to ensure that there is clarity about responsibility for decision making in these cases.

Where there is uncertainty, professional advice should be sought regarding the importance of that activity and this advice should be weighed against the infection prevention control advice. Suitable advice may be obtained from a

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play specialist, neuro- development specialist or mental health professional.

#### **Individual in-patient ward/ department/ toys/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 re-use, i.e. check for broken parts/faults/loose wiring etc.
- Toys/games will be cleaned prior to being returned to the toy cupboard/box/area. (See Cleaning Procedure in [Section 5](#))
- A notice will be displayed in each area where toys are located, advising parents/patients to report any dirty, broken or damaged toys to a member of staff
- In out-patient and waiting areas toys will be kept to a manageable minimum so that appropriate cleaning can be undertaken.

#### **5. Cleaning Procedure**

The SCN/ Manager must designate a member of staff to clean and check the toys/games on a daily basis.

<b>Cleaning – Detergent</b>	<ul style="list-style-type: none"> <li>• Use detergent wipes to wipe toys.</li> <li>• If detergent wipes are not available staff should use disposable paper towels and a fresh solution of detergent and water made up as per manufacturer’s instructions.</li> <li>• Wipe dry with disposable paper towel.</li> </ul> <b>Do not store toys wet</b>
<b>Cleaning – Disinfection</b>	<ul style="list-style-type: none"> <li>• Clean as per <a href="#">NHSGGC Cleaning Near Patient Equipment SOP</a></li> <li>• Ensure toys are rinsed and wipe dry with disposable paper towel.</li> </ul> <b>Do not store toys wet</b>

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<b>Examples</b>	<b>Books</b> <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 patients, wipe the cover with detergent wipe.</li> <li>Where possible, photocopies or laminated pages should be used for patient in source isolation or dispose after use.</li> </ul>
	<b>Construction toys, e.g. <u>Lego</u><sup>®</sup></b> <ul style="list-style-type: none"> <li>These should not be considered for patients in source isolation unless they can be given to the patient as a gift to take home.</li> <li>Where toys with small parts are used, care must be taken to examine parts at the end of the patient's play and wash all parts thoroughly in warm water and neutral detergent. Ensure all parts are dry before storing.</li> </ul>
	<b>Hand held electronic toys (i.e. computers/ tablets/Consoles/ DVDs)</b> <ul style="list-style-type: none"> <li>Clean as above between patients and before returning to toy cupboard/area.</li> <li>Keyboards should have a wipeable cover or be washable.</li> <li>Please follow the manufacturer's instructions.</li> </ul>
	<b>Play dough (home-made and therapeutic putty)</b> <ul style="list-style-type: none"> <li>The patient should be encouraged to wash their hands prior to start of play.</li> <li>Play dough should be for single patient use and provided it is stored in a lidded airtight container it can be reused by the same patient.</li> </ul>
	<b>Soft toys/cloth dolls</b> <ul style="list-style-type: none"> <li>Only new soft toys and cloth dolls can be accepted by the hospital and will be given to patient to have as their own toy and to be taken home at the end of their stay.</li> <li>Soft toys sitting in incubators and cots should be visibly inspected daily for signs of contamination. If soiled, parents/carers should be encouraged to take the toy home to wash.</li> </ul>

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	<p><b><i>Therapeutic toys, for example, dementia doll, twiddle muffs</i></b></p> <ul style="list-style-type: none"> <li>• All therapeutic toys including soft bodied toys must be made of a wipeable material.</li> <li>• Any therapeutic toys which are not wipeable must be single patient use.</li> <li>• All patients should be encouraged to wash their hands before touching any play equipment/therapeutic toys.</li> <li>• Where a soft bodied toy must be used, the toy should be visibly clean before use.</li> <li>• There must be a protocol in place for replacement/cleaning.</li> </ul>
<p><b><i>Toys/games soiled with body fluid</i></b></p>	<ul style="list-style-type: none"> <li>• Consider disposal of toy/ game if grossly contaminated.</li> <li>• All blood and body fluid should be decontaminated <u>using chlorine based detergent 1,000 PPM then rinsed.</u></li> <li>• The surface must be able to withstand cleaning and disinfection with chlorine based detergent. All blood and body fluid should be decontaminated as per <a href="#">NHSGGC Decontamination Guidance</a></li> </ul>
<p><b><i>Toys games used in source isolation</i></b></p>	<ul style="list-style-type: none"> <li>• Clean item with 1,000 ppm solution of chlorine based detergent before rinsing off and drying. Manufacturer's guidance should be followed for contact time.</li> <li>• Keep items to a minimum and dedicate to the individual where possible.</li> </ul>
<p><b><i>Wall mounted toys/games</i></b></p>	<ul style="list-style-type: none"> <li>• Damp wipe (disposable cloth and neutral detergent or detergent wipes) after each patient use.</li> <li>• All blood and body fluid should be decontaminated as per <a href="#">NHSGGC Decontamination Guidance</a></li> </ul>
<p><b><i>Water play</i></b></p>	<ul style="list-style-type: none"> <li>• This should be on a one-to-one basis only.</li> <li>• Water should be discarded at the end of the session and the container should be cleaned/disinfected as per manufacturer instructions and dried before storing</li> <li>• All toys should be cleaned and dried thoroughly prior to storage.</li> </ul>

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<b><i>Therapeutic Sand play</i></b>	<ul style="list-style-type: none"> <li>• This should be on a one-to-one basis only.</li> <li>• Each patient should be allocated their own container of sand with their name on it.</li> <li>• Sand should be inspected before each use for debris.</li> <li>• Sand must be stored dry.</li> <li>• If sand becomes wet during play, it must be discarded.</li> <li>• When sand therapy has been completed for the patients the sand should be discarded and the container washed with and dried.</li> </ul>
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