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Cleaning of toys and other therapeutic equipment

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Type of document	Standard Operating Procedure
Target audience	All CWP staff whose roll involves the use of toys, games and therapeutic play equipment
Document purpose	To ensure that all toys/games/therapeutic play equipment used by children/young people/service users, their families and CWP staff members within CWP premises are clean and fit for purpose.

Approving meeting	IPCSC	Date 24-Apr-19
Implementation date	24-Apr-19	

CWP documents to be read in conjunction with	
IC1	Trustwide Infection Prevention and Control Operational policy
IC2	Hand Hygiene SOP
IC3	Standard Infection Prevention and Control Precautions policy
	CWP Infection Prevention and Control Policies Center

Document change history	
What is different?	Policy recoded to fit with the policy library reshape.
Appendices / electronic forms	
What is the impact of change?	Protect the Health and Safety of children, young people, other service users, families and CWP staff who use toys, games, therapeutic play equipment.

Training requirements	No - Training requirements for this policy are in accordance with the CWP Training Needs Analysis (TNA) with Education CWP.
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Document consultation	
Clinical Services	<i>0-19 Starting Well Service</i>
Corporate services	<i>Infection Prevention and Control Sub Committee</i>
External agencies	<i>None</i>

Financial resource implications	None
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External references	
1.	http://www.eastcheshire.nhs.uk/About-The-Trust/policies/P/Paediatric%20-%20Cleaning%20Toys%20Games%20and%20Play%20Equipment%20%20on%20the%20Paediatric%20Ward%20ECT2937.doc.pdf
2.	http://www.nhsdg.scot.nhs.uk/Departments_and_Services/Infection_Control/Infection_Control_Files/Local_Policies/Misc/Toy_Cleaning_Policy.pdf
3.	http://www.bcpft.nhs.uk/documents/policies/i/885-infection-prevention-and-control-assurance-

4. [sop-11-cleaning-toys-and-play-equipment/file](http://www.publichealth.hscni.net/sites/default/files/Nursaries%20Infection%20Prevention%20LR%2007%2011%2020(2).pdf)
[http://www.publichealth.hscni.net/sites/default/files/Nursaries Infection Prevention LR 07 11% 20\(2\).pdf](http://www.publichealth.hscni.net/sites/default/files/Nursaries Infection Prevention LR 07 11% 20(2).pdf)

Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
Does this document affect one group less or more favourably than another on the basis of:		
- Race	No	
- Ethnic origins (including gypsies and travellers)	No	
- Nationality	No	
- Gender	No	
- Culture	No	
- Religion or belief	No	
- Sexual orientation including lesbian, gay and bisexual people	No	
- Age	No	
- Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
Is there any evidence that some groups are affected differently?	No	
If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable? N/A		
Is the impact of the document likely to be negative?	No	
- If so can the impact be avoided?	N/A	
- What alternatives are there to achieving the document without the impact?	N/A	
- Can we reduce the impact by taking different action?	N/A	
Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted.		
If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact. For advice in respect of answering the above questions, please contact the human resource department.		
Was a full impact assessment required?	No	
What is the level of impact?	Low	

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Quick reference guide

For quick reference the guide below is a summary of actions required. For full details including the aims and criteria of this SOP, please read the complete document.

Item	Cleaning advice	Cleaning frequency
Books	<p>After use if soiled, wipe the cover with detergent wipe.</p> <p>If soiling cannot be removed or the book is damaged and poses a risk to a child / user, it should be disposed of.</p>	<p>After use if observed to be soiled.</p> <p>Weekly routine check and cleaning, except children's centres.</p> <p>Deep clean every half term for children's centres.</p>
Toys	<p>If available use detergent wipes to clean toys.</p> <p>If wipes are not available / suitable, use a fresh solution of detergent made up as per manufacturer's instructions. Clean using disposable / single use cloths / paper towel.</p> <p>Dry with a clean, paper towel. Do not store toys wet.</p>	<p>After use if observed to be soiled.</p> <p>Weekly routine cleaning, except children's centres.</p> <p>Deep clean every half term for children's centres.</p>
Construction toys, e.g. Lego, Duplo, building blocks etc.	<p>Where toys with small parts are used, care must be taken to examine parts for damage at the end of the play session. If soiled wash all parts thoroughly in warm water and neutral detergent.</p>	<p>After use if observed to be soiled.</p> <p>Monthly routine cleaning, except children's centres.</p> <p>Deep clean every half term for children's centres.</p>
Hand held electronic toys (i.e. computers / Gameboys / CDs / DVDs)	<p>Damp wipe (disposable cloth and neutral detergent or detergent wipes) between uses when soiled, before returning to toy cupboard / storage area. Do not store until dry.</p>	<p>After use if observed to be soiled.</p> <p>Monthly routine clean, except children's centres.</p> <p>Deep clean every half term for children's centres</p>
Play dough (home-made), therapeutic putty, messy / sensory play with	<p>The child / young person / other users should be encouraged to wash their hands prior to start of the play session.</p> <p>It is acknowledged that Therapeutic Putty / Play Dough is used as a shared experience for children to support social skills and</p>	<p>Play dough / therapeutic putty, food should be discarded at the end of the session and not stored for another day.</p>

Item	Cleaning advice	Cleaning frequency
food (not for eating).	communication, therefore all children / young people and other users hands should be washed or cleaned for them using suitable hand wipes or liquid soap and water, prior to commencing the session.	
Soft toys	<p>Soft toys should be laundered after use or remain specifically for use by one child / person. Children / individuals may play with their own soft toys bought to the session.</p> <p>Specialist soft toys that are soft bodied and not permeable and are designed to be laundered or surface cleaned, should be cleaned / laundered after each use where soiling is observed, using detergent wipes or by laundering according to manufacturer's instructions.</p> <p>Toys should be visibly clean before use.</p>	<p>After use if observed to be soiled.</p> <p>Weekly routine cleaning of any items observed to be soiled.</p> <p>Deep clean every half term for children's centres.</p>
Wall mounted toys / games	Damp wipe (disposable cloth and neutral detergent or detergent wipes) after each patient use if soiling is observed.	<p>After use if observed to be soiled.</p> <p>Routine weekly clean.</p> <p>Deep clean every half term for Children's centres.</p>
Water play	<p>Water should be discarded at the end of the session.</p> <p>All toys should be cleaned and dried thoroughly prior to storage.</p>	<p>Weekly routine clean.</p> <p>Deep clean every half term for children's centres.</p>

1. Introduction

Cheshire and Wirral Partnership NHS Foundation Trust (CWP) is committed to providing a safe environment for service users, staff and visitors.

This SOP will ensure that all toys / games / therapeutic play equipment used by children / young people / service users, their families and CWP staff members within CWP premises are clean and fit for purpose.

It is recognised that playing with toys is important in the development of children and other relevant service users, and they need to experience many textures and colours. The guidance within this SOP is evidence based and reflects best practice. This SOP must be implemented Trust wide.

This SOP must be used in conjunction with [CWP Infection Prevention and Control policies and guidelines](#).

2. Aims of this SOP

- Ensure all toys / games / therapeutic play equipment for use within CWP premises are fit for purpose;
- Ensure all toys / games / therapeutic play equipment for use within CWP services are cleaned appropriately before and after use and stored correctly;
- Ensure all toys / games / therapeutic play equipment for use within CWP premises are checked a minimum of weekly for signs of damage or wear and tear.

Cleaning	A process that physically removes contamination but does not necessarily destroy microorganisms.
Disinfection	A process used to reduce the number of microorganisms but may not destroy bacteria spores or some viruses but is considered to reduce the number to a level that is safe.
Toys, Games & therapeutic play equipment	Refers to all toys / games / therapeutic play equipment used for recreational, therapeutic or educational purposes by children, young people, other relevant service users and their families / carers or by healthcare staff.
Wear and Tear	Damage that naturally and inevitably occurs as a result of normal wear or ageing.

3. Criteria

Toys/ games / therapeutic play equipment: The word 'toys / games / therapeutic play equipment' in the context of this SOP refers to all toys / equipment used for recreational, therapeutic or educational purposes by children, young people, their families, other relevant service users or by healthcare staff.

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

Donations of toys and games: Any offers of used toys / games by the general public. Toys and games may be received from members of the public. These items will be checked by the relevant CWP nurse / therapist / team member to ensure they are suitable for use. We should 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 / equipment 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. Toys / games / equipment must not be stored in toilet or bathroom areas.

Children's / service users own toys – Parents / carers should be informed about toy / games SOP. Parents / carers / children / service users may bring their own toys / games into CWP settings. This applies especially to soft toys as this will allow for developmental needs, whilst remaining specific to the child / young person / service user, and thus preventing cleaning / decontamination issues. Parents / carers should be encouraged not to bring excessively soiled items.

Soft toys should not be shared as this will help reduce the risk of cross contamination.

It is the parent's / carer's responsibility to keep their child's own toys clean to a reasonable standard. In circumstances when children may benefit from sharing toys staff have a responsibility to support safe play, and are advised that toys with hard surfaces that are easily cleaned are preferable to soft toys (for the purpose of shared play).

Shared Toys owned by CWP Services – Toys / games / therapeutic play equipment will be cleaned using detergent and warm water or detergent wipes when soiled, prior to being returned to the toy cupboard / box / storage area.

4. Cleaning Procedure

The senior staff member / department manager / practice manager must designate a member of staff to the toys / games for damage on a daily basis, and clean after use where soiling is observed. This is to ensure there is no damage or soiling that may pose a risk to a child / young person / service user. Please see the [quick reference guide](#) for more information.

5. Additional Cleaning information

Cleaning where soiling with blood or body fluids occurs

- Clean as per cleaning procedure above. If an item is visibly soiled with blood and body fluids use chlorine based detergent, i.e. Actichlor Plus, Chlorclean, Haztabs or a solution containing 10,000ppm hypochlorite (the use of chlorine should 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.

Toys / games / therapeutic play equipment that has become soiled

- Consider disposal of toy / game if grossly contaminated with body fluid.

- All blood and body fluid should be decontaminated as per the guidance noted above in this SOP.
- Seek advice from a member of the IPC Team if you are unsure.

Advice and support can be accessed from the Infection Prevention and Control Team, Monday to Friday, between 8am and 6pm (except bank holidays).