

Child Life Guidelines for Donations distributed at Riley Hospital for Children

Child Life appreciates the thoughtful interest of those making donations for the patients. Please follow these guidelines and procedures when purchasing and or referring persons to Child Life for donations.

Thank you for considering the needs of Riley Hospital patients and families. For the safety of our children we must follow strict safety and infection control policies. Your thoughtfulness is appreciated! You may pick up a donation form at the Information Desk. The form asks for the donor's name, address, and telephone number; along with a description of the donation. The donor will be acknowledged for his/her generosity through a letter. Please call the Child Life office if you have any questions, 317-274-8723.

- ❖ Safety and infection control standards are priority concerns.
- ❖ Toys must be **new** and clean with no broken or missing pieces.
- ❖ If stored, please be sure they were in areas away from contact with mold, mildew, and cigarette smoke and not stored in trash bags.
- ❖ Toys made of materials that are easily broken causing possible sharp edges are not appropriate.
- ❖ For the following brands of toys, please donate toys with few or no loose pieces such as pop-up toys or infant activity boards:
 - Fisher price infant/toddler/preschool toys
 - Playskool toys
 - Little Tykes toys
 - V-Tech musical toys
 - Fisher Price activity gyms/toy bars
- ❖ **No used or previously owned stuffed animals can be accepted.**
- ❖ Many of our patients have restricted diets; therefore, food and candy cannot be distributed.
- ❖ Donated items may not be distributed to patients without approval from the Child Life Department. Then, the Child Life Staff will distribute the donation.
- ❖ No latex balloons are allowed for allergy and safety reasons. Mylar balloons are acceptable.
- ❖ All checks or gift certificates should be made payable to Riley Hospital for Children with a memo stating it is for the use of the Child Life Department, Riley Family Library, Music Therapy, Special Events, or School.
- ❖ All toys, books, magazines and library materials are checked for safety and compliance with infection control policy and are used at the discretion of the Child Life Staff.
- ❖ All donors will be acknowledged through a letter. A form is available at the Information Desk for use in obtaining name, address and other pertinent information from donor.
- ❖ Potential donors may be referred to the Foundation Office, Ronald McDonald House, or other children's facilities when appropriate.