



<b>Policy:</b>	Gifts In Kind Policy	
<b>Policy Owner:</b>	Director, Children's Care	
<b>Department:</b>	Children's Care	
<b>Approval By:</b>	Executive Vice President Chief Quality & Patient Safety Officer & President Children's Hospital	<b>Approval Date:</b> September 19, 2019
<b>Original Effective Date:</b> July 11, 2019	<b>Reviewed Date:</b>	<b>Revised Date:</b>

**POLICY**

The Children's Health Foundation is a critical partner to the Children's Hospital at London Health Sciences Centre (LHSC) and manages the receipt, coordination, and facilitation of all donations to the CH, LHSC. Toys and child-appropriate gift items are always needed at Children's Hospital at (LHSC) throughout the year. The Children's Hospital at LHSC is very appreciative of the generosity of individuals and organizations within our local community and surrounding areas that help us by providing much needed items for patients and families.

**PROCEDURE**

**Donation Guidelines**

- i. Due to infection control guidelines, allergies, compromised immune systems, safety precautions and limited space, all donations must be new, in original packaging and be recently purchased.
  - ii. Please do not wrap your donation(s).
  - iii. All items are assessed prior to distribution for the safety of our infants, children and youth.
1. All offers or requests to donate gifts in kind\* to the Children's Hospital at LHSC must be directed to the Children's Health Foundation at 345 Westminister Avenue, London, ON.
  2. All requests for on-site donation drop offs and/or gift distribution to Children's Hospital at LHSC must be directed to the Children's Health Foundation at 345 Westminister Avenue, London, ON.
  3. For requests made by donors to drop off gifts in kind at the Children's Hospital at LHSC location, the Children's Health Foundation will initiate the approval and coordination process. If approved, the drop off event will be led by Children's Health Foundation staff.
  4. Children's Hospital leadership must approve all Children's Health Foundation events to be held on-site at the Children's Hospital at LHSC.
  5. Donor tours for gift distribution directly to patients and families in the Children's Hospital at LHSC are not permitted.

<b>Items Children's Hospital at LHSC Cannot Accept</b>	
Used toys and used stuffed animals/plush or cloth toys	Fragile toys that can break into small pieces with sharp edges
Items made from latex	Toys made of glass or brittle plastic
Scented products	Toys with sharp edges or protrusions
Food, treats or candy	Toys or craft kits with toxic paints or glues
Items with corporate branding	Toys with parts that can pinch fingers or pull hair
Toys stuffed with shredded foam, small pellets or beans. Look for items filled with fabric or solid foam	Toy guns and other violent toys
Toys with detachable parts (like button eyes) that could be removed, and swallowed or inhaled	No large ride-on toys or large dolls, stuffed animals, or toys
Electrical, spark-producing or friction producing toys	Violent movies and video games
Sports equipment	Used clothing

**DEFINITIONS**

**In-kind donation** – Also called gift in kind, refers to the provision of goods or services to an organization such as clothing, toys, games etc.