Automatic Ice Machine
Standard Operating Procedure for Ward Staff

Purchase, installation and maintenance

- Before purchasing a new ice-making machine through Procurement, the local Estates Officer and Infection Prevention and Control Team should be consulted
- The machine must be installed and maintained in strict accordance with the manufacturer’s guidance
- The machine should be connected directly to the mains electricity and water supply
- The machine should be unobstructed to allow separation of air inlet and outlet in the heat exchange mechanism
- The machine must be placed on a planned maintenance programme with the local Estates Officer; the removable parts should be checked for damage when disassembled quarterly or as per the manufacturer’s instructions, whichever is more frequent, and this maintenance must be recorded and available for audit purposes
- The Ward Manager is responsible to ensure that the recommended cleaning and maintenance are carried out and recorded

Daily use

- Appropriate hand hygiene must be carried out prior to the task
- A smooth and impervious ice scoop must be used at all times when ice is being handled – do not touch the ice
- The ice scoop must be stored in a clean, lidded and washable container when not in use
- External items should not be placed or stored in the ice machine
- Unused ice must not be returned to the ice machine
- The door of the storage compartment must be kept closed when not in use
- Ice from the machine must not be given to patients who would normally be given/instructed to drink sterile water.

Cleaning

- The ice scoop must be washed at high temperature daily (e.g. in a dishwasher)
- The machine should be cleaned weekly using the following technique:
  - Appropriate hand hygiene must be carried out and appropriate PPE donned prior to the task
  - Disconnect machine from the power supply
  - Remove and discard any ice still in the storage compartment
  - Inspect for rodent or insect infestation and escalate appropriately if discovered
  - Clean the machine internally and externally, including the storage compartment and removable parts, as per the manufacturer’s instructions
  - Allow to dry before reassembling
  - Record date and time of clean on the cleaning schedule