

# 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