

Minutes of Sultan Ward Meeting - 2nd May 2001 - 2 pm**Present:**

Ann

Code A

Maureen

Code A

Apologies:

Code A

Emergency Procedure - Ring 6666 and person who answers rings 999

? Ann to take to HOD's Meeting about cooking eggs on Ward and no Chef on Sunday after 12.00 pm

Mealtimes - going to have set tables in Dining Room. Patients can come up for breakfast.

All Hospitals going to Trust - GWMH going to Gosport and Fareham P.C.T. next April.

Gosport and Fareham only £40,000 overspent.

Code A retiring 31st May 2001 - sending off do in Seminar Room.

League of Friends Fete - 7th July 2001 - bric a brac donations gratefully received.

IT courses at St James for anyone interested - dates will be sent.

Please be aware of Bomb Alert Procedure on noticeboard.

New Resuscitation Guidelines - UKCC about DNR status.

9th May Bleepholders Meeting - any suggestions give to Code A

No food to be eaten on Ward - otherwise disciplinary action to be taken.

Organise collection for Code A leaving card and present and card for Code A off sick.

Off duty - why do HCSW's have to wait to do duties? - Trained staff first because don't know how much support they are going to need. Trial run of everyone putting duty down at same time, consider numbers please. If change is needed an official duty rota person must be asked first.

Code A needs lates due to Father needing medical treatment, all agreed, no problem.

Study Days on shower door. - Must organise Away Day in June.

Code A - where do we stand for covering emergencies on Mulberry Ward? - EMH Manager should sort out. Ann will speak to Toni about it.

Care plans to be left at end of beds to be countersigned.

Information Exchange read out.

Date of Next Meeting - 4th June at 7 pm

Qualified Staff - 11th June 2 pm on Ward