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Perth / Published by order of the directors.**

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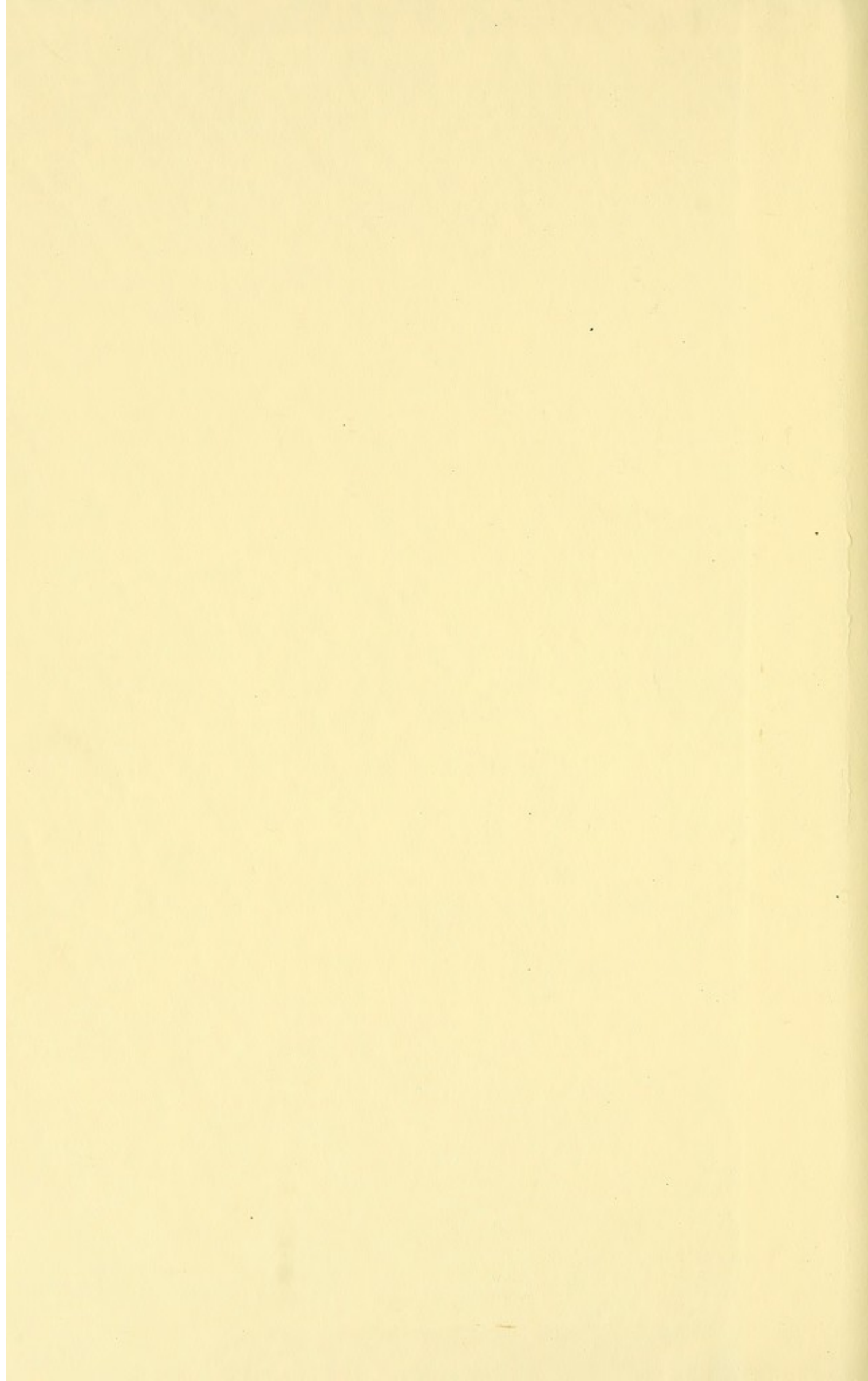
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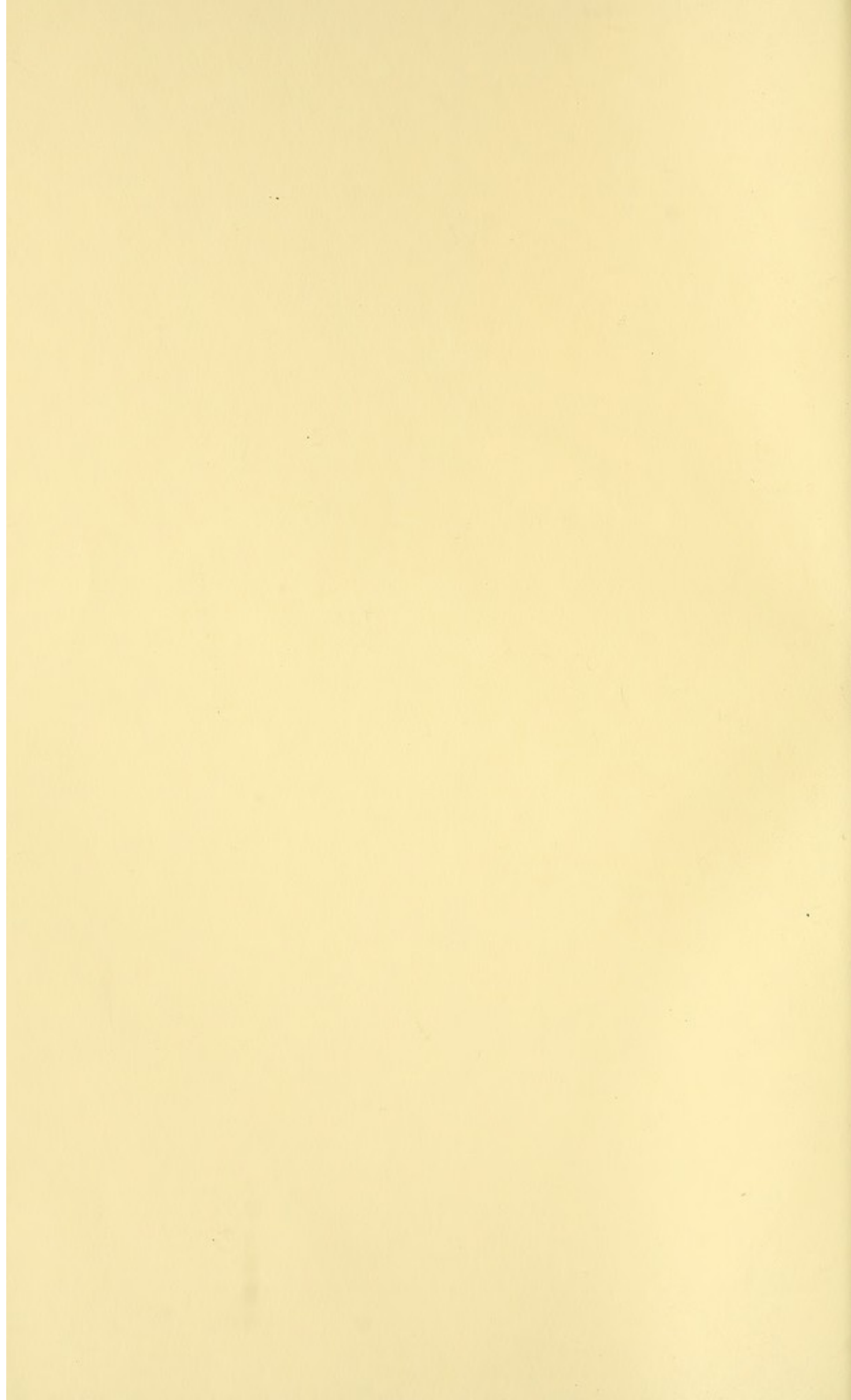
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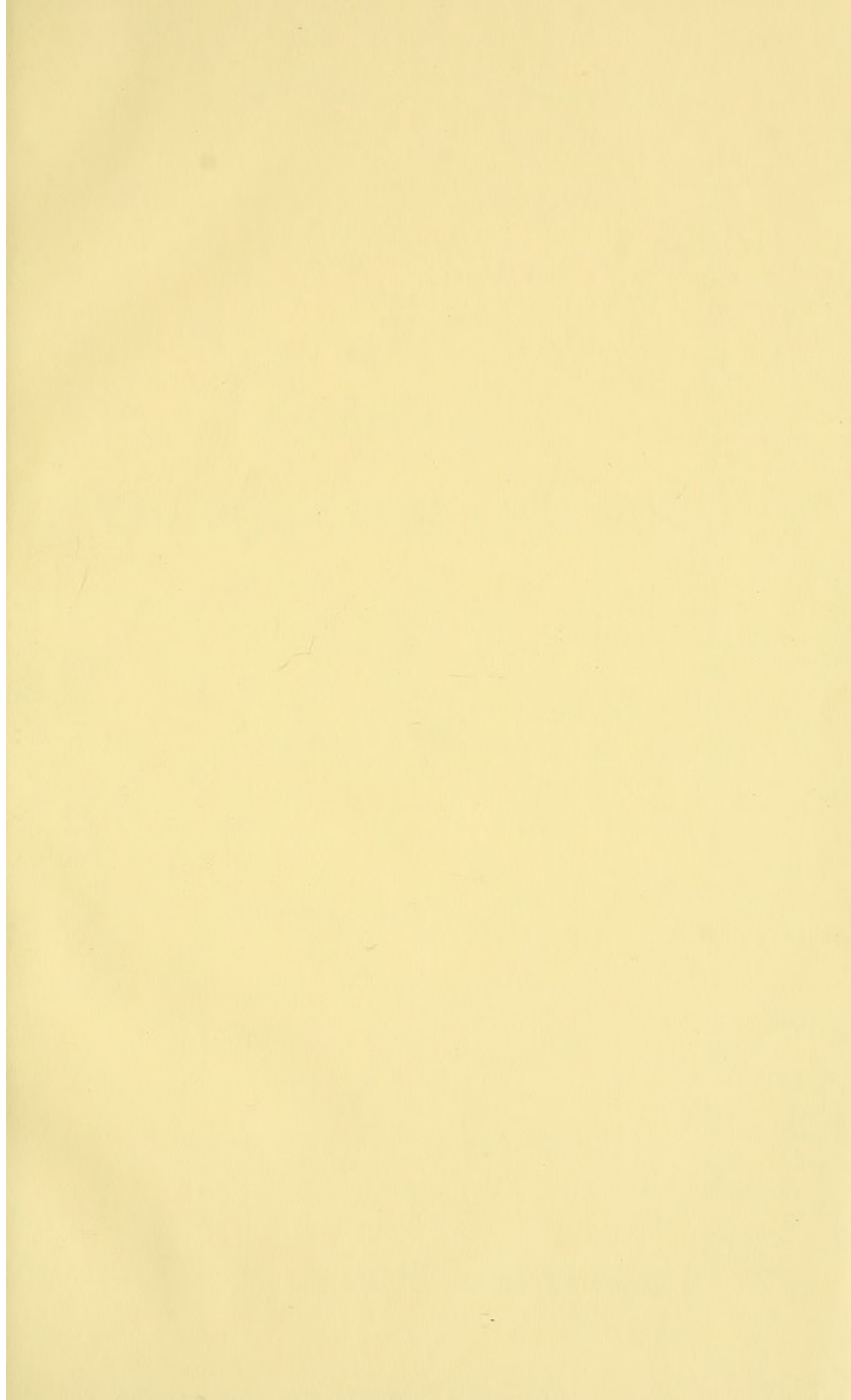






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REGULATIONS AND BY-LAWS

OF

JAMES MURRAY'S

ROYAL ASYLUM FOR LUNATICS

AT

PERTH.

Published by Order of the Directors.

PERTH:
PRINTED BY JAMES DEWAR, JUN.

MDCCCLVIII.

REGULATIONS AND BY-LAWS

JAMES MORRIS'S

ROYAL ASSYLUM FOR FUNDLINGS

PART II.

Approved by the Council of the Society

London: Printed by J. G. & J. H. Smith, 1841.

PART II.

PRINTED BY J. G. & J. H. SMITH, 1841.

INDICATED

REGULATIONS AND BY-LAWS
OF
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ROYAL ASYLUM FOR LUNATICS

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MDCCCLVIII.

REGULATIONS AND BY-LAWS

JAMES WORTH

ROYAL ASYLUM FOR LUNATICS

PREFACE

PRINTED BY JAMES WORTH

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REGULATIONS.

I. WEEKLY COMMITTEE.

1. The management of the internal concerns and particular interests of the Institution shall be vested in the Weekly Committee, consisting of eight Directors, to be chosen annually at the General Meeting in June ; and in the event of any vacancy occurring in the Committee during the year, the same shall be filled up at the first Quarterly Meeting after such vacancy occurs. The members of the said Weekly Committee shall meet once a week at the Asylum, on such day and at such hour as the majority of themselves may appoint. One member shall be sufficient for the transaction of ordinary business ; but three shall be required for extraordinary. They shall regulate the admission of Patients, the economy of the House, the conduct of the officers and servants, and all other details which may occur in the usual course of business ; and they shall also appoint three of their number as House Visitors.

2. A *pro-re-nata* Meeting of the Weekly Committee may at any time be called, by any one member, on a requisition addressed to the Secretary.

3. The members of the said Weekly Committee shall at every meeting inspect the book containing the reports of the House Visitors, Resident Medical Officer, Matron, and Housekeeper ; and shall take into consideration the suggestions thus submitted to them for the comfort of the Patients and better regulation of the House, as well as the state of the building—shall contract with tradesmen for the supply of provisions and other necessaries for the House—shall examine all accounts before they are paid—and shall determine the sums to be paid by Patients. The Preses of the meeting shall sign the accounts approved of ; which signature shall warrant the Treasurer to pay them. They shall report their proceedings to the Quarterly Courts ; shall so far as possible, prepare the business to be discussed at these Courts ; and, in general, shall take charge of the ordinary affairs of the establishment.

II. TREASURER.

1. The Treasurer shall be appointed by the Board of Directors, and shall personally attend all General and Quarterly Meetings, and the meetings of the Weekly Committee, when required.

2. He shall collect, when due, all monies of the Asylum; and, in particular, he shall call for the board of Patients on the quarter-days.

3. He shall keep a distinct and accurate account of all monies which he receives and pays away on account of the Asylum.

4. He shall pay the accounts due to tradesmen and others; but he shall pay no account in whole or in part, until it has been submitted to the Weekly Committee for inspection, and signed by the Preses in token of the approbation of said Committee. He shall pay no money without obtaining a legal voucher.

5. He shall make up yearly a correct state of his accounts, on the 31st day of March, charging himself with the whole money he has received, taking credit for all he has paid away, and showing the exact balance in his hands; which account shall be examined, compared with the vouchers, and docketted by a Committee of Auditors appointed for that purpose, or by a paid Auditor, and shall be laid before the Annual General Meeting of Directors in June. He shall, in addition, make up, and report to each Quarterly Meeting, an abstract state of accounts as at that date, according to such form as shall be prepared by the Weekly Committee; which abstract shall be submitted to the said Committee at their meeting immediately preceding.

6. He shall keep in a proper state of preservation the books belonging to his department, and other papers under his charge, and be at all times ready to produce them when required.

7. He shall find security to the satisfaction of the Directors, for the faithful discharge of the duties of his office.

III. SECRETARY.

1. The Secretary shall be chosen by the Board of Directors, and shall personally attend all General Meetings and Committees. When necessarily absent he shall provide a substitute.

2. He shall summon General Meetings of the Directors quarterly, by advertisement in a Perth newspaper, and by sending letters to the

Directors ; and shall also summon, in the same manner, Extraordinary Meetings, as often as he shall be authorised to do so. He shall summon the Committee when necessary ; and shall give notice to the Directors resident in Perth and its neighbourhood, when and where the Committee is to meet in Perth. He shall keep an accurate and regular record of the proceedings of the Directors and of Committees ; and generally, he shall do all the incidental business requisite.

3. He shall enter in a book, to be kept for the purpose, all such regulations as shall be repealed, altered, or added ; and see that the alterations and additions are inserted under their proper heads when a new edition of the Regulations shall be found necessary.

IV. PHYSICIAN.

1. The Physician shall have a degree of M.D., or a diploma as a qualified Surgeon, from some British University, or College of Surgeons, and shall have been in general practice not less than ten years, or in the army or navy for the same period.

2. He shall be chosen by the Board of Directors ; and shall only be removed by the votes of three-fourths of the Directors present at a General Meeting called specially for the purpose, in terms of the Royal Charter.

3. The duties of the Physician are to give his advice and assistance, whenever called upon by the Resident Medical Officer, or Directors, and to attend such meetings of the Board of Directors, or of the Weekly Committee, as may be required.

4. He shall visit and inspect the Asylum once a month, and after consultation with the Resident Medical Superintendent, report to the Weekly Committee on any matters he may consider deserving of the attention of the Directors.

V. RESIDENT MEDICAL OFFICER AND SUPERINTENDENT.

1. He shall be chosen by the Directors for his experience in the treatment of Mental Disease, or in the management of an Asylum.

2. He shall hold a degree of M.D., or a diploma as a qualified Surgeon, from some British University, or College of Surgeons.

3. He shall reside within, or near, the boundaries of the Asylum,

and shall on no account absent himself without the sanction of the Weekly Committee.

4. He shall superintend the whole establishment, and shall be held responsible for the whole internal management, regulating the Business, according to the Rules of the Institution, in the manner best fitted to insure the safety, comfort, and cure of every Patient.

5. He shall, in cases of urgency, be entitled to authorise the admission of Patients without the previous sanction of the Directors, or of the Weekly Committee; such admissions being always reported to the first meeting of the Weekly Committee occurring thereafter.

6. He shall visit, examine, and, if necessary, prescribe for every Patient in the House, at least once a day, entering the details thereof in the Daily Case-Book; and shall see frequently, or as often as may be necessary, such individuals as have been recently admitted, are under restraint, or require active treatment.

7. He shall carefully keep, and be held responsible for, the following Books:—

No. 1. A Book in which he shall enter the date of admission, name, sex, age, profession, and parish of Patients, result of case, and any other general information that may be thought right to engross in the book.

No. 2. A Daily Register, or Case-Book, containing a daily record of the symptoms or changes that may have taken place in Patients since the last visit, and the prescriptions, and directions consequent thereon.

No. 3. Dietary Tables.

No. 4. A Book called the General Case or Record Book, or Register of Cases, in which shall be entered, gathered from all the other books, all the particulars of each case that has been admitted into the House as to date of admission, sex, age, name, profession, parish, previous history and treatment of case before admission, treatment and management while in the House, and result, with *post mortem* examination, if it can be procured, besides the observations of the Resident Medical Officer.

No. 5. The Want-Book, in which, previous to each Weekly Meeting, all articles required for the use of the Asylum are to be entered, for the consideration and approval of the Directors.

No. 6. A General Order Book, in which all orders and regulations, which may from time to time be made for the management of the Institution, shall be separately copied for facility of reference.

8. During meal hours, he shall frequently examine the different

dining-rooms, observe the state of the provisions as to cooking, cleanliness, and equality of distribution ; the conduct of the Attendants and their treatment of the Patients ; and shall take care that the food is good, and well prepared.

9. He shall, at least once a day, and as much oftener as he shall judge necessary, examine the room of every Patient, as well as the galleries, day-rooms, and airing-grounds.

10. He shall, in his visit to the Male wards, be attended by the Head Attendant, when he requires him, and in his visit to the Female wards, by the Matron, that these officers may receive the orders which he may find it requisite to give in each of their respective wards.

11. He shall carry on all correspondence respecting the admission, condition, and removal of Patients.

12. He shall inspect all letters addressed to Patients, and shall give such letters, or communicate the contents thereof, wholly or in part, to the Patients addressed, at his discretion.

13. He shall also inspect all letters written by Patients (except those addressed to the Directors), and shall withhold such as appear to him to be objectionable. All letters so withheld shall be laid before the Weekly Committee at their first meeting thereafter.

14. He shall prepare the Quarterly Medical Report, to be laid before the Directors at the General Board, and the Annual Medical Report, and furnish the Statistical Tables that may be required for the purpose, and for the accuracy of which he will be held responsible.

15. He shall have it in his power to bestow such rewards, indulgences, &c., upon Patients, as their conduct may merit, or their condition require.

16. He is empowered to engage all the attendants ; shall be held responsible for the conduct of all the officers and servants ; and shall be empowered to discharge them, if the interests of the Institution may seem to require it. In the case of the dismissal of the Matron, House Keeper, or Head Attendant, he must obtain the sanction of the Weekly Committee. In the case of any of the other attendants or domestics, he shall regularly intimate to the Weekly Committee any such occurrence, and his reason for such dismissal.

17. He shall give to each attendant and servant a copy of instructions as to the duties which he or she is expected to perform.

18. He shall enter in the Daily Register, for the information of the Weekly Committee, all casualties or events of an extraordinary nature immediately on their occurrence.

19. He shall, in addition, in the book mentioned above, give a report from the different departments of the Institution of the number of Patients in each; specifying the number employed, sick, or in seclusion; the names of those admitted, discharged, or dead, and of those under medical treatment; which report shall contain reference to the state of the House with regard to accidents, escapes, the discipline of the attendants, and any other information he may think it proper the Directors should have.

20. This book shall be regularly laid before the Weekly Committee for their inspection.

21. He shall also countersign, and be held responsible for, the General Registry, the Provision Book, and the Delivery or Provision Store Book, kept by the House Keeper.

22. He shall be required to be present at all Meetings of Directors.

23. He shall be authorised to avail himself of the advice or assistance of the Physician in all cases of emergency or difficulty, or when he deems such advice or assistance necessary or expedient: and he shall, in like manner and under similar circumstances, be entitled to call in the professional assistance of an experienced surgeon.

24. He shall be allowed, under the sanction of the Directors, to take apprentices and pupils, and to instruct them in medicine.

25. On the occurrence of a vacancy, the Directors shall take steps immediately to provide a qualified successor, and shall, at a General Meeting of the Board, or at a meeting specially called for the purpose, appoint such person as may seem to them qualified for the office.

VI. RESIDENT MEDICAL ASSISTANT.

1. He shall be appointed by the Directors, on the recommendation of the Medical Superintendent.

2. He shall be a medical person, duly qualified in terms of the Statute [21 & 22 Vict., cap. 90.]

3. He shall devote his whole time to the discharge of his duties.

4. In general terms, his duties shall consist in assisting in such of the medical and other duties of the Medical Superintendent as the latter may specify.

5. He shall, under the control of the Medical Superintendent, exercise a general supervision over the entire establishment, both of Patients and officers.

6. He shall reside in the Institution ; shall, on no account, absent himself therefrom without the consent of the Medical Superintendent ; and shall not be absent at the same time with the latter.

7. In addition to his more purely medical or secretarial duties, he shall exert himself to comfort and cheer, as well as to amuse and educate, the Patients committed to his charge.

8. He shall be careful that the keys of the front and other principal doors of the Institution are deposited in his bed-room every night at 10 o'clock.

9. In the absence of the Medical Superintendent, he shall, in all respects, occupy the position, fulfil the duties, and sustain the responsibilities of said Superintendent ; and he shall, *inter alia*, attend all meetings of Directors, if so required.

VII. CHAPLAIN.

1. He shall conduct Divine Service, according to the forms of the Church of Scotland, in the Chapel of the Asylum, every Lord's Day, at such hour as the Resident Medical Officer shall appoint.

2. He shall, twice every week, on such days and at such hours as shall be appointed by the Resident Medical Officer, conduct Worship in the Chapel of the Asylum, by reading the Scriptures, praise, and prayer, for the benefit of such of the Patients as may choose to attend, and shall be, in the opinion of the Resident Medical Officer, in a condition to admit of their doing so ; and for the benefit also of the Officers, Attendants, and Servants of the Institution, who shall attend according to a rotation fixed and regulated by the Resident Medical Officer.

3. He shall obtain from the Resident Medical Officer, a list of all Patients, whether sick or otherwise, with whom it may be desirable or proper for him to hold religious intercourse, and it shall be his duty to visit such from time to time.

4. He shall give his own personal attendance for the discharge of his duties ; and he shall on no occasion be absent without the permission of the Weekly Committee, or of the Resident Medical Officer.

VIII. MATRON.

1. She shall be appointed by the Directors, on the recommendation of the Resident Medical Officer, and shall be under his control.

2. She shall devote her whole time to the duties of her office ; shall, under the control and direction of the Resident Medical Officer, exercise a superintendence over all the Female Patients and Attendants, and the whole interior economy of her department ; and shall accompany him, when required, in his visits through the Female wards.

3. She shall visit the Female Patients repeatedly during the day ; shall endeavour to encourage, soothe, amuse, instruct, and employ them, as circumstances may suggest, and as the system of treatment may require and admit ; and shall, on no account, interfere with their medical treatment, or subject them to any privation, punishment, seclusion, or restraint, without the special instructions of the Resident Medical Officer. She shall visit the Female Patients at their meals ; and shall see that the food is of good quality, properly cooked, and equally distributed. She is also expected to take every opportunity of enforcing, both by precept and example, kindness and gentleness, on the part of the attendants, towards the Patients, and to use every endeavour to promote their comfort and recovery.

4. She shall see that the Bed-rooms, Parlours, Galleries, &c., in her department, are at all times clean, in good order, and well ventilated ; and shall pay particular attention to the Apartments occupied by sick or refractory Patients.

5. She shall keep an Inventory of, and be accountable for, all Articles belonging to the Female Patients ; and shall take care that their Clothing and Bedding are at all times clean, in a state of good repair, and distinctly marked, reporting any loss or injury to the Resident Medical Officer.

6. She shall receive every morning, from the Female attendants, a Report of the state of the Patients and Departments under their charge during the night, to be entered in the daily returns, if required, and transmitted to the Resident Medical Officer.

7. She shall, under the control and advice of the Resident Medical Officer, have the power of engaging the Female attendants ; and shall report to him any transgression of the Rules of the Institution on their part.

8. She shall reside in the Institution, and shall not leave it without the permission of the Resident Medical Officer.

9. She shall, on no account, receive money or presents from the Patients or their friends.

IX. HOUSEKEEPER.

1. She shall be appointed by the Directors, on the recommendation of the Resident Medical Officer, and shall be under his control.

2. She shall devote her whole time to the duties of her office ; she shall reside in the Institution, and shall not leave it without the permission of the Resident Medical Officer.

3. She shall, under the control and direction of the Resident Medical Officer, have charge of the Stores of the Institution, and shall be accountable for the quantity and quality thereof.

4. She shall order the Provisions ; shall see that all contracts for them are faithfully fulfilled ; and shall be present when they are received, weighed, and placed in store.

5. She shall issue all Provisions or Stores for the House, at such hours as may be convenient for the cooking and preparation of meals.

6. She shall exercise a general superintendence over the Culinary department ; shall be careful that all Provisions are of good quality and proper weight ; and shall see that all meals and sick-messes are properly dressed, apportioned, and served up at the appointed hours to Patients, officers, attendants, and servants.

7. She shall regulate the Dietary of the several classes of Patients, officers, attendants, and servants, according to the printed Dietary Tables of the Institution ; and shall issue such extras as are from time to time ordered by the Resident Medical Officer.

8. She shall, so far as possible, see that no misapplication of Food or other articles occurs after having been issued from the stores ; and shall report any misapplication to the Resident Medical Officer.

9. She shall superintend the Laundry department; and shall be responsible for the conduct of the Laundry-maids, and for all articles of Clothing, Bedding, &c., belonging to Patients, officers, attendants, and servants, while in the laundry.

10. She shall keep, under the direction of the Resident Medical Officer, the following Books, with the relative Vouchers :—

1. A Check-Book, showing all articles ordered and received by her for the use of the House.
2. The Quarterly and Daily Provision-Books, containing the quantities of Food and extras issued by her to patients, officers, attendants, and servants.
3. An Inventory of all articles of Furniture, &c., belonging to the several departments of the Institution, distinguishing what is in store from what is in use; and exhibiting, in a clear manner, the quantities received and issued from time to time, with the departments to which such issues were made.

11. She shall, on no account, receive money or presents, from the Patients or their friends.

12. She shall, under the control of the Resident Medical Officer, have the power of engaging the Cooks, Laundrymaids, and Domestic Servants; and shall report to him any transgression of the Rules on their part.

X. HEAD ATTENDANT.

1. He shall be appointed by the Directors, on the recommendation of the Resident Medical Officer, and shall be under his control.

2. He shall devote his whole time to the duties of his office; shall, under the control and direction of the Resident Medical Officer, exercise a superintendence over all the Male Patients and Attendants, and the whole interior economy of his department; and shall, if required, accompany the Resident Medical Officer in his visits through the Male Wards.

3. He shall visit the Male Patients repeatedly during the day; shall endeavour to encourage, soothe, amuse, instruct, and employ them, as circumstances may suggest, and as the system of treatment may require and admit; and shall, on no account, interfere with their medical treatment, or subject them to any privation, punishment, seclusion, or restraint, without the special instructions of the Resident

Medical Officer. He shall visit the Male Patients at their meals ; and shall see that the food is of good quality, properly cooked and equally distributed. He is also expected to take every opportunity of enforcing, both by precept and example, kindness and gentleness, on the part of the attendants, towards the Patients, and to use every endeavour to promote their comfort and recovery.

4. He shall see that the Bed-Rooms, Parlours, Galleries, &c., in his department are at all times clean, in good order, and well ventilated ; and shall pay particular attention to the apartments occupied by sick or refractory Patients.

5. He shall keep an Inventory of, and be accountable for, all articles belonging to the Male Patients ; and shall take care that their Clothing and Bedding are at all times clean, in a state of good repair, and distinctly marked, reporting any loss or injury to the Resident Medical Officer.

6. He shall receive, every morning, from the Male attendants a report of the state of the Patients and departments under their charge during the night, to be entered, if required, in the daily returns, and transmitted to the Resident Medical Officer.

7. He shall take a general superintendence of the fabric of the Institution : shall see that everything on the outside and in the interior of the House is kept in proper order and repair ; and shall report to the Resident Medical Officer, not merely in regard to these, but also as to anything connected with the Institution, coming under his observation, which may appear to him to require improvement or remedy.

8. He shall, if required, assist the Housekeeper in such of her duties as shall, from time to time, be specified by the Resident Medical Officer.

9. He shall superintend, and be held responsible for, the due heating and ventilation of the whole establishment.

10. He shall see that the lights and fires are extinguished, and that all the doors of the Institution are properly secured, at 10 o'clock evening.

11. He shall reside in the Institution, and shall not leave it without the permission of the Resident Medical Officer. He shall, on no account, be absent at the same time with the Resident Medical Officer.

12. He shall, on no account, receive money or presents from the Patients or their friends.

XI. ATTENDANTS AND SERVANTS.

1. The Attendants and Servants shall be appointed by, or under the authority of, the Resident Medical Officer ; and shall be under his control.

2. Attendants and Servants, on entering upon their duties, shall sign the following

OBLIGATION :—

“I hereby promise, during the period of my engagement, to obey the Rules of the Institution ; to promote, so far as I am able, its objects ; to be careful of its property ; to avoid gossiping about its inmates or affairs ; neither to use, nor to have in my possession, any intoxicating liquors ; and to endeavour generally, by my own conduct and demeanour, to sustain the reputation of the establishment. I consider myself bound to perform any duty assigned, although not of a nature I usually perform, should I be required to do so by the Resident Medical Officer. If anything improper is done in my presence, or to my knowledge, in the Institution, I consider myself bound to report it to the Resident Medical Officer. I understand my engagement to be of a monthly nature, but acknowledge the right of the Resident Medical Officer to discharge me, without warning, for acts of unkindness to the inmates, intemperance, disobedience to orders, incivility to superiors, or any transgression of the Rules ; my wages being thereby forfeited.”

3. They shall be responsible for the persons and property of all Patients, and for the Bedding, Furniture, &c., in all the bedrooms, parlours, and galleries, committed to their charge, reporting any losses or injuries to the Resident Medical Officer.

4. They shall exercise the greatest vigilance ; so that while the Patients may consider themselves at perfect liberty, they shall be continually under the eye of the Attendant in the day rooms, galleries, airing-courts, or grounds.

5. They shall exercise a special supervision over Patients suspected or known to have a propensity to suicide, escape, or destructiveness ; such patients should never be lost sight of, and all dangerous weapons must be carefully kept out of reach. Dangerous, sick, or excited Patients should be frequently visited during the night.

6. They shall endeavour to encourage, soothe, amuse, instruct, and employ the Patients under their charge, as circumstances may suggest, and as the system of treatment may require and admit ; and they shall, on no account, interfere with their medical treatment, or subject them to any privation, punishment, seclusion, or restraint, without the special instructions of the Resident Medical Officer. They are expected, on all occasions and under all circumstances, to show kindness and gentleness towards their patients, and to use every endeavour to promote their comfort and recovery.

7. They shall take care that all Apartments, &c., under their charge be at all times clean, in good order, and well ventilated ; and shall particularly attend to the rooms occupied by sick or refractory Patients.

8. They shall keep Inventories of, and be responsible for, all articles belonging to the Patients under their charge ; shall give out the dirty linen of such Patients ; and shall see that all clothing, bedding, &c., are in a state of good repair and distinctly marked, reporting any losses or injuries to the Head Attendant or Matron.

9. Whatever peculiarity the Attendants may observe in any Patient under their charge, they shall immediately communicate to the Resident Medical Officer ; and every instance of neglect or concealment will be held as a decisive proof of incapacity and unfaithfulness.

10. They shall, if required, keep a Diary, exhibiting the number of Patients occupied, with the nature of such occupations ; the numbers sick, excited, or in seclusion ; and also any accidents, escapes, peculiar symptoms, or other facts they may be, from time to time, instructed to mention, or which they may deem it necessary or expedient the Resident Medical Officer should know ; such Diary to be at all times open to the inspection of the Resident Medical Officer.

11. They shall be expected to vie with each other as to the cleanliness and good order of both the Patients and Apartments, &c., under their charge.

12. They shall shave and crop the hair of the Patients under their charge as often as they shall be required to do so by the Resident Medical Officer. They shall also wash and dress daily such Patients as require it ; and dirty, sick, or refractory Patients should always be the objects of peculiar solicitude in regard to cleanliness.

13. All Bedclothes and Bedding under their charge should be aired daily, and the former changed once a fortnight.

14. They shall preside at table at meals, and shall see that every Patient under their charge is comfortably seated and conducts himself with propriety ; they shall take care that the food is of good quality, properly cooked, and equally distributed.

15. The Scraps or Leavings of Meals shall not be allowed to remain in the galleries ; but shall be returned on the slip to the kitchen.

16. Care must be taken to prevent Patients falling or jumping down the slips, while the meals are being sent up from the kitchen.

17. All Patients who are not sick, dangerous, or excited, who are not occupied under the Gardener, Matron, Housekeeper, or Head Attendant, and who are not specified by the Resident Medical Officer, shall have daily exercise in fine weather—in the forenoon between 10 and 12, and in the afternoon between 2 and 4.

18. Recently admitted Patients shall not be allowed to attend chapel, public amusements, walking parties, &c., without special instructions from the Resident Medical Officer.

19. At chapel, amusements, &c., Patients shall be equally under charge of the Attendants, as if in their ordinary galleries or rooms.

20. No Patient shall be allowed the use of Razors, Knives, Scissors, Attendants' Keys, or similar articles, without the special permission of the Resident Medical Officer ; and Attendants must remember that they are responsible for any accidents that may happen through their carelessness in regard to these articles.

21. They shall carefully guard against any unnecessary use or waste of Gas, Water, Food, Fuel, &c.

22. Patients shall rise, or be raised, from bed at half-past 6 A.M. in spring and summer, and at 7 A.M. in autumn and winter : they shall not be allowed, under ordinary circumstances, to remain in bed, or in their bed-rooms, after the breakfast hour. They shall go to bed at 8 P.M. throughout the year.

23. Patients shall breakfast at 8 A.M., dine at 1 P.M., and sup at 6 P.M.

24. No Patient shall be put to bed before the usual bed hour [8 P.M.], unless by special instructions from, or with the sanction of, the Resident Medical Officer.

25. The Attendants shall remove all articles from the bed-rooms or

dormitories at the bed hour, and shall be particularly careful that no Patient smoke in bed.

26. At 8 P.M. the Attendants shall extinguish the Lights and Fires in their departments, with the exception of those in their own rooms ; and shall open the windows to such an extent as to ensure thorough ventilation of the day-rooms and galleries during the night.

27. The Attendants shall not leave their galleries or Patients without the permission of the Resident Medical Officer ; nor shall they remain in their own rooms unless after 8 P.M.

28. The Attendants and Servants shall rise at 6 A.M., and shall go to bed at 10 P.M.

29. The Attendants and Servants shall not repeat out of the Institution anything connected with the history, names, or condition of the Patients ; nor shall they gossip about any of the affairs of the Institution whatever.

30. The Attendants shall not, at any time, deceive, terrify, mimic, irritate, strike, or struggle with, any of the Patients under their charge ; nor shall they, under whatever circumstances, express vindictive feelings. In order to avoid unseemly struggles with refractory Patients, they should, where it is necessary, call in the assistance of other attendants.

31. The Male Attendants shall not go into the Laundry or Washing-house on any pretence. They shall deliver the clothes, &c., under their charge to the Head Laundrymaid at the door of the washing-house.

32. The Attendants and Servants shall be liable to *Fines* for absence from their posts without leave,—carelessness as to knives, scissors, keys, &c.,—inattention to the cleanliness of the Patients and Apartments under their charge,—rudeness to, or maltreatment of, the Patients,—incivility to Superiors,—and all other transgressions of the Regulations ;—such fines to be deducted from their wages, and the amount to be determined by the Resident Medical Officer.

33. In the case of escapes of Patients, if the attendant or servant in charge at the time be convicted of negligence, he shall, if the Resident Medical Officer think proper, be forthwith dismissed ; and, in every instance, he shall defray from his wages the expenses incurred in recovering or attempting to recover the fugitive.

34. The Directors, on the recommendation of the Resident Medical Officer, may, if they see fit, confer rewards or additions to the wages of the attendants and servants for long and faithful service, or for unusual qualifications or services.

35. In regard to Patients placed under their charge, the Cooks, Laundrymaids, and Domestic Servants shall be subject to the same regulations as the ordinary attendants.

36. The Attendants and Servants shall receive no money nor presents from the Patients or their friends, nor from any person visiting the Asylum, under pain of instant dismissal.

XII. GARDENER.

1. He shall, under the control of the Directors, and of the Resident Medical Officer, have charge of all the grounds, as well as the cattle, pigs, and other live stock, belonging to the Institution.

2. He shall keep the Garden, Orchard, Pleasure-grounds, Walks, Airing-grounds, and Courts, in order ; and shall be responsible for the state thereof.

3. He shall farm and crop the grounds to the utmost advantage for the Institution ; and, in particular, so as to afford the greatest variety of employment and the most profitable produce.

4. He shall submit a list of all seeds, plants, or other furnishings, which he may, from time to time, require for the garden and grounds, or for the cattle, pigs, and other live stock, to the Weekly Committee, or Resident Medical Officer, who shall give orders for such of the same as they or he may deem proper.

5. In addition to his duties of cultivating and cropping the grounds, he shall attend, at the hours named by the Resident Medical Officer, to receive such Patients as work in the garden or grounds ; and he shall allocate their respective labours.

6. He shall be accountable for all Patients employed in the garden or grounds ; and shall report to the Resident Medical Officer any person that may be unfit for continuance at work. Patients, while at work in the grounds, shall be under the immediate supervision of at least one attendant, who shall then be subject to the Gardener's directions ; but the Gardener shall not permit him to engage in any work which can prevent him from having the Patients entrusted

to him at all times under his observation. The subordinate attendant may, however, with the sanction of the Resident Medical Officer, be dispensed with in reference to particular Patients.

7. In the event of any accident or escape occurring among the Patients, while employed in the garden or grounds, he shall be held responsible in the same manner as the ordinary attendants, and shall be subject to the same penalties. But, if neglect can be proved on the part of the subordinate attendant in charge, he shall bear such part of the penalty as the Resident Medical Officer shall see fit.

8. He shall duly report to the Resident Medical Officer any accident or quarrel that may take place among the Patients under his charge, and shall not take out those who have been the occasion thereof without fresh instructions.

9. He shall carefully keep, and, if required, submit to the inspection of the Weekly Committee, or of the Resident Medical Officer—

1. A Book, recording the number of Patients daily employed in the garden and grounds, as well as the amount, nature, and value of the work done by them.
2. A Book, showing the quantity of pork, milk, vegetables, fruit, and other garden or dairy produce furnished from his department to the Institution, with the market value thereof.
3. A Book, exhibiting the Expenditure in his department.
4. A Book, showing the nature and value of the sales made by him of surplus garden produce, &c.

10. He shall account to the Treasurer for all sales and purchases which he effects in his department, and which shall be placed to the credit or debit of the Gardener's account.

11. He shall reside in the Lodge at the principal entrance to the Institution ; and shall be held responsible for the attendance at the outer gate, and for the keys of all the gates or entrances to the grounds. He shall not absent himself from the grounds without the permission of the Resident Medical Officer.

12. He shall, on no account, receive money or presents from the Patients or their friends.

13. He shall be regarded as an Attendant ; and shall, in regard to the Patients and department committed to his charge, be subject to, and obey, the regulations laid down for the conduct of the ordinary attendants.

XIII. ADMISSION, TREATMENT, AND REMOVAL OF PATIENTS.

1. No patient shall be admitted without presentation to the Resident Medical Officer of a Schedule embodying or containing the following documents, forms for which are contained in the Lunatic Asylums' [Scotland] Act, 20 & 21 Vict., cap. 71 [1857], Schedules C, D, E, and also a Petition to the Sheriff of Perthshire or his Substitutes, and letter of obligation for Payment of Board, forms for which are hereto appended :—

1. Statement to the Sheriff of Perthshire or his Substitutes regarding the particulars of the Case, subscribed by the Relatives or Guardians making the application. [Schedule C.]
2. Certificates of Insanity by two Medical Practitioners duly qualified under the said Statute [Schedule D.] ; and
3. A warrant or order from the Sheriff of Perthshire or one of his Substitutes, for the transmission and reception of the Patient. [Schedule E.]

PETITION TO THE SHERIFF.

Unto the Honourable the Sheriff of Perthshire, or his Substitutes,—

The Petition of
humbly sheweth that it appears from the subjoined Statement and accompanying Medical Certificates, that
is at present in a state of Mental Derangement, and a proper person for treatment in an Asylum for the Insane. May it therefore please your Lordship to grant an order for the transmission and reception of the said
into JAMES MURRAY'S ROYAL ASYLUM FOR LUNATICS, PERTH.

(Signed) _____

Dated this _____ day of _____ One thousand
eight hundred and _____

NOTE. The Petitioners will state their residences, and relation or connexion with the Insane person.

LETTER OF OBLIGATION FOR PAYMENT OF BOARD.

To the Directors of James Murray's Royal Asylum for Lunatics, Perth.

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GENTLEMEN,

Upon your admitting the before designed
into JAMES MURRAY'S ROYAL ASYLUM FOR LUNATICS,
as a Patient, I hereby bind and oblige myself to pay the _____ rate of board as
specified on the first page of this Schedule, for _____ quarterly and in advance ; to
remove _____ when required to do so by you ; to bury _____ in case of death ;
to keep up a proper stock of necessaries, and to renew them when destroyed or worn
out ; to relieve you and all the officers of the institution, of all responsibility for the
reception or detention of the said patient ; and, generally, to fulfil all the obligations
required by the Regulations of the Institution.

2. The admissibility of, and rates of board chargeable for, Patients, shall be determined by the Weekly Committee of Directors.

3. Board shall, in all cases, be paid quarterly and in advance, on 1st January, 1st April, 1st July, and 1st October ; and it shall not be competent to make any claim for return or repayment of any portion of such Board. If the Board is not paid within fourteen days after it falls due, the Treasurer shall be entitled to add Sixpence per pound to the amount of Board due, to cover interest, postages, and expenses of circulars. If not paid within a month, the circumstance shall be reported to the Directors.

4. Under ordinary circumstances, Patients are admitted between 8 A.M. and 8 P.M. ; but in cases of urgency, they may be admitted at any hour. In all cases, previous intimation of the intended period of admission ought to be made to the Medical Superintendent.

5. Due intimation, several days prior to the intended removal of Patients, should also be made. Patients who are not considered proper subjects for confinement, may be discharged on the recommendation of the Medical Superintendent to the Directors, intimation being duly given to their relations or guardians.

6. Criminal Lunatics, and persons labouring under contagious or incurable physical diseases, or in a moribund or pregnant condition, are inadmissible as Patients.

7. No claim is competent to Patients for their earnings or in return for labour.

8. The following are the present Rates of Board ; subject, however, to such alterations as the Directors shall, from time to time, judge proper :—

First Rate of Board,	£24 per annum.
Second do.	30 „
Third do.	50 „
Fourth do.	80 „
Fifth do.	100 „
Sixth do.	200 „
Seventh do.	300 „

9. The first and second, or two lowest rates of board, in the case of *Pauper* Patients, include clothing, which is furnished, free of additional charge, by the Asylum. At higher rates, Patients may be provided with clothing, either by their relatives or guardians, or by the Asylum, at a separate or additional charge.

10. Patients at the first and second, or lowest rates of board, who are provided with clothing by the Asylum, shall be entitled to take with them on removal only such articles of clothing and other effects as were brought with them to the Institution. The clothing and effects of Patients who die in the Institution shall become the property of the Asylum, unless claimed within two months after the decease.

11. Near relations or guardians are permitted, under certain restrictions, to visit Patients; but no visitor shall bring into, or carry out of, the House any article to, for, or from, Patients, without the express permission of the Medical Superintendent.

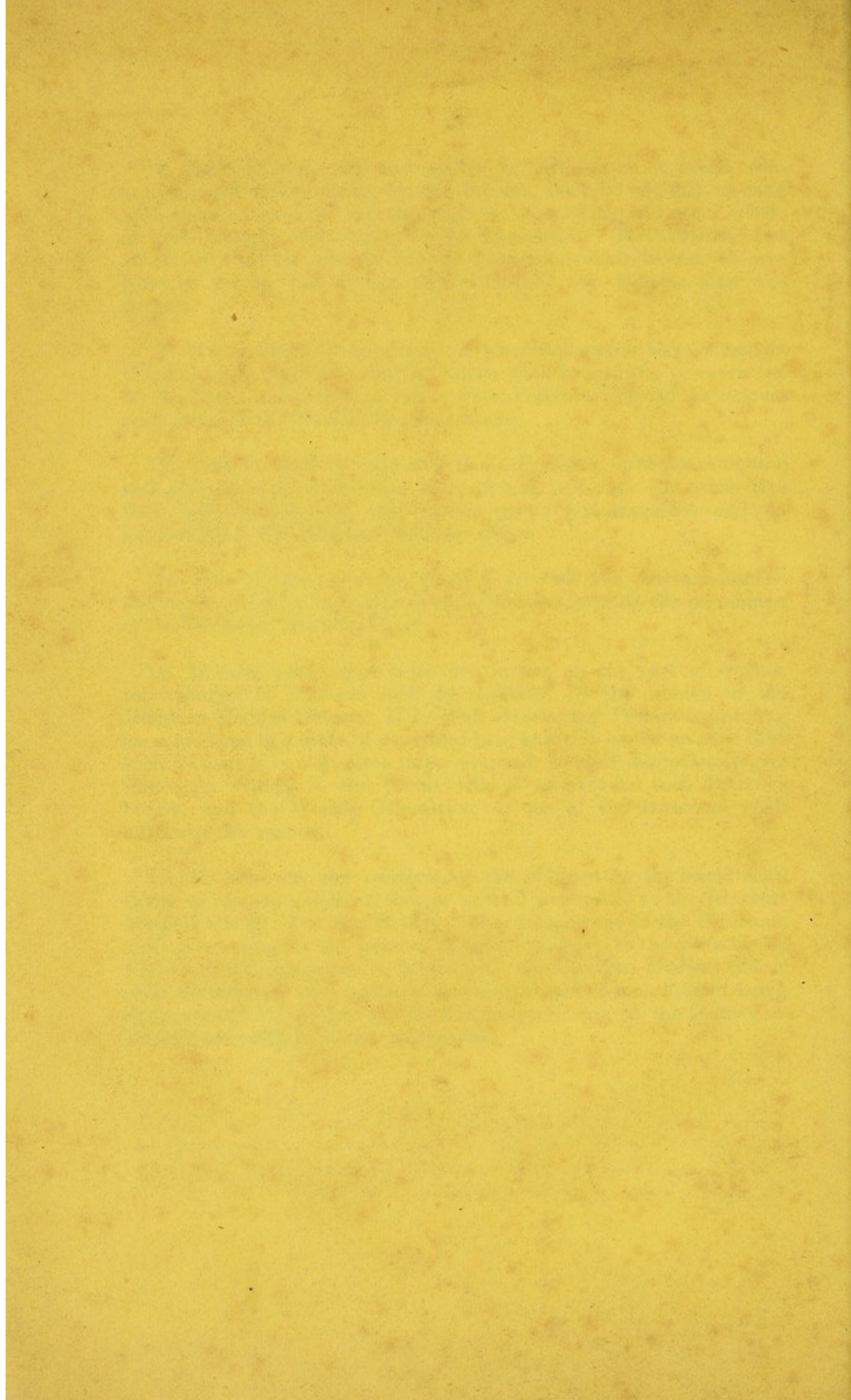
12. Visitors shall be admitted to see Patients, or to see the house and grounds, only on Fridays from 10 A.M. to 4 P.M. On other days they shall be admitted only under special circumstances, and on application to the Resident Medical Officer.

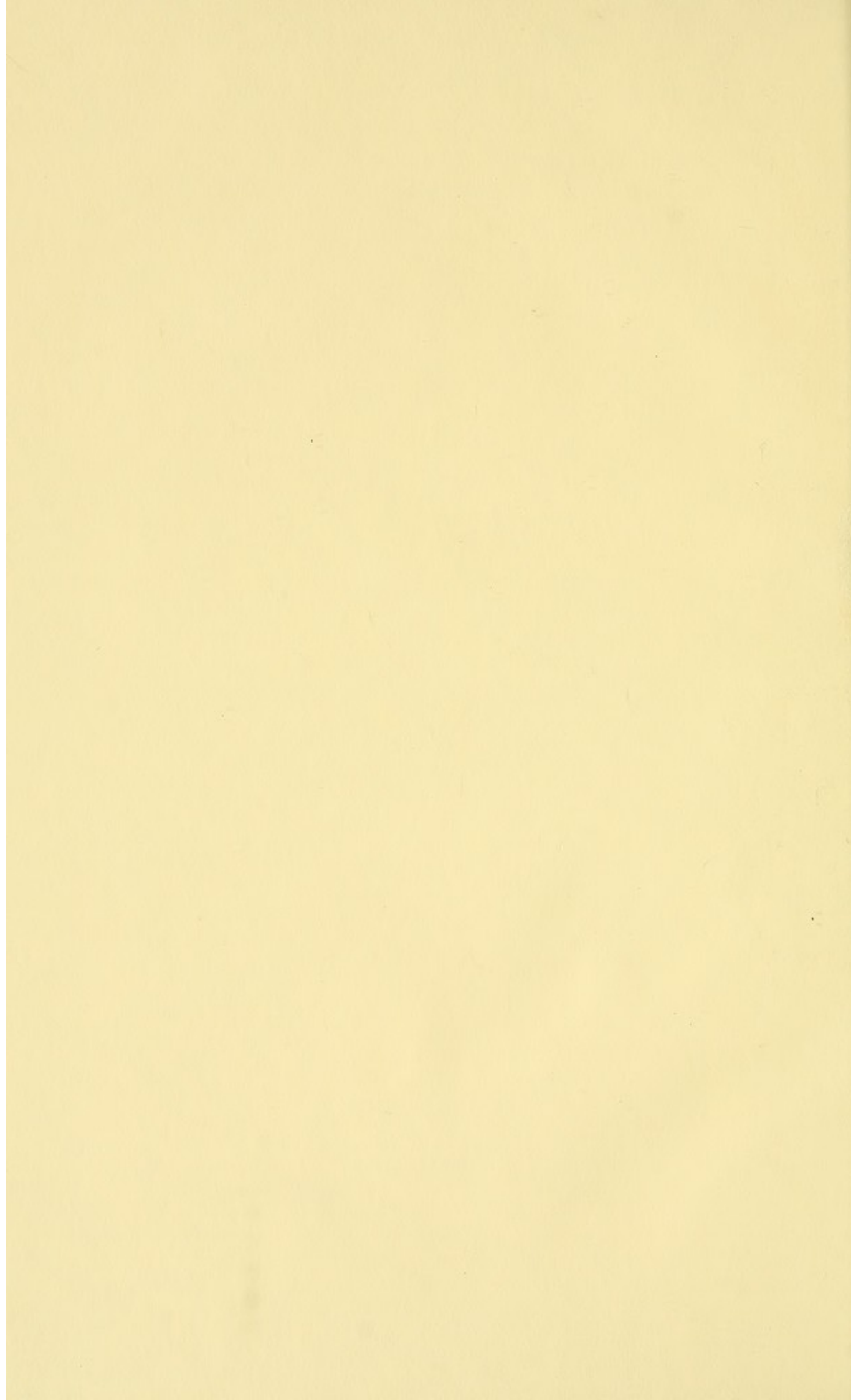
13. No stranger shall be allowed to visit the Asylum, unless accompanied by, or by authority of, a Director, or with the permission of the Resident Medical Officer.

14. In cases where there is no interference on the part of friends, the removal of Patients shall be regulated by the opinion of the Resident Medical Officer. If he shall observe any Patient continuing for some time in a state of convalescence, and if it be his opinion that such Patient is in a fit state to be removed, he shall immediately give notice in writing to the person who is security for such Patient's board; and the Weekly Committee, or one of the Directors, shall authorize the removal.

15. If, however, the relatives or the obligant for the board shall desire to remove a Patient, they or he shall give notice to the Resident Medical Officer; and the Weekly Committee, or one of the Directors, shall give orders for the removal of such Patient. In the event of the Patient being dangerous to be at large, the Resident Medical Officer shall immediately give notice of the removal, and of such Patient being dangerous to the lieges, to the Procurator-Fiscal of the County or District to which he or she is removed.







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