

Regulations of Glasgow Royal Asylum

Publication/Creation

1899

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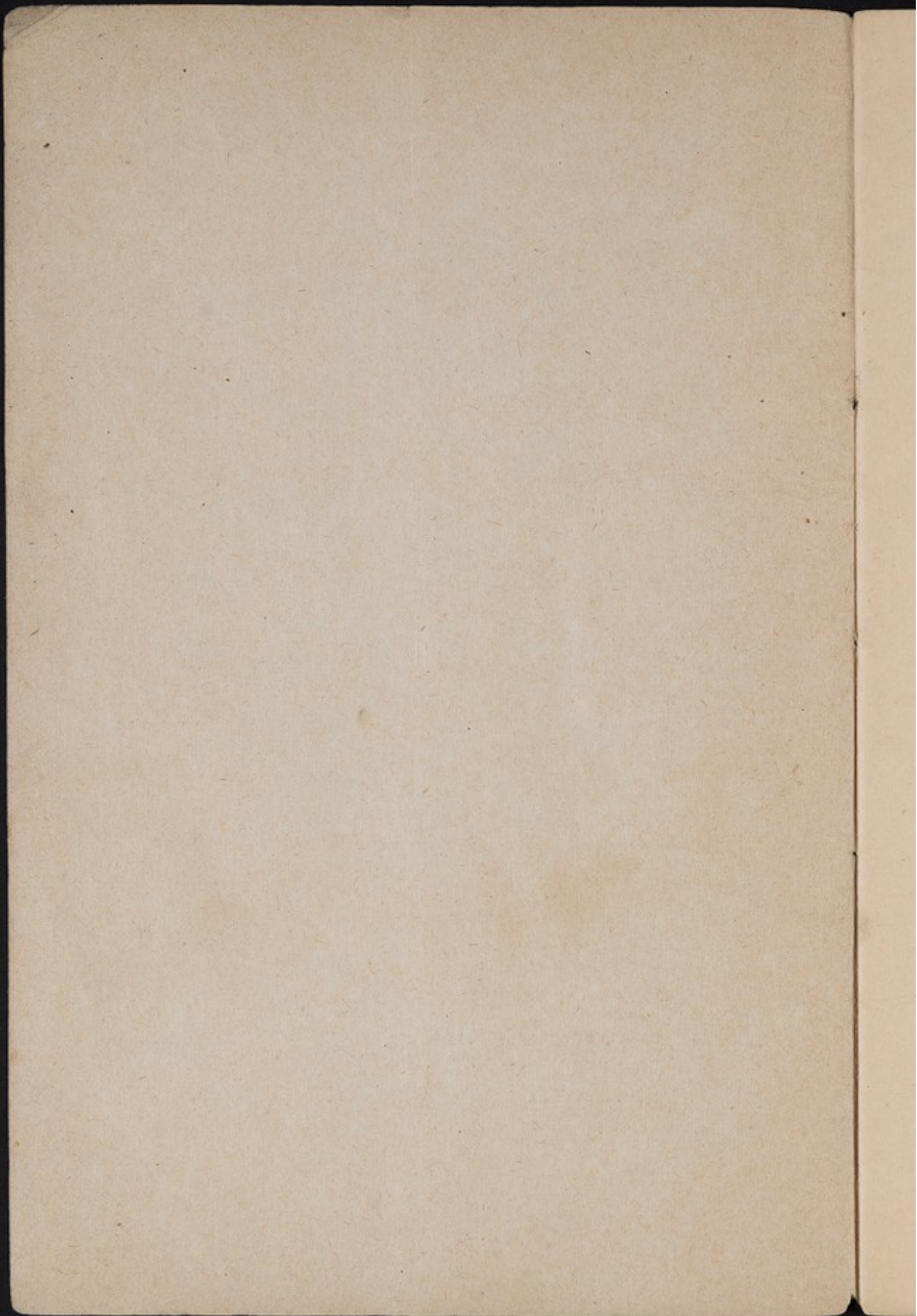
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REGULATIONS

OF THE

Glasgow Royal Asylum,

GARTNAVEL.



REGULATIONS

OF THE

Glasgow Royal Asylum for Lunatics.

*Approved of by the Directors, and Confirmed by the Contributors, at their
Annual General Meeting on the 10th of January, 1899.*

GLASGOW:
PRINTED BY JAMES C. ERSKINE & SONS, 140 HOPE STREET,
1899.

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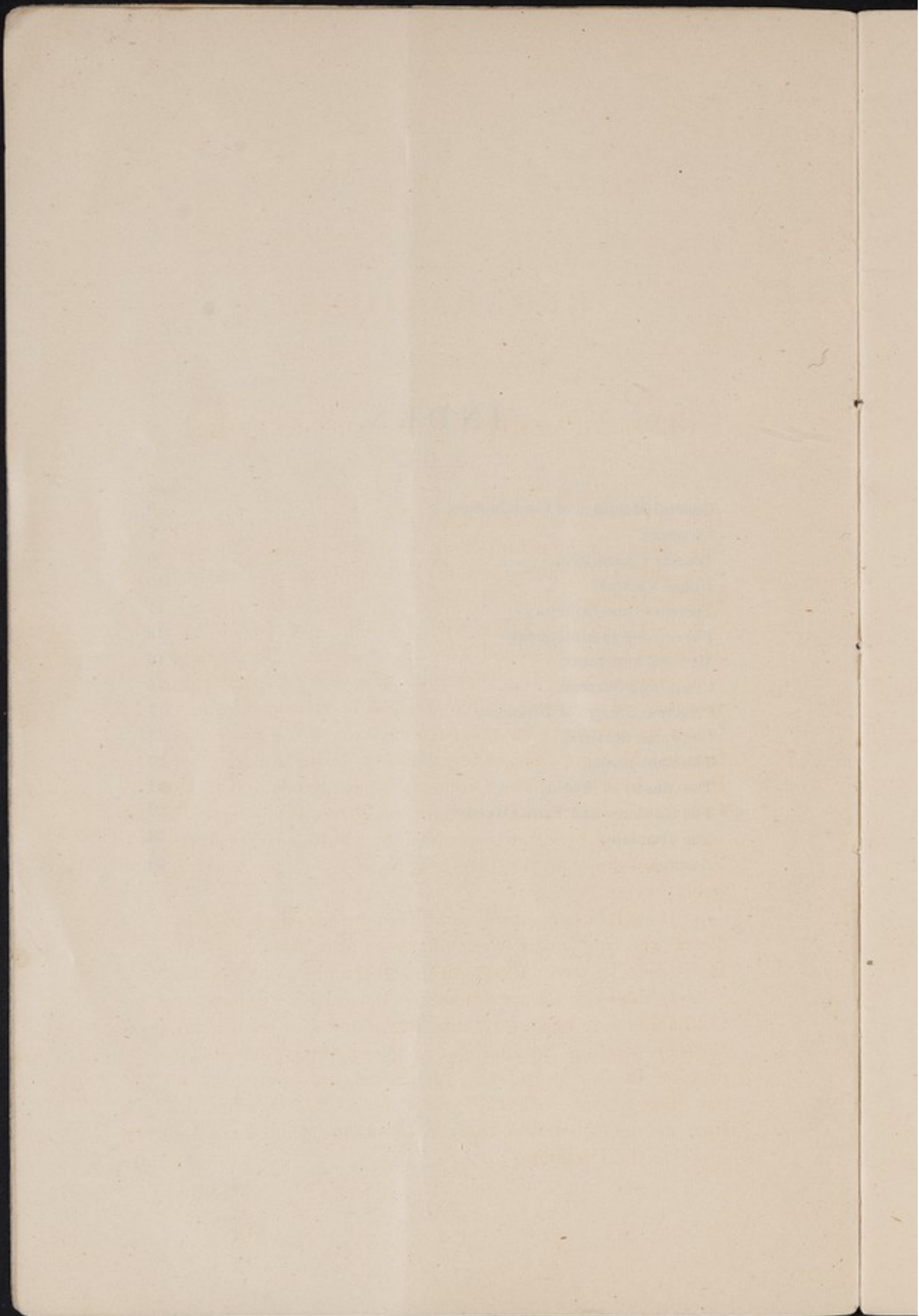
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REGULATIONS.

GENERAL MEETINGS OF CONTRIBUTORS.

1. The General Meetings of Contributors shall consist of Donors to the extent of at least Five Guineas, or of Annual Subscribers to the extent of at least One Guinea, who shall have paid their Donations or Subscriptions at least Six Months previous to the Meeting which they attend.

2. A General Meeting shall be held annually, on the Thursday after the second Tuesday of January, for the purpose of considering the Directors' Report for the preceding year, and of choosing by ballot eight of their own number to act as Directors for the current year; but a *pro re nata* General Meeting may at any time be called by the Lord Provost, by three of the Directors, or by six of the qualified Contributors; intimation of the time, place, and purpose of such meeting being always given, by public advertisement, in two or more of the Glasgow Newspapers, at least one week previously.

3. It shall be competent for all General Meetings to revise, direct, and control the whole affairs and management of the Institution, in accordance with the Charter and Regulations.

4. It shall also be competent to General Meetings of the Contributors to make such new Regulations, or such alterations on existing Regulations, as may appear calculated to promote the welfare of the Institution, provided these are not inconsistent with the provisions of the Charter, and that one month's notice thereof, in writing, shall have been given to the Directors.

5. The Lord Provost of Glasgow shall preside at these Meetings, and, in his absence, a Chairman shall be elected. All matters of debate shall be determined by a majority; and in case of an equality, the Chairman shall be entitled to a casting vote, in addition to his vote as a Member of the Meeting.

6. If, at any future period, the persons qualified according to the first Regulation shall be reduced below twelve in number, all General Meetings shall thenceforward cease.

DIRECTORS.

1. The ordinary administration of the affairs of the Institution shall be vested in Twenty-three Directors, who shall be constituted as follows:—Five *ex officio*s,—viz., the Lord Provost of Glasgow, the Chief Magistrate of Paisley, the Professors of Anatomy and of Medicine in the College of Glasgow, and the Physician to the Asylum for the time being; Ten to be returned by Public Bodies of the City,—viz., two by the Town Council, two by the Merchants' House, two by the Trades' House, two by the General Session, and two by the Faculty of Physicians and Surgeons; and Eight to be elected by the Annual General Meeting of Contributors. In the event of General Meetings of Contributors ceasing to be held (Chap. I., Regulation 6), the Eight Directors appointed to be elected by that body shall be replaced by Ten, chosen as follows:—viz., two by the Town Council, two by the Merchants' House, two by the Trades' House, two by the General Session, and two by the Faculty of Physicians and Surgeons, none of whom shall be members of the public body by which they may be so elected.

2. The Directors shall be convened within five days after the Annual General Meeting, for the purpose of electing by ballot the following Office-bearers for the year:—viz., a Weekly Committee, House Visitors, and such Special Committees of Management as may be deemed expedient; a Physician Superintendent, Surgeon, Matrons, Chaplain, Treasurer and Secretary, Auditor, and such other Office-bearers as may be required.

3. The Directors shall have the power of making such Rules for regulating the conduct of the Officers and Servants, and of making, from time to time, such alterations of, or additions to, the Rules for this purpose already in force,

as may appear to them calculated to promote the welfare of the Institution, provided that these Rules shall not be inconsistent with the Charter and Regulations; but no new Rules, nor alterations of or additions to those already in force, shall be adopted, till they have been submitted to the consideration of the Directors for one month at least, have been thereafter approved of by two-thirds of a Meeting of Directors, called for the express purpose of deciding on them, and have been subsequently confirmed by a General Meeting of Contributors.

4. The Directors shall meet once every quarter, on the second Tuesday of April, July, October, and January, for the despatch of ordinary business; but a *pro re nata* Meeting of Directors may at any time be called by the Lord Provost, by the Weekly Committee, or by any three of the Directors. For this purpose a requisition shall be addressed to the Secretary, who shall be bound to comply with it, and to give due intimation of such Meetings, by printed or written notices left, on the day preceding, at the house or place of business of each Director, specifying the time, place, and object of such Meeting.

5. At the Meetings of the Directors five shall constitute a quorum; the Chairman shall be appointed, and the procedure shall be conducted in the same manner as at General Meetings.

WEEKLY COMMITTEE.

1. The supervision of the Management of the Institution shall be vested in a Committee consisting of six Directors, to be chosen annually by the Directors out of their own body.

2. They shall meet once a-week in Glasgow, or at the Asylum, on such day and at such hour as may be agreed on. A *pro re nata* Meeting may at any time be called by any one Member, or by the Physician Superintendent, on a requisition addressed to the Secretary.

3. They shall receive reports as to the various departments of the Institution, fix the rates of board to be paid for patients, accept contracts for supplies, pass accounts for payment, authorize and alter investments, and deal with all other matters that may arise.

4. At the Meetings of the Weekly Committee one Member shall suffice for the transaction of the ordinary business. The acceptance of important contracts, authorizing and altering investments, incurring any large or unusual expenditure, shall be deemed extraordinary business; and for such three shall be a quorum.

HOUSE VISITORS.

1. The Asylum shall be visited once a-week by a Director, or by a Visitor appointed from among the Contributors. The number of Visitors shall not exceed thirteen.

2. Each Visitor shall be notified by the Secretary when his week comes round. If unable to attend, he should inform the Secretary, in order that another Visitor may supply his place.

3. During his visit he shall be attended by a Medical Assistant and the Principal Officer of the Division.

4. In a book kept for the purpose, the Visitors shall mark the date of the visit, the condition in which they find the House, and anything that occurs to them as requiring change or improvement. These reports shall be regularly laid before the Weekly Committee.

5. The Visitors are expected to come alone, and to repeat nothing out of the Asylum.

TREASURER AND SECRETARY.

1. The Treasurer, who shall also act as Secretary, shall, at his appointment, find satisfactory security for his intrusions, to such extent as the Directors shall consider reasonable.

2. He shall, once a-quarter, collect all sums due for the board and other expenses of the Patients; he shall from time to time receive all subscriptions, donations, and legacies; and, in general, all sums of money to which the Institution shall be entitled.

3. He shall, once a-quarter, discharge all demands against the Asylum, except such claims for petty household expenses as it may be found more convenient for the Steward to settle as they occur, from funds to be supplied to him by the Treasurer, under the sanction of the Weekly Committee.

4. He shall regularly deposit the moneys received with such Banks as the Directors shall appoint, in his name as Treasurer. For withdrawal of money from Bank the signature of the Treasurer and one member of the Weekly Committee shall be necessary.

5. He shall keep such Books of Accounts as shall be necessary for exhibiting to the Directors, at all times, the state of his transactions, and of the affairs of the Asylum in general. In particular, he shall keep the following Books:—

A "Register of the Patients," shewing the dates of their admission, their names, their former residences, their rates of board, the dates to which board has been paid, and the dates of dismissal or death.

A "Cash-Book," in which the whole sums received and paid shall be regularly entered.

A "Ledger," in which the various receipts and disbursements shall be entered to their respective accounts.

A "Letter-Book," containing copies of all letters of any importance written by him on the business of the Asylum.

6. He shall attend all the Meetings of the Directors, the General Meetings of the Contributors, the Meetings of the Weekly Committee, and of such other Committees as may be appointed from time to time, and shall write their Minutes, and otherwise attend to their instructions. These Minutes he shall afterwards enter in two separate Books, the one of which shall be kept exclusively for the proceedings of the Weekly Committee, and the other for those of the Contributors and Directors.

7. He shall, by written or printed notices, give due intimation to the Directors and their Committees of the time, place, and purpose of all Meetings to be attended by them; and shall, in like manner, warn the House Visitors in their order.

8. He shall conduct the whole correspondence connected with his department of the Institution, and shall give the necessary information and directions to those applying for the admission of Patients. He shall carefully preserve the vouchers, letters, and other documents relating to the affairs of the Asylum.

9. He shall, at the close of each year, have his Accounts made up, and prepare a distinct state of his whole receipts and disbursements during the year, which, with a Report by the Auditor thereon, shall be submitted to the Directors, and to the Qualified Contributors at their Annual Meeting.

PHYSICIAN SUPERINTENDENT.

1. The Physician Superintendent shall, as Chief Officer of the Asylum, regulate and control the whole Establishment, in conformity with the Regulations, and with such instructions as he may from time to time receive from the Directors, or Weekly Committee.

2. He shall be responsible for all that concerns the reception and discharge of Patients, and for their proper care and treatment in every respect, while resident in the Institution.

3. He shall visit all the Divisions of the Asylum every day, in addition to special visits to serious and urgent cases.

4. He shall immediately and carefully investigate every case of improper conduct, or neglect and ill-treatment of Patients, which may be brought under his notice in any way, and take what action may be necessary.

5. He shall arrange, when desired, for interviews with the friends of Patients, or for consultation with their ordinary Medical Attendant.

6. He shall have supervision over the whole Staff; and no attendant, nurse, or servant of any kind shall be engaged or dismissed without his sanction.

7. He shall see that all the requirements of the Statutes concerning the insane in Asylums, and the instructions of the Board of Lunacy, are duly carried out.

8. He shall keep or cause to be kept the Records and Case-Books, and shall be the custodier of these, and of all writings connected with Patients and their cases; and he shall conduct all the correspondence connected with his department. All letters or parcels addressed to or proceeding from Patients, shall be disposed of by him.

9. He shall be allowed such Medical Assistants and Clerks, to be proposed by himself, as may from time to time

be deemed necessary by the Weekly Committee, who shall fix their emoluments, and sanction their engagements.

10. He shall attend all meetings of the Directors and of the Weekly Committee, as well as those of such other Committees as he may be required to attend, by a note sent him by the Secretary.

11. He shall weekly prepare a Return of the Admissions and Dismissals of Patients for the Weekly Committee, and shall report any special or unusual occurrences which may have taken place since their last meeting.

12. He shall prepare quarterly Reports on the state of the Institution, to be laid before the Directors at their quarterly meetings. He shall, at the close of each year, prepare a general Report on the state and affairs of the Institution, to be submitted to the Directors, and thereafter to the Qualified Contributors, and also a Medical Report as to the care and treatment of the Patients under his charge.

13. He shall be allowed Consultation Practice in cases of Mental Disorder, provided this does not interfere with the due performance of his official duty.

MEDICAL ASSISTANTS.

1. They shall be appointed by the Weekly Committee on the nomination of the Physician Superintendent, shall act under his instructions, and shall devote their whole time and attention to the duties of their office.

2. They shall, without delay, carefully examine every new Patient admitted to their respective departments, and report the mental and physical condition in the Case-Book, and to the Board of Lunacy as required by law.

3. They shall, morning and evening, visit all the Patients at such hours as may be appointed by the Physician Superintendent, shall daily consult with him after the morning visit, and shall from time to time report in the Case-Books the condition, treatment, and progress of the individual Patients. They shall frequently visit the serious or urgent cases in addition to their regular visits. On observing any sudden change for the worse in the state of a Patient, they shall forthwith report the same to the Physician Superintendent.

4. They shall endeavour, to the utmost of their power, to encourage occupation, to provide amusement, and to promote the mental improvement, contentment, and happiness of the Patients.

5. They shall instruct the attendants and nurses, both in the wards and by means of lectures, so that they may be enabled to discharge their daily duties more intelligently and efficiently.

6. They shall attend the House Visitors at their official visits to their respective Divisions, and shall be accessible to friends visiting Patients.

7. They shall, in addition to their purely Medical work, give careful attention to the condition of the Wards, the

clothing, bedding, and food of the Patients, and the conduct of the Staff, reporting anything defective or improper to the Physician Superintendent.

8. They shall not be absent from the Asylum without the knowledge and sanction of the Physician Superintendent.

9. One of the Medical Assistants shall be appointed by the Physician Superintendent to have charge of the Laboratory and instruments. He shall be careful that there is at all times a proper supply of medicines, that the instruments are in good order, and shall report any requirements to the Physician Superintendent.

CONSULTING SURGEON.

He shall attend the Asylum whenever his advice may be desired by the Physician Superintendent. His remuneration shall be determined by the Weekly Committee.

He shall perform any serious operation which may be found necessary, unless the relatives of the Patient prefer to employ some other Surgeon.

PRINCIPAL OFFICERS OF DIVISIONS.

1. The Matrons and Head Attendants shall be the Principal Officers of their respective Divisions, and shall have charge of, and be responsible for, the Wards, Patients, and Staff under them. Each Matron shall have charge of a Kitchen, and the Matron in the East House shall have also charge of the Laundry.

2. They shall be appointed by the Weekly Committee on the recommendation of the Physician Superintendent; and they shall be directly responsible to him and to the Committee.

3. They shall devote their whole time to their duties, and shall frequently visit the Wards, in addition to accompanying the Medical Officers or House Visitors on their visits. They shall especially make careful visits in the early morning, at meal hours, and at night after the Patients are in bed.

4. They shall be responsible for the kind and efficient care of the Patients by those immediately in charge of them, for the suitableness and sufficiency of clothing and bedding, and for the perfect cleanliness and wholesomeness of the Wards.

5. They shall carefully carry out all instructions of the Medical Officers as to the individual Patients, and shall report forthwith any sudden illness, or any serious breach of discipline or neglect of duty to the Medical Officers.

6. They shall instruct the Nurses and Attendants in their duties; they shall see that these duties are performed with patience, kindness, and care; and shall, with their Assistants, do their utmost, by means of occupation and amusement and personal influence, to further the recovery, contentment, and happiness of the Patients.

7. They shall each keep an exact Inventory of the clothing of every Patient, and likewise of all the property contained in the Wards under their care. These Inventories shall be carefully revised every three months, and shall be always accurate and available.

8. They shall not be absent from the Asylum without the knowledge and sanction of the Physician Superintendent.

CLERK AND STEWARD.

1. He shall be appointed by the Weekly Committee, and shall take his instructions from them and from the Physician Superintendent.

2. As *Clerk*, he shall keep the Statutory Books, and prepare all Statutory Notices and Reports. He shall keep all the books required to give a full and exact view of all the transactions between his department and outside parties, as well as of the expenses incurred for individual Patients.

As *Steward*, he shall have charge of the Dry Goods Store, and of the Tailor's, Shoemaker's, and Upholsterer's Workshops, and shall have a general superintendence of all matters connected with household furnishings and expenditure in his department.

3. He shall submit to the Weekly Committee lists of the provisions required, and of all articles for the House, or for individual Patients, requisitioned by the weekly orders signed by the Physician Superintendent. When these lists have been approved by the Weekly Committee, he shall issue the necessary orders for purchase as instructed, and shall send the invoices for provisions, after checking them, to the Storekeeper, who, when he finds the quantity and quality of the goods satisfactory, shall initial the invoices and return them to the Steward, that they may be duly filed and entered in the ledger under their respective heads.

4. He shall, at the end of each Quarter, prepare the Quarterly Accounts and Invoices for the Treasurer, together with all petty cash vouchers, initialed by the Physician Superintendent; and he shall submit a summary of these accounts to the Weekly Committee.

5. He shall not have power to order any articles exceeding £2 in value, nor to make any payment exceeding that amount, without the express sanction of the Physician

Superintendent; and he shall submit to each Meeting of the Weekly Committee his Cash Book, with full details as to receipts and expenditure.

6. He shall also submit once a-month the "Wages Roll," with full details as to the wages of all the Staff, excepting those who are paid weekly through the Cash Book, that the same may be certified for payment.

7. He shall exercise supervision over any Patients who may be employed in his department while so employed, and shall report to the Physician Superintendent anything irregular or improper.

8. He is prohibited from receiving perquisites of any kind, directly or indirectly, from persons who supply the Institution.

THE STOREKEEPER.

1. He shall be appointed by the Weekly Committee, and shall take his instructions from them and from the Physician Superintendent.

2. He shall have charge of the Provision Stores, and be responsible for their good order and efficient working.

3. He shall receive all the supplies, shall carefully check their quantity and quality, and shall report any defect to the Steward and to the Physician Superintendent.

4. He shall issue all the supplies to the House according to lists or orders received, and at the hours named.

5. He shall enter all goods received and issued in his "Store Book;" and shall, every three months, take stock of the goods in Store, and balance the "Store Book," reporting any deficiency.

6. He shall exercise supervision over any Patients who may be assisting in the Stores while they are so employed, and shall report to the Physician Superintendent anything irregular or improper.

7. He is prohibited from receiving perquisites of any kind, directly or indirectly, from persons who supply the Institution.

THE MASTER OF WORKS.

1. He shall be appointed by the Weekly Committee, and shall take his instructions from them and from the Physician Superintendent.

2. He shall have charge of all the buildings, and of maintaining them in good order and thorough repair. He shall have charge of all the workshops and of the artisans or labourers employed in his department, who shall be engaged or dismissed by him, with the previous sanction of the Physician Superintendent. He shall have charge of the Water Supply, Heating, Lighting, Drainage, Steam Boilers, Engines, and Machinery, and shall see that all are maintained in thorough efficiency. He shall supervise all repairs, additions, or improvements, and shall carefully inspect all work that may be done by contract.

3. He shall submit to the Weekly Committee a daily record of the work done, a weekly summary thereof, and a quarterly summary of all expenditure, with the vouchers therefor. He shall also submit to the Weekly Committee lists of all articles required for his department, shall purchase the same when and as instructed, shall receive and check them when supplied, and shall issue them to the several workshops as ordered or required.

4. He shall keep an Inventory of all the material and tools under his charge belonging to the Institution, and shall take stock every six months, reporting any deficiency.

5. He shall exercise a general supervision over the Patients employed with the artisans, and shall report to the Physician Superintendent anything irregular or improper.

6. He is prohibited from receiving perquisites of any kind, directly or indirectly, from persons who supply the Institution.

THE GARDENER AND FARM OVERSEER.

1. He shall be appointed by the Weekly Committee, and shall take his instructions from them and from the Physician Superintendent.

2. He shall have charge of the Garden, Farm, Stables, Piggeries, Offices, and Grounds, and shall be responsible for their condition. He shall have the direction of all the servants or labourers employed in his department, who shall be engaged or dismissed by him, with the previous sanction of the Physician Superintendent.

3. He shall have the direction of the work of the Patients and attendants employed at outside work, taking his instructions as to their work from the Physician Superintendent.

4. He shall take care that the Institution be regularly supplied with Vegetables and other Garden Produce according to the season.

5. He shall prepare lists of such Seeds, Plants, and Implements as may be required, and shall purchase these when and as instructed.

6. He shall submit to the Weekly Committee a daily record of the work done in his department, a weekly summary thereof, and a quarterly list of all expenditure, with the vouchers therefor.

7. He shall keep an inventory of all the material and implements under his charge, and take stock thereof every six months, reporting any deficiency.

8. He shall exercise a general supervision over the Patients employed in his department, and shall report to the Physician Superintendent anything irregular or improper.

9. He is prohibited from receiving perquisites of any kind, directly or indirectly, from persons who supply the Institution.

THE CHAPLAIN.

He shall conduct two Services on Sundays, and Prayers on all other mornings after breakfast in the Dining Hall.

He shall conduct two short Services weekly in the two Infirmary Wards, and two weekly Services in the West House.

He shall visit individual Patients, and shall conduct service at funerals, when requested.

AUDITOR.

He shall periodically examine and check the Accounts of the Treasurer's Intromissions, see that the Revenue of the Institution is properly accounted for, verify the Register of Patients with the Weekly Returns from the Asylum, examine the Securities of the Investments, and certify the Abstract of Accounts submitted annually to the Qualified Contributors.

THE HISTORY

The history of the world is a long and varied one, and it is not possible to give a full account of it in a few pages. The world has been inhabited by many different peoples, and each has left its own mark upon the world. The history of the world is the history of the human race, and it is a story of progress and achievement.

CHAPTER I

The world was first inhabited by man, and he has since then been the dominant species on the planet. Man has been able to overcome the challenges of his environment and to create a civilization that has spread across the globe. The history of the world is a story of the human race's journey from a primitive state to a modern one.

