

The Rules and Regulations for the Government of the Retreat

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1842



THE RULES AND REGULATIONS

FOR THE GOVERNMENT OF

THE RETREAT.

Introduction.

At a Meeting of Friends, held in the year 1793, it was determined to form an Establishment for the purpose "of providing a retired habitation, with necessary advice and attendance, for the Members of the Society of Friends, and others in profession with it, who may be in a state of lunacy, or so deranged in mind, not idiots, as to require such a provision." And it was agreed, that the Institution should be established and supported by Annuities, Donations, and Annual Subscriptions, so long as such aids should be found needful; and that the Government should be vested wholly in the Members of the Society of Friends.

The House was opened for the reception of Patients in the year 1796.

CHAPTER I.

PERSONS ADMISSIBLE AND THE TERMS.

The Objects of the Institution are, all persons in a state of mental derangement, unless *merely* idiotic or superannuated, who who are in membership or profession with the Society of Friends; but if the number of applicants from these classes be greater than can be accommodated, the members of Society shall be considered as having a preference. In extraordinary cases the Committee may exercise its discretion as to the application of the latter part of this rule.

The terms to be paid by the patients, are to be regulated by their pecuniary circumstances; so as to afford suitable accommo-

dation to all classes, and to make the means of the more affluent, contribute to the support of the poor.

When there is room in the distinct apartments appropriated to the Higher Classes of Patients, persons who are not connected with the Society of Friends by membership or profession, may be admitted into them; care being taken not to interfere with the prior claims of those who were the original objects of the Institution.

CHAPTER II.

RULES RESPECTING CONTRIBUTIONS.

In addition to the payments of the patients, gratuitous contributions, subscriptions for annuities and legacies, shall be received in aid of the Funds; and Contributors, Annuitants, and Executors, shall be entitled to the privileges described in the following Rules:—

1st. A Contribution of one hundred pounds from any Quarterly or other Meeting, in its collective capacity, a Donation of twenty-five pounds from any Friend, a Subscription of fifty pounds for an Annuity, or the payment of a bequest of not less than one hundred pounds by any Executor, shall entitle such Meeting, Donor, Annuitant, or Executor, respectively to the privilege of nominating one poor Patient at a time, on the lowest terms of admission.

2nd. In consideration of the smallness of a Quarterly Meeting, or of its members not being in an eligible situation to

contribute one hundred pounds, the General Meeting of Subscribers shall have power, on application, to extend the privilege of the first Rule to such Meeting, on contributing a smaller sum, at the discretion of the said General Meeting.

3rd. The privilege of Meetings or persons, to recommend poor Patients on the lowest terms of admission, according to the first and second Rules of this Chapter, shall not be taken away or diminished, notwithstanding any general powers which are, or may be invested in the future Directors.

4th. As it is necessary to ascertain the rights of each Meeting to recommend poor Patients, Donors of twenty-five pounds and upwards, are desired to explain, whether they wish to enjoy the privilege, during life, of recommending poor Patients, or that their Donations should be considered as the Subscriptions of their Quarterly Meetings: and it is agreed, that all Donations of individuals not claiming such right of recommendation, shall be considered as the Subscriptions of their respective Quarterly Meetings, whether reported to such Meetings or not; and every Quarterly Meeting shall enjoy the privilege of recommending poor Patients, in proportion to the Subscriptions of their respective members, on which no separate privilege is claimed.

5th. The name, when sent up, of every Annuitant, Donor, Subscriber, or Executor, shall be recorded in a book kept for that purpose; and every Annuitant, Donor of not less than two guineas, and Subscriber of sums at any time amounting to two guineas, or Executor paying a bequest of not less than one hundred pounds, being and continuing a member of our Society, shall be a member of the meetings which are to be held for the government and superintendence of the Institution.

6th. For the satisfaction of Subscribers on life annuities, and

those who have lent, or may hereafter lend, any money to this Institution, this Meeting declares that the whole real and personal property thereunto belonging, acquired, and to be acquired, shall stand and continue a security to the said life Annuitants, for the annual payment of their interest, and to the Lenders aforesaid, for the regular payment of principal and interest.

CHAPTER III.

THE RULES ON GOVERNMENT.

1st. The General Meeting in the year 1800, according to the original plan of the Institution, made provision for a perpetual succession of Directors. Forty Subscribers, members of our Society, were then nominated and appointed, together with any other Donors, Subscribers, or Executors, qualified according to the fifth Rule of Chapter II. and Agents who may be appointed by any qualified Meeting, and may from time to time choose to attend, are to be the General Meeting, and continue the Directors of the Institution, in whom the government of it is perpetually to vest and remain. The said forty Directors, with any other qualified Donors or Subscribers, are to meet quarterly for the transaction of business referred to them in the following Rules. The members of the Committee of Management, for the time being, shall be members of the General and Quarterly Meetings, by virtue of that appointment.

Eight of the forty Directors shall be present at each Quarterly Meeting, and ten of the said forty at each General Meeting.

2nd. At the expiration of each year, the first named eight on the list, of the said forty, are to cease to be Directors; and eight

other members of our Society are to be appointed by the General Meeting in their places; with an addition for such as may be deceased or disowned; and the whole may be chosen from the number of Annuitants, Donors, Subscribers, and Executors, or others, as shall, in process of time, be judged most convenient and best. The Directors so chosen shall have a right to attend the meetings of the Committee.

3rd. A General Meeting shall be held in the latter end of the 6th month, or the beginning of the 7th month of every year, unless some other time should hereafter be found more convenient; and the Friends who may compose it shall, from time to time, have a general state of the family, and accounts of the Institution laid before them; and except the *third* and *sixth* Rules of Chapter II. which relate to securities to Annuitants, to Lenders of money, and to privileged Meetings and Subscribers, shall have power to alter or make Rules, and give such directions, as they may think best adapted to promote the designs of the Institution. They may also confirm, alter, or abrogate, the Orders and Regulations of the Quarterly Meetings; and shall annually appoint Seven Friends, who with the Treasurer shall be a Committee for the management of the Undertaking. No Person receiving any salary from the Institution, shall be entitled to attend any of the Meetings for its management.

4th. During each Quarterly Meeting of Friends for Yorkshire, or after the conclusion of it, a Meeting is to be held to receive a report of the Committee's accounts, read over all their minutes, make such alterations in the weekly payments of any of the Patients as, on representation, may be deemed needful, and give the Committee such advice and directions as they may think proper, consistently with the general Rules and Orders that may have been established; which Meetings shall be the General or Quarterly Meetings respectively.

5th. At each Meeting, to be held as aforesaid, two Friends shall be appointed as Visitors to the Institution, for each month in the succeeding Quarter; who are authorized to inspect every part of the House, at such times, and as often as they may think proper. They are expected to enter in a Book, to be kept for that purpose, the time of their attendance, and such remarks as may appear to them necessary or desirable. The minutes of the Visitors to be read at the Meetings of the Committee, and at the General and Quarterly Meetings.

6th. The appointment of the Treasurer, Physician, Surgeon, Superintendent, Matron, and Secretary and Steward, shall be vested in the General or Quarterly Meetings.

7th. If at any future period, by means of some unforeseen or unexpected events, it should appear to the General Meeting, that the original purpose of the Undertaking cannot be accomplished or pursued, the said General Meeting shall give due notice in writing to all the Directors, and also in every Quarterly or other Meeting of our Society, which, according to the Rules may be interested therein, that the disposal of the Property of the Institution is to be taken under consideration at a Meeting, the time and place of which shall be specified. At such Meeting two Agents or Representatives appointed by any of the said Meetings, shall be admitted as members of the General Meeting; and in case two-thirds of the meeting so convened shall agree thereto, they may sell and dispose of the whole Estate and Property of the Institution, or of any part thereof; and after discharging all claims upon it, may appropriate the net produce thereof, to such just, equitable, or charitable uses, as they, on serious and deliberate consideration, shall judge best.

POWERS OF THE COMMITTEE.

The Committee shall have the general inspection, control, and management of the Institution. It is to meet once a month, or oftener if necessary—receive reports of the state of the patients through the Medical Superintendent—admit and discharge patients, and fix the weekly terms—engage or dismiss servants—examine and pass bills previous to payment—audit the Treasurer's and Secretary's accounts—and cause a clear statement of the funds of the Institution to be annually prepared, and laid before the General Meeting.

It shall keep minutes of all its proceedings, for the perusal of the General and Quarterly Meetings. The Committee is to appoint three female visitors, one of whom is to be changed every month. The Committee shall have a discretion to decline the admission of Patients, though Members of our Society; but in such cases, the applicants, if dissatisfied, may, after having given fourteen days' previous notice, in writing, to the Treasurer, represent the case to a General or Quarterly meeting for its decision.

Officers.

Rules adopted at the General Meeting in 6th Month, 1842.

CHAPTER IV.

The Officers of the Institution are a Treasurer, Visiting Physician and Surgeon, Medical Superintendent, Secretary and Steward, and Matron.

TREASURER.

The Treasurer shall keep an account of all moneys received and paid on account of the Institution. He is authorized to give receipts for legacies and other payments. His Cash Book shall be laid before the Committee at their regular Meetings, and examined by them. He shall dispose of the balances in his hand, in such manner as the General or Quarterly Meeting shall direct.

VISITING PHYSICIAN.

The Physician shall visit the house and see the patients at least once in the week, and at any other time, when requested to do so by either of the other medical officers.

VISITING SURGEON.

The Non-Resident Surgeon shall visit the house and see the patients at least three times in each week, and at such other times, as he shall be requested to do so by either of the other medical officers.

MEDICAL SUPERINTENDENT.

1st. The Resident medical Officer is the Superintendent of the Establishment. As the master of the family, he is responsible for the state of the Institution, except in respect of such matters as are placed by the Rules under the care of any other officer.

2nd. The Superintendent shall visit the Wards and make himself acquainted with the State of the Patients at least once in each day. He shall attend to the preparation and administration of medicines.

3rd. He shall give the whole of his time to the duties of his

office, and shall not attend to or engage in any business or employment but that of the Institution.

4th. In his visits to the Women Patients, he shall, as far as practicable, be accompanied by the Matron; and he shall support her authority over the Nurses.

5th. In addition to the answers of the printed queries, usually sent with Patients, or before their admission, the Superintendent shall endeavour to obtain such further particulars relative to the history and circumstances of each case, as the friends of the Patients are able and willing to supply; such information to be entered on the books of cases belonging to the Institution; on which shall be recorded the history and treatment of each case, whilst under the care of the Establishment.

6th. On application being made to him for the admission of Patients, he shall submit the same to the Committee for their consideration and decision; he shall lay before the Committee at their monthly meetings all letters received by him relative to the admission or discharge of Patients, and also furnish the following particulars relative to them:—1. A list of the Patients in the House, with a brief notice of their state of mind. 2. The dates of all admissions, removals, escapes, and deaths of Patients, during the past month; and stating, in each of the latter cases, the cause of death, and the age of the Patient. 3. A report of the cases in which mechanical restraint has been resorted to. 4. A list of the number of Men Patients, who have been engaged in any kind of labour; distinguishing out-door from in-door employment.

7th. The Superintendent, in any urgent case, may suspend any of the Attendants or Nurses, but on such occasions he shall

take an early opportunity of consulting the Committee relative to the discharge of the suspended party.

8th. On the death of any Patient, he, or the Secretary on his behalf, shall, as early as may be, inform the Committee of the event, and confer with them as to the time of interment.

MEDICAL OFFICERS GENERALLY.

The Medical Officers shall confer upon and determine the treatment of each new case ; they shall visit the Patients conjointly as often as is practicable, and shall unitedly report to the Committee, in writing, when they consider any Patient fit to be discharged. A book shall be provided, in which the non-resident Medical Officers shall enter the date of their visits, with any observations which they may think proper to lay before the Committee.

SECRETARY AND HOUSE STEWARD.

1st. This officer shall keep the accounts of the Institution ; enter all minutes made at the Meetings of the Directors and of the Committee ; transmit the quarterly bills of Patients to their friends, and correspond with them from time to time respecting the regular payment of the accounts ; giving at such times any information relative to the Patients which the Superintendent may supply.

2nd. Under the general direction of the Committee, he shall assist the Superintendent in the general care of the Farm and Garden, and in overseeing all repairs and alterations which are in progress in any part of the Premises.

3rd. He is charged with the payment of Salaries, Wages, and other accounts, and with the purchase of articles required for the

use of the Institution, conferring with the Superintendent and Matron with regard to them. He shall keep inventories of the Clothing and other articles of property belonging to the men patients, and shall purchase new clothing for them when requested by the Superintendent to do so.

4th. At each Monthly Meeting of the Committee, he shall lay before them:—1. All letters received by him during the month relative to patients; 2. A list of the patients in the house, with a statement of the Terms of each, and a reference to such accounts as are not duly discharged; 3. An account of all receipts and payments since the previous Meeting of the Committee; 4. A list of all such articles of furniture which the Superintendent or himself may consider wanted; and also suggestions, if any, for repairs and alterations; 5. An account of the names and wages of the in-door and out-door servants.

5th. He shall give due notice of the Meetings of the Committee and the appointment of Visitors, to the parties respectively.

6th. In the absence of the Superintendent, the Secretary, under his instructions, shall have the care of the men patients and their attendants.

7th. He shall be responsible for the locking of all the out-doors at ten o'clock at night.

MATRON.

1st. The Matron shall be mistress of the family; the Housekeeper acting under her directions.

2nd. In concurrence with the Superintendent, she may choose and dismiss the House Servants, but not the Housekeeper; she



shall report the removal or appointment of any Servants to the Committee, which shall fix the wages.

3rd. She shall visit the apartments, and see all the Women Patients at least once in each day; she shall visit the Men's apartments at least once a week, and observe the state of the bed-rooms; she shall also visit the sick Men Patients, and attend to their personal comfort.

4th. Under the direction of the Superintendent, in regard to treatment, she will have the care of the Women Patients, and the oversight and direction of the Nurses.

5th. The providing of clothes for the Female Patients devolves upon her, and she shall keep an inventory of their wardrobe, in the same manner as the Steward is directed to do with respect to, the Male Patients.

ATTENDANTS AND SERVANTS.

1st. All the Servants, both Attendants and Domestics, shall have fixed salaries or wages, and shall not be permitted, without leave from the Superintendent, to make a perquisite of any kind to sell anything to the Patients, or receive money from them or their friends, or from visitors to the Institution.

2nd. The Attendants and Servants shall, in all respects, conform to the printed instructions which they will receive, and to the directions of the Officers in their respective departments.

CHAPTER V.

RULES FOR THE ADMISSION OF PATIENTS.

1st. The Terms for Board, Washing, Medical Advice and Medicines, and all other things necessary, except clothing, are, for every poor Patient, privileged agreeably to the first Rule of Chapter II. a sum not less than four shillings per week.

2nd. Not less than eight shillings per week shall be paid for other Patients, and more according to circumstances; and a reasonable sum for the board of the servant of a Patient when one is required. Such servant, if provided by the friends of the Patient, must be approved by the Committee. The terms of admission to be subject to future alterations, if found necessary; and a quarter of a year's maintenance for each Patient is to be paid in advance. An additional charge to be made, at the discretion of the Committee, on those patients who come with disorders unconnected with Insanity.

3d. As experience demonstrates, that the recovery of insane Patients, frequently depends on their being removed from their connexions, and put under proper care and treatment in the early stages of the disorder, it is earnestly recommended to their friends, to remove them at an early period, after the character of the disorder appears to be fixed. And as an additional inducement to persons in straitened circumstances, to adopt this SALUTARY measure, it is concluded, that in derangements not exceeding six months from the first attack of the disorder, those Members of our Society whose circumstances, in case of continuance, would not conveniently admit of their paying more than eight shillings

per week shall be entitled to an abatement of four shillings a week for one year, if not sooner recovered. ~~Those Patients who, by Rule 1st, Chapter II. would be rated at four shillings per week, will, under this regulation, be admitted gratis, for a year, if necessary.~~

4th. No Patient shall be admitted into the Establishment without a medical certificate, agreeably to Act of Parliament.

Answers should also be given to the Queries, transmitted by direction of the Committee, to the applicants for the admission of patients.

5th. *Application is to be made, and PERMISSION given, PREVIOUSLY TO THE SENDING OF ANY PATIENT TO THE INSTITUTION.*