

**Bundle of manuscript copies of Rules for the Government of the Retreat;
Bye-Laws of the Retreat, and General Rules and Regulations for the
Government of the Retreat, all adopted or confirmed by General Meeting**

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Shes
Pulse for the Retreat

John Mitchell Esq
Med & Super
"The Retreat"
York.

Con^{rs} in Lunacy-





II Secretary & House Steward

1. This officer shall keep the accounts of the Institution, enter all minutes made at the meetings of the directors & of the Committee, transmit the quarterly bills of Patients to their friends, and correspond with them from time to time respecting the regular payments of the accounts, giving at such times any information relative to the Patients which the Superintendent may supply.
2. Under the direction of the Committee he is charged with the general care of the Farm & Garden, with the payment of salaries, wages & other accounts with the purchase of articles required for the use of the Institution, conferring occasionally with respect to provisioning with the Superintendent & Matron. He shall keep inventories of the clothing & other articles of property belonging to the men patients, and shall purchase new clothing for them when in the opinion of the Superintendent it is requisite to do so.
3. He shall oversee all repairs & alterations which are in progress and attend carefully to the general condition of the premises, paying particular attention to the state of the drains & the water closets. In the fulfilment of these duties, he shall from time to time visit the several wards of the patients (those of the women in company with the Matron) and observe the interior condition of the apartments & the furniture.
4. He shall promptly attend to the directions of the Superintendent with respect to any repairs arising from accident or the violence of the Patients.
5. 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 & a reference to such accounts as are not duly discharged. 3. An acct. of all receipts & payments since the previous meeting of the Committee. 4. A list of all articles of furniture which the Superintendent or himself may consider wanted & also suggestions, if any, for repairs & alterations. 5. An account of the names & wages of the indoor and outdoor servants.
6. He shall give due notice of the meetings of the Committee & the appointment of visitors to the parties respectively.
7. In the absence of the Superintendent the Secretary under his instructions shall have the care of the men patients & their attendants.
8. He shall be responsible for the locking of all the outdoors at 10 o'clock at night.

III. Matron

1. The Matron shall be mistress of the family - the housekeeper acting under her directions
2. In concurrence with the Superintendent she may choose & 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
3. She shall visit the apartments & see all the women patients at least once in each day. She shall visit the men's apartments at least once a week to observe the state of the bed rooms. She shall also visit the sick men Patients & attend to their personal comfort.
4. Under the direction of the Superintendent, in regard to treatment, she will have the care of the women Patients, & the oversight & direction of the Nurses
5. 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.

I. Superintendent & Resident Medical Officer.

1. 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.
2. 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 & administration of medicines.
3. He shall give the whole of his time to the duties of his office, & shall not attend to or engage in any business or employment but that of the Institution.
4. In his visits to the women Patients he shall, as far as practicable be accompanied by the ~~senior~~ Matron; and he shall support her authority over the Nurses.
5. In addition to the answers of the printed queries usually sent with Patients, or before their admission, the Superintendent shall endeavour to obtain such farther particulars relative to the history & circumstances of each case as the friends of the Patients are able & willing to supply; such information to be entered on the books of cases belonging to the Institution, on which shall be recorded the history & treatment of each case, whilst under the care of the Establishment.
6. On application being made to him for the admission of Patients, he shall submit the same to the Committee for their consideration & 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. 1st A list of the Patients in the house, with a brief notice of their state of mind. 2nd 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 & the age of the Patient. 3rd A report of the cases in which mechanical restraint has been resorted to, and 4th A list of the number of men Patients who have been engaged in any kind of labour, distinguishing outdoor's from indoor's employment.
7. 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.
8. 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 & confer with them as to the time of interment.

Superintendent

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Assistant Medical Officer

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Secretary & Steward

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Matron

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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 ^{Superintendent's} directions of the Officers of their respective departments. *as have control over them*

Chapter V.

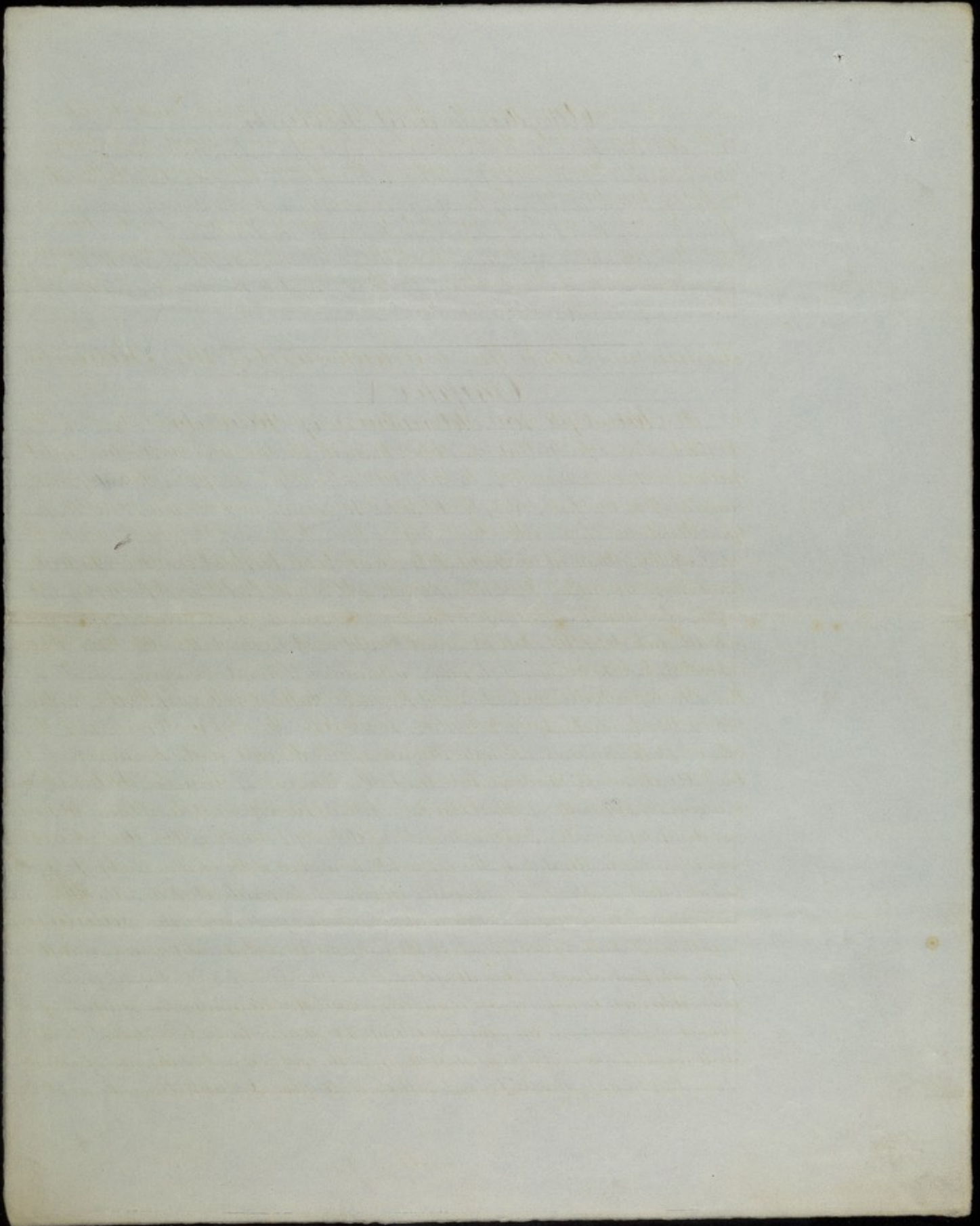
Rules for the Admission of Patients.

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).

3rd 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 the 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.

4th No Patient shall be admitted into the Establishment



expected to obtain leave from the Superintendent or Matron, and to return at the hour appointed. No attendant or servant must receive or entertain any visitor in the institution, without the special permission of the ~~officer~~ ^{Superintendent} in his or her department.

7. - No visitors are to be admitted to see the institution, or to have access to the galleries or day-rooms, without permission of the Superintendent, or in his absence, of the matron, or steward.

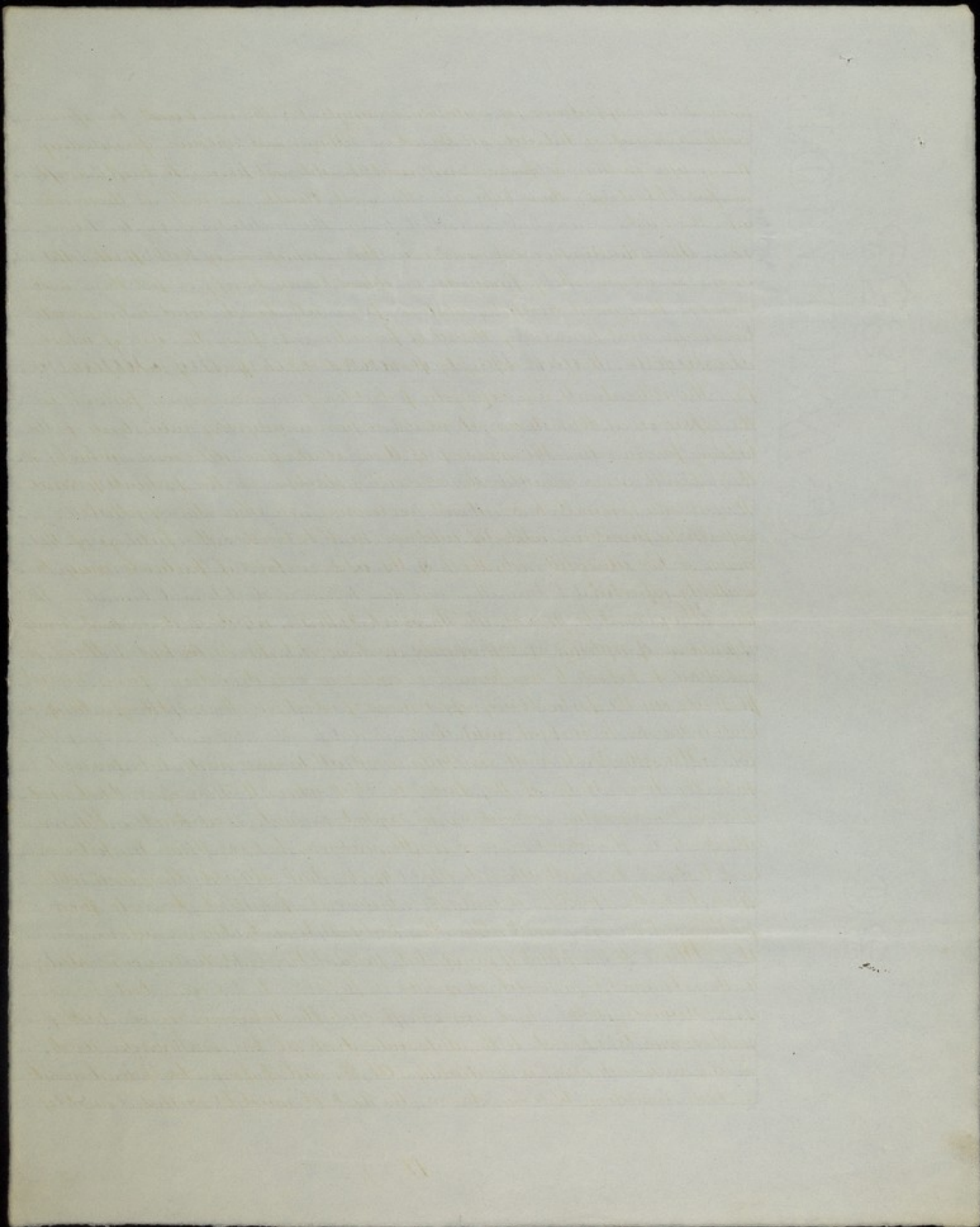
Instructions as to the management of the Patients.

8. - The attendants must always bear in mind, the great objects of the Institution in which they are placed, and the peculiar circumstances of the persons who are committed to their care; for whose welfare, security and comfort, they must consider themselves as, in great measure, responsible.

9. - The duties of an attendant require him to be on his guard against some of his strongest natural feelings; and, in particular, against the tendency to resent injuries, and to treat others according to their conduct towards himself. He will find it needful to cultivate the strictest habits of self government; and to adopt a kind and respectful, but firm and cautious, demeanour towards those who are entrusted to his care.

10. - The attendants must not regard themselves as the masters of the patients; but as the servants of an Institution, founded for the relief and recovery of those who are suffering under the most trying of all diseases; and who require to be treated with great kindness, patience and forbearance. They should take pains to acquire a knowledge of the characters of the patients and to obtain their confidence by friendly treatment, and by actively promoting their comfort and real enjoyment. Their requests should be complied with, within reasonable bounds; but no promises should be made, or expectations given to them, which cannot be performed. Kind and respectful, not domineering, language is to be used to the patients; and they should be asked, not commanded, to do whatever may be desired of them.

11. - However foolish, malicious or offensive, the language or conduct of a patient may appear, the attendants, whilst giving no countenance to it, must accustom themselves to regard it as the expression of a disordered mind; and must endeavour to maintain a calm and forbearing deportment, and



to avoid every appearance of irritation or anger on the one hand, or of embarrassment or timidity on the other. They must abstain from every thing approaching to favoritism, and should endeavour to treat, with uniform kindness, those who give the most trouble, as well as those who give the least.

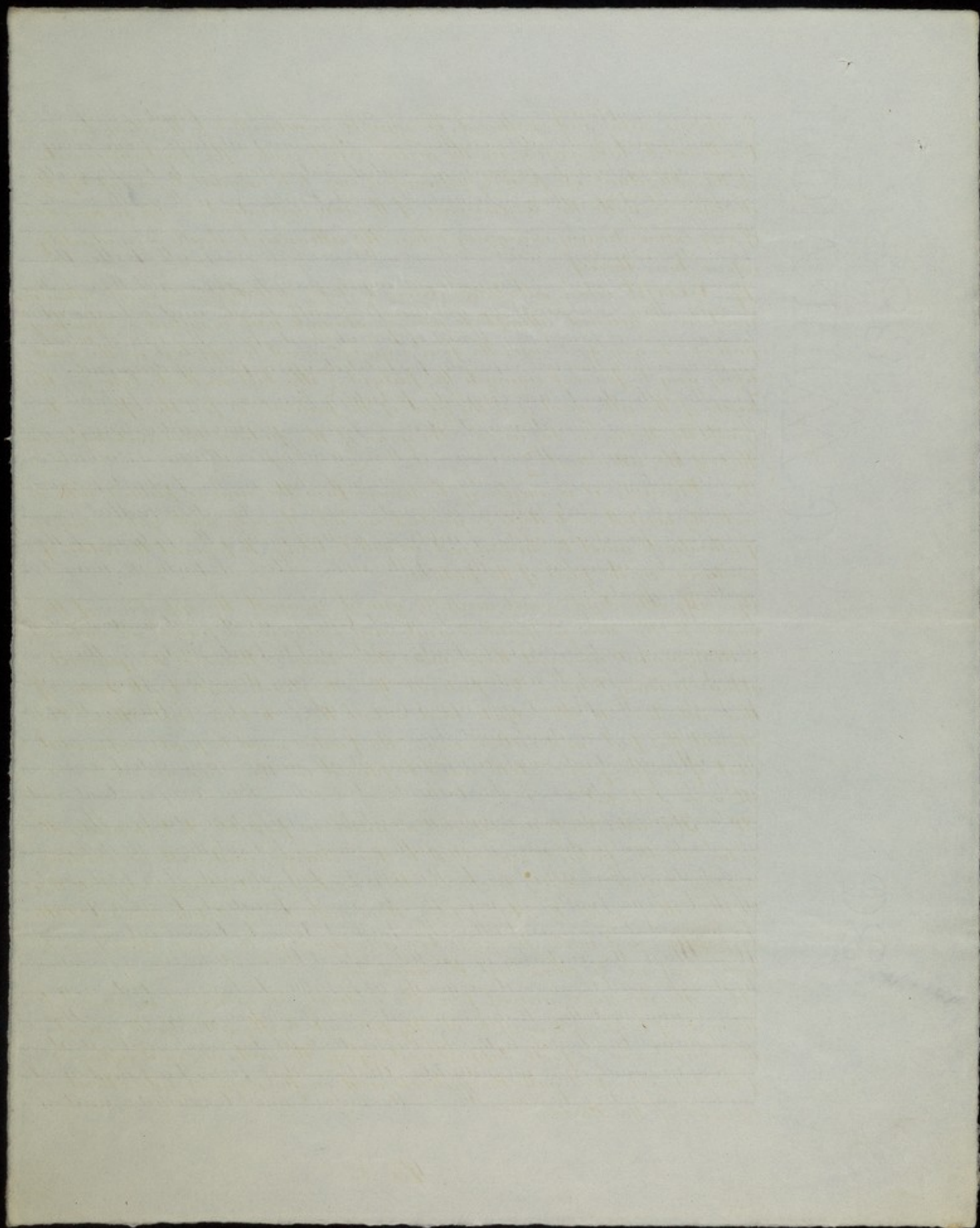
12. - The attendants must avoid every thing which may call forth the anger or resentment of patients, or which may terrify or fill them with anxiety: they must carefully abstain from all harsh and intemperate language, and from every threat of punishment; from the use of which in every form, they are expressly prohibited upon pain of dismissal.

13. - The attendants are expressly forbidden from encouraging patients in the expression of their deranged ideas, or from in any way ridiculing or taking pleasure in, the exposure of their weakness or delusions, which they should never unnecessarily converse respecting, in the patients' presence. They are also enjoined to avoid all nicknames, or other disrespectful, or improperly familiar, modes of address; so that neither the feelings of the poorer or less educated, nor those of the upper, class of patients may be needlessly offended.

14. - They must be very careful to avoid, both in words and conduct, every appearance of rudeness or impropriety; and must be particularly on their guard in no respect to countenance or encourage any deviation from moral propriety in the patients, any appearance of which, on the contrary, they must endeavour to moderate and check.

15. - The attendants must carefully avoid all unnecessary interference with the proceedings of the patients; but when they carry on loud and incoherent conversation or indulge in excited or violent conduct, the attendants must endeavour, in a gentle manner, to lead them to stillness, and to divert their attention to other objects; but should they find such efforts to soothe fruitless, it will often be most prudent to cease from further interference, and allow the patient time to become calm.

16. - When the conduct of an excited patient becomes disturbing or irritating to others, he must be removed, as quietly as possible, to his own bed-room, or, as is usually better, to a secure and suitable seclusion room. This must always be reported to the Superintendent at his next visit, and, in any unusual case, immediately. At the end of from half an hour to an hour, according to circumstances, the patient must be visited; and if



he appear calm and composed, he may be re-admitted to the day-room or be allowed to take exercise in the airing court, under the particular notice of the attendant. No further restraint is ever to be resorted to, except by the direction or with the concurrence of the superintendent, unless in any case of very extraordinary emergency when the attendant shall immediately inform him thereof.

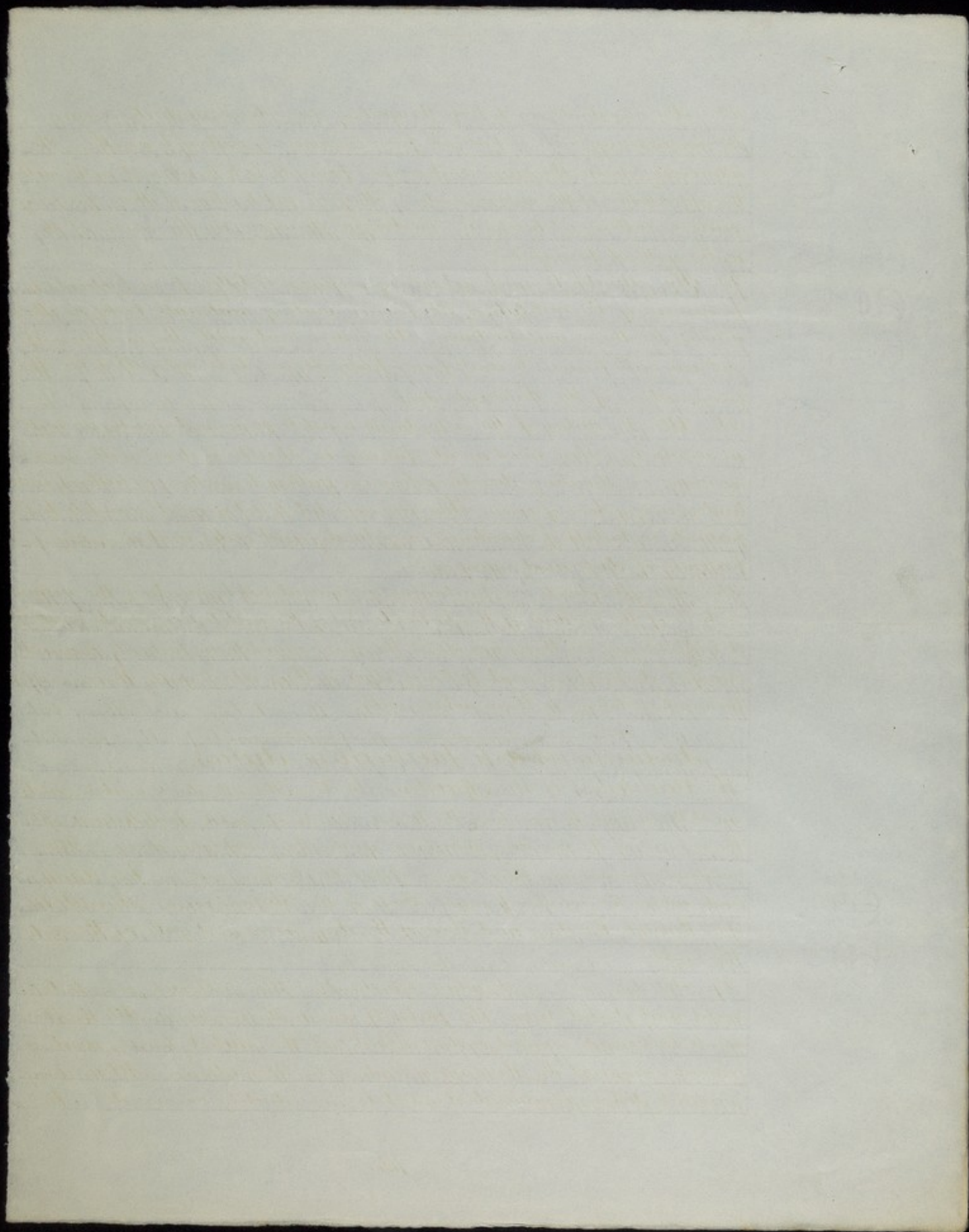
17. - Except when absolutely driven to it for self defence, a single attendant must on no account, attempt to force, or struggle with, a violent or refractory patient. In any such case, the force required must be applied in the most likely way to prevent injury to the patient. [The best method, both for the safety of the attendant and the good of the patient, is for the former to grasp the latter in his arms; the arms of the patient being included within those of the attendant.]

18. - Whenever it is necessary to remove from the room a patient who is violently excited, or to dress or undress one who strongly resists, such a number of attendants must be summoned, as will be likely to prevent the idea of resistance on the part of the patient.

19. - The attendants must carefully guard against the oppression of the weaker by the stronger patients, and must endeavour to prevent all violence or disagreements amongst those under their charge. Whenever a quarrel appears arising between two patients, the attendants must try to draw off their attention to other objects, and induce them to leave each other; but should this fail, and violence ensue, the parties must be forcibly separated; and, if necessary, one or both must be placed in their own rooms, or otherwise secluded.

20. - The attendants are expected, as much as possible, to keep under their notice all the patients committed to their charge; and, without exciting needless suspicion, closely to observe their conduct, and whatever regards their health. They must be absent from their galleries and day-rooms as little as possible; and where there are two attendants in the same department, both must not be absent at the same time.

21. - The directions received from the medical superintendent in regard to the mode of treatment, must be strictly followed by the attendants; and they must, in all respects, support and enforce the authority and influence of the Superintendent with the patients, and on the women's side, that of the Matron.



22.- The attendants are to keep the gallery-doors closed, and discourage the unnecessary visits of patients from one room or gallery to another. No intercourse between the men and women patients is to be allowed, unless with the approbation of the superintendent. They are not to allow of their paying visits, or calling at houses in the city or elsewhere, in the course of their walks without permission.

23. The attendants must not convey messages or letters from patients to persons out of the institution, nor procure writing materials, books or other articles, for them, without leave. All letters, and, with the exception of clothing, all parcels to and from patients, are to be submitted for the examination of the Superintendent.

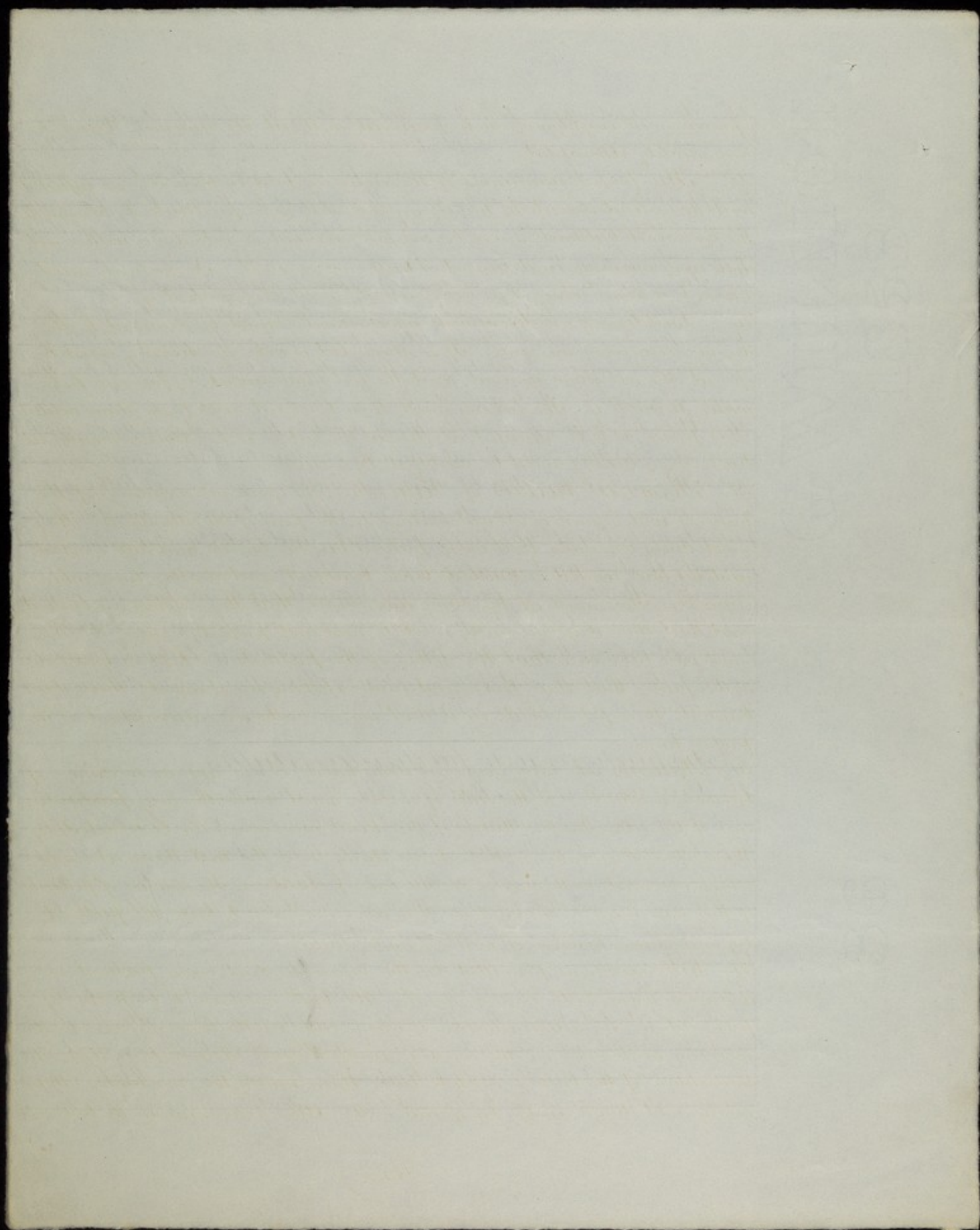
24.- All the duties of the attendants must be performed quietly as well as regularly. They must avoid opening or shutting doors with noise or violence; or shouting directions from one gallery to another; or talking in a loud or angry tone of voice. They are expected to set a good example to the patients, in habits of cleanliness, regularity and order, and in neatness and propriety of dress and manners.

25.- The attendants are particularly required not to mention the names, or talk of the conduct of the patients, out of the institution, or to visitors. A total silence, in these respects, is the more requisite, as patients frequently manifest dispositions and feelings, during their illness quite the reverse of those which belong to them when well.

Instructions as to particular duties.

26.- Cleanliness of the Apartments, &c. - The attendants and servants must be careful to maintain the perfect cleanliness and ventilation of those parts of the building which are under their respective care. The windows of every apartment must, if possible, be open more or less daily; and, when the weather permits, those of the sleeping rooms should be open through the day, and those of the day-rooms and galleries through the night.

27.- The day-rooms, and, where practicable, the galleries, are to be swept and dusted before the patients rise in the morning. All the floors are to be scoured, washed or dry-rubbed, at the stated times, and whenever required by the superintendent or the matron. When any unusual dirt is occasioned it must be immediately removed. And



offensive smell ought never to be perceived without its removal being—
immediately attempted.

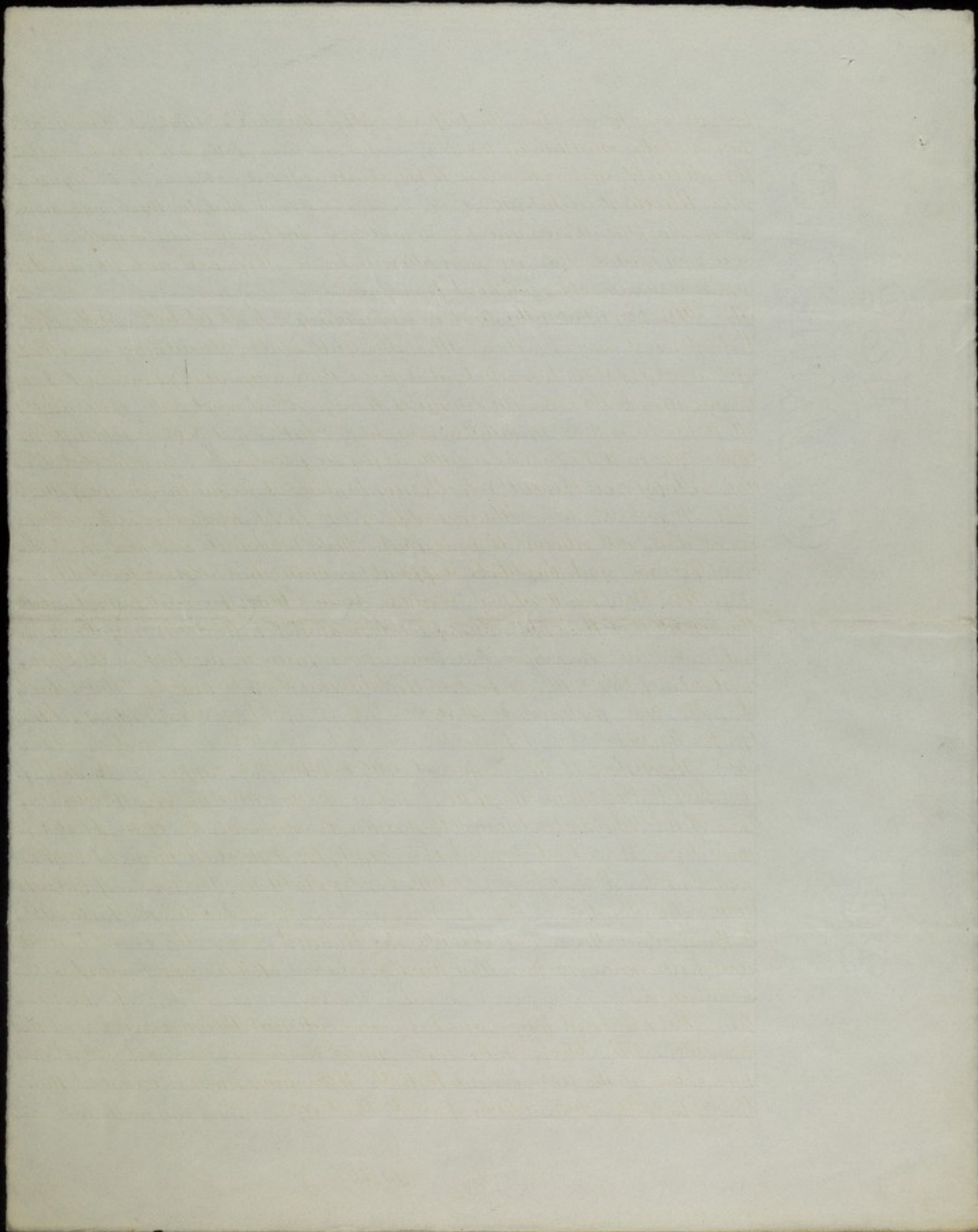
28.— The perfect cleanliness of the rooms occupied by those who are afflicted with dirty and disorderly habits must be still more particularly attended to; the floors and bedsteads must be carefully washed or rubbed over with a wet cloth every morning, and scoured at least once a week. No patient must return to a room which has been washed, until it is quite dry.

29.— Bedding of all descriptions which is wet, must be removed to the drying-room every morning. If a straw bed is wet, the ticking must be opened, the wet straw removed, and the wet place rinsed, by pouring hot water through it. The ticking must then be dried and fresh straw added. This process is to be repeated as often as the bed is wet. Once a month, at least, every ticking must be replaced by a clean one.

30.— *Personal habits of Patients.*— The personal cleanliness of the patients will require great watchfulness on the part of the attendants. They must daily ascertain that every patient has his hands and face washed, and his hair combed or brushed before breakfast, and at other times when requisite. They must at the same time observe that their clothes are brushed, and that their dress generally is whole, neat and properly arranged. They must also take care that the clothes of the patients are kept in good order and repair; that their linen and under-clothing are changed, their shoes brushed, their feet washed, and that warm baths are administered, at the proper times.

31.— Patients who have acquired dirty habits, or who appear in danger of becoming inattentive to the calls of nature, must receive the very particular care of the attendants. Habits of this kind may generally be corrected by those repeated attentions, (three times daily, and the last thing at night,) which are used with success, in the case of children. The clothing of patients of this class must be changed as often as is necessary to keep the patient dry and clean, however often this may be daily.

32.— With exceptions permitted by the superintendent, every patient is to have a warm bath once a month. The bath rooms are to be properly prepared for the administration of warm baths at the hours of eleven in the morning and seven in the evening, unless they are otherwise prescribed. The temperature of the bath is not to be lower than ninety two, nor higher than ninety eight degrees, unless by special order. After remaining in the bath such



time as may be directed, the patient must be thoroughly dried in winter, or during chilly weather, by the fire; and must be carefully dressed and protected from the cold upon returning to his apartment.

33. - *Meals &c.* - The attendants are expected to see that all their respective charge are present at meal times; and none but the sick or infirm, or those in a very excited state, are to be allowed to take their food in bed or in their own rooms, or elsewhere, without permission.

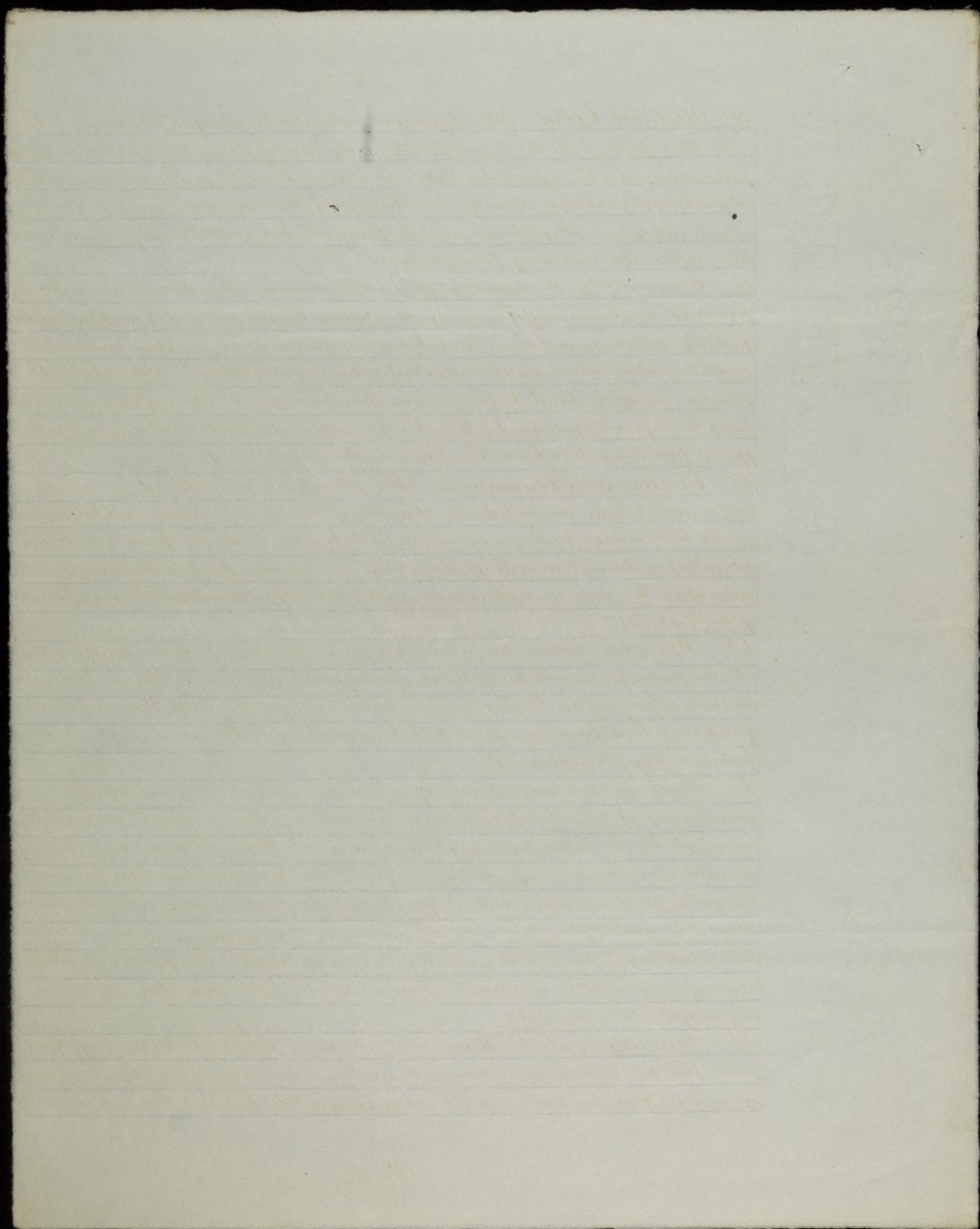
34. - The principal attendant in each gallery is to sit at table with the patients, and carve for them. It is the duty of the attendants to see that each meal is taken leisurely and in an orderly way, and as much as may be, according to the ordinary usages of Society. They must take care that all the patients have a suitable quantity of food, in regard to which their little wishes and preferences should, as far as practicable, be attended to. Any variations in the diet, which may be directed in particular cases, must receive special attention. The quantity of beer porter and wine, where these are allowed, will always be prescribed. Water should be at hand at all times as a beverage, and should be supplied in moderation when requested.

35. - The hour for breakfast shall be seven o'clock for men patients, with the exception of the upper class, for whom and for the women, it shall be eight o'clock in summer, and as soon after as may be in winter. At the conclusion of this meal, a portion of Scripture shall be read by the attendant.

36. - The hour of dinner shall be one P.M., for the general class, and two for the upper class of patients; that of tea shall be five; and of supper eight to half past, P.M. Dinner should be allowed to remain on the table from half to three-quarters of an hour; and other meals in proportion.

37. - The helpless patients and those who are disposed to refuse to eat must have their food divided into small pieces, and, if requisite, must be carefully fed. Those who are violent, particularly if in seclusion, must also be carefully attended to; their food, if necessary, being divided and served to them with a spoon only; the attendants must remove the plates &c. and always ascertain whether they have partaken of their food, and if so, to what extent.

38. - The breakfast things are to be removed and the washing up completed soon after eight o'clock on the men's side of the house, and not later than nine o'clock on the women's; so that the attendants may be prepared for the visits of the Superintendent and Matron.



39 Medical Care. - The principal attendants are expected always to be with their patients at the usual period for the visits of the medical superintendent and visiting medical officers. On these occasions, and on others when officers of the establishment or visitors enter the apartments of the patients, one of the attendants present should rise, and be prepared to maintain order, and to give such information as may be required.

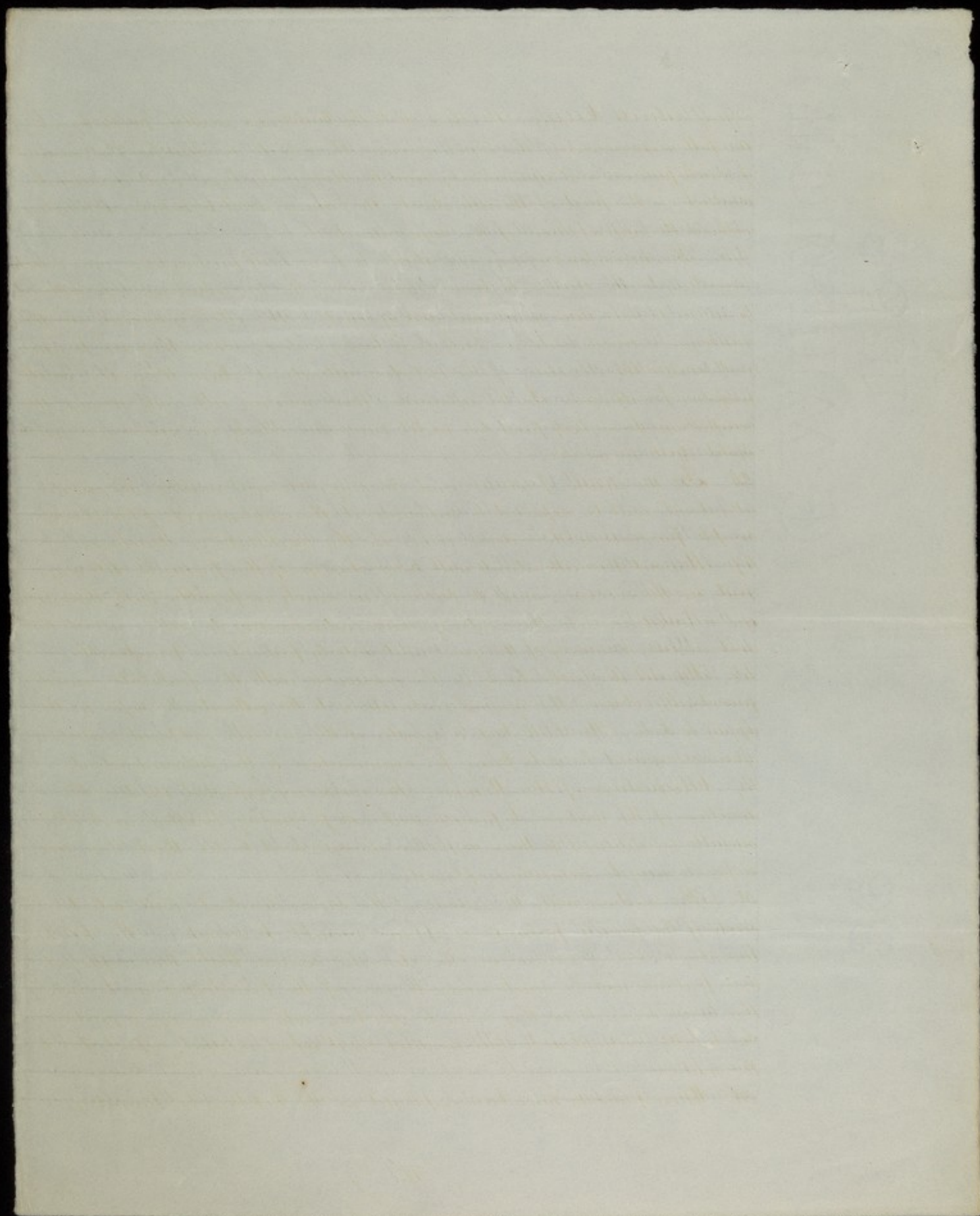
40. At the visits of the superintendent in particular, the attendants must be prepared to report every change in the bodily health or mental condition of the patients, which may have occurred since his previous visit. Any accident or sudden indisposition must be reported to him immediately. The strictest attention must be paid to the various directions given. The medicines prescribed must be regularly administered by the principal attendants, and must not, without special permission, be left to the patients themselves.

41. - Exercise and Occupations. - The attendants are expected, as much as possible, to have completed the cleaning of the rooms, furniture and utensils under their charge by eleven o'clock, so as to be able to devote from one to two hours before dinner, as well as the whole or a greater part, of the afternoon to joining in the exercise and amusements, and superintending the occupations of the patients.

42. - When the weather permits, and so far as the state of their health allows, all the patients should be induced, morning and afternoon, to take a moderate amount of exercise in their respective courts or grounds; and those who can be allowed that privilege, are to be taken walks into the country at such hours as may be appointed.

43. There are few patients who may not be engaged in occupations or amusements of some kind, if their wishes are, in these respects, sufficiently consulted, by the attendants and others around them. It is not, however, the amount of work, so much as the exercise of the bodily and mental powers of the patients themselves, which is the object to be kept in view. An ~~asylum~~ should be conducted neither as a workhouse nor as a factory; and whilst those indisposed but able to work, are to be encouraged, the powers of the willing are not to be overtaxed. Fatigue of body and exhaustion of mind are equally to be avoided.

44. - Occupation of the Men. - The attendant who has the care of those male patients who may be occupied in the open air, whilst directing and joining in their pursuits, must be very vigilant to prevent their doing any



injury either to themselves or others, or to the buildings or other property. For the full attainment of the object in view, there will be need for the exercise of much patience and equanimity, and for thoroughly kind and considerate conduct on the part of the attendant. No patient must be taken out to labour without the approbation of the superintendent.

45. The hours for employment shall be from half past eight or nine o'clock (according to the season) to eleven o'clock; when the less robust are to be allowed to return to their day-rooms and airing courts. The others may continue their employment until twelve or half past twelve o'clock; when they are to return, and under the direction of the out door attendant, clean themselves and prepare for dinner. In the afternoon, those who are able will resume their occupation from half past two until near five o'clock in summer, and until dusk in winter.

46. In the depth of winter, and during inclement weather, the out door attendant will be expected to superintend the employment of his charge in simple pursuits within doors, either in the workshop or elsewhere.

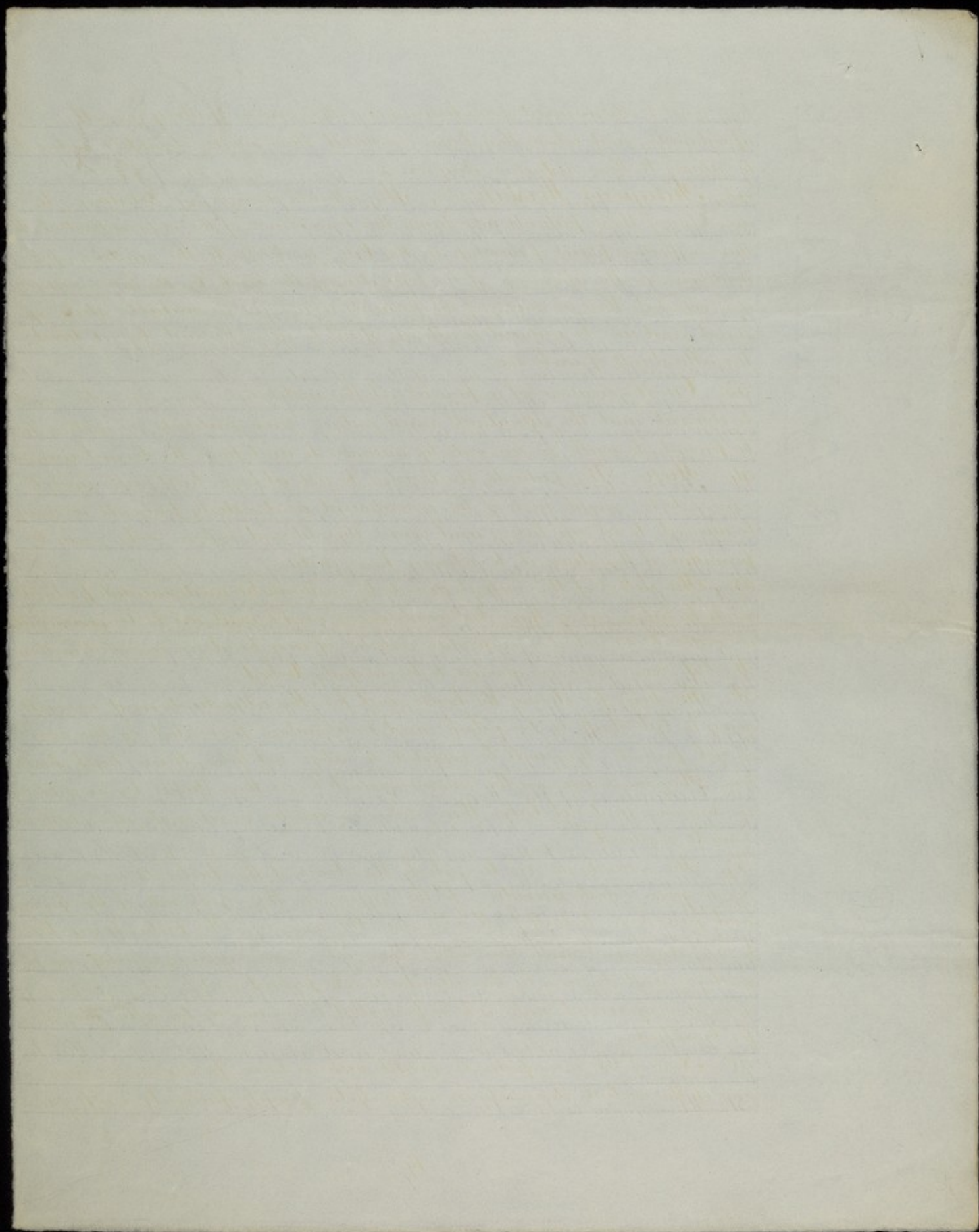
47. The out door attendant will have charge of the patients' library; and, in the evening, must be present, as much as possible, with those who are allowed access to the reading room, endeavouring to gather round him and amuse, as many of the quiet and orderly patients as practicable.

48. The out door attendant, in his intercourse with the patients, must punctually observe the general instructions to the attendants, so far as they apply to him. He shall keep a register of the number employed, which as often as required he is to bring for examination to the superintendent.

49. Occupation of the Women. The nurses are expected, under the direction of the matron, to furnish materials for sewing, knitting and other suitable occupations to their respective charge; and to see that they are, so far as may be, actually employed.

50. The matron, with the advice of the superintendent, will select such of the female patients as appear suitable to assist in the kitchen, laundry or sewing room or in other domestic services. Whilst thus employed these patients will be much under the care of the housekeeper and such of the house servants as they may be assisting; who must exercise a particular but kindly oversight as to their conduct, and, where needful, report this to the matron.

51. When patients have been employed in the kitchen or laundry, -



they must be discouraged from loitering in the main gallery or other apartments; and when they have completed their work, should be induced to return to their respective dayrooms.

52. *Religious Worship, &c.*—The attendants are, in rotation, to accompany those patients who have the permission of the superintendent, to their respective places of worship in the City; and also to the reading of the Scriptures on the afternoon of the first day of the week. On the latter occasion, it is expected that as many of the patients as are in a suitable state of mind, and can be induced to attend, shall be accompanied by at least two attendants of each sex.

53. On the occasion of a funeral at the institution, similar order must be observed, and the attendants must induce such patients as incline to be present, to walk in an orderly manner to and from the burial-ground.

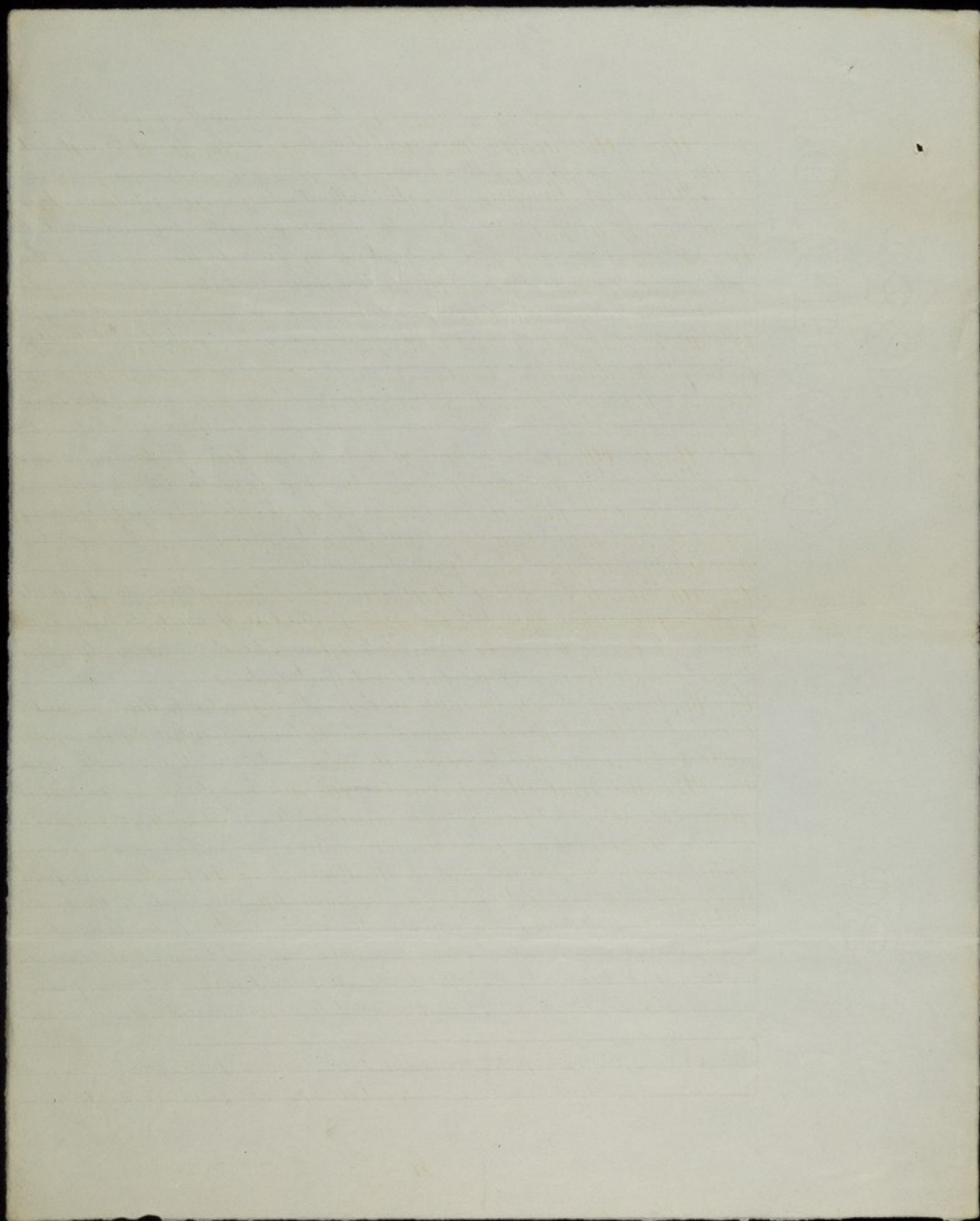
54. *Sleep.*—The patients shall retire to rest at from half past eight to nine o'clock; except such of the convalescent and orderly patients as may be allowed to sit up later; and except the old and infirm, who may be permitted, if they desire it, to retire an hour earlier.

55. The clothes of the violent, disorderly, melancholic and suicidal patients are to be taken out of their bedrooms every night, and are to be examined, in order to see whether improper articles of any kind are concealed in them. The bed-room doors are always to be carefully locked.

56. The hour for closing the house and for the attendants and servants going to bed shall be ten o'clock; and, unless when prevented by the care of sick patients, they will be expected to retire not later than half-past ten. They must rise in the morning and be at their duties by six o'clock in summer, and not later than seven in winter, or at such other hour as may be required.

57. The attendants are to unlock the doors of the patients' rooms, from six to seven o'clock according to the season, on the men's side of the house, and from seven to half past seven, on the women's. The patients are then to rise, dress, and wash themselves; those who require it being assisted in washing and dressing by the attendants. No patient unless sick or infirm, or in a very excited state, is to be permitted to remain in bed after the hour for breakfast.

58. None of the men patients, except such as have permission, nor any of the violent, disorderly or melancholic, female patients are to have



access to their bed-rooms during the day.

59.- *Upper Attendant.*—When there is an upper attendant in the institution, (as at "The Lodge,") he will be expected to exercise a constant supervision of the attendants under his charge; and to direct and assist them in the care of the patients and in their other duties.

60.- He will be exempted from several of the duties which devolve upon the other attendants, but, so far as the above instructions apply to him, it is expected that he will punctually observe them, so as to be an example to the rest.

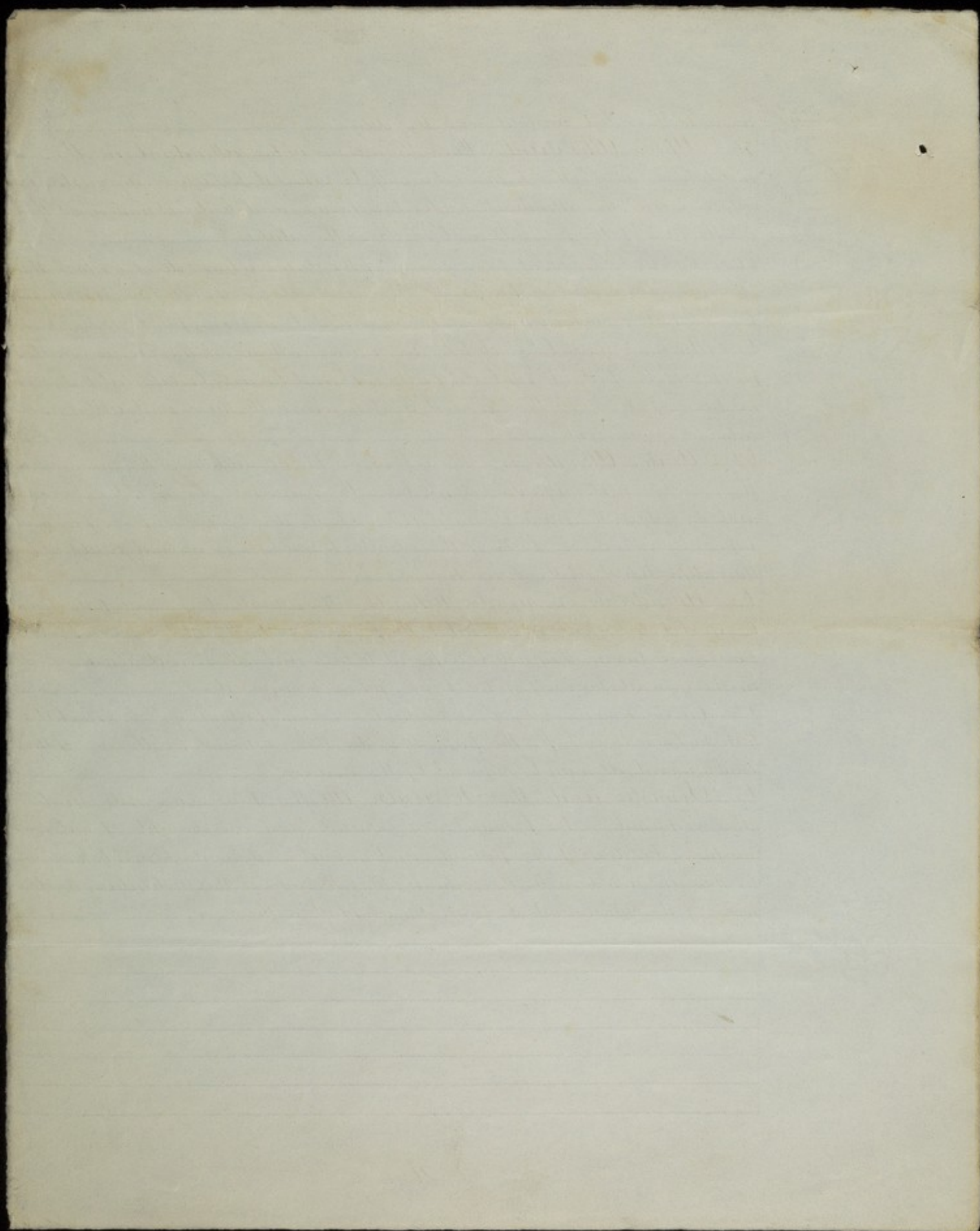
61.- His time shall be devoted to the superintendence of the exercise and pursuits of the patients in his department; and he will be expected to do all in his power to promote their comfort, and to join with them in healthy and rational amusements.

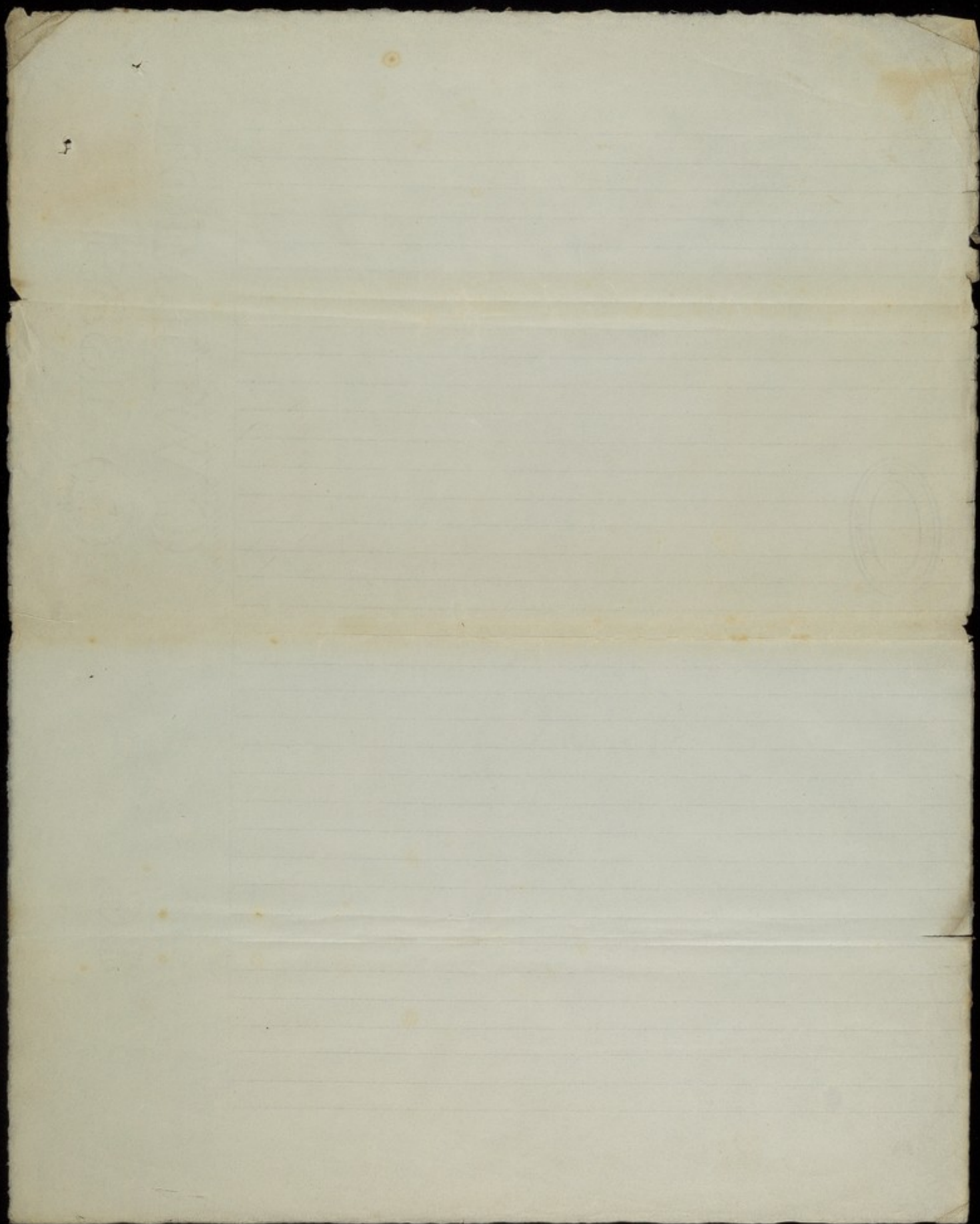
62.- *Under Attendants.*—Where there are two attendants in the same gallery, the junior or under-attendant shall have the principal charge of the cleaning; and, as respects the patients, must conform to the directions of the principal and responsible attendant. Both of the attendants must on no account be absent from their department at the same time.

63.- *Attendants on single Patients.*—The attendants on single patients will be expected to conform in general to the foregoing instructions. As they will frequently have much leisure, they will be expected to help each other, and also to assist in the general business of the house, when so required.

64.- On the women's side, the attendants on single patients will be expected to do such needlework for the patients under their care and for the use of the establishment, as may be required by the matron.

65.- *Domestic and other Servants.*—All the house-servants, and others employed on the premises, are expected to set an example of order, and quietness. Kindness to the patients, and general good conduct; and to take care, in their intercourse with the patients, that the rules of the institution, and wishes of the superintendent, be strictly complied with.





*Rules and Regulations
for the Government of
The Bethel near York.*



Rules
for the
Government of the Retreat,
near York.

Adopted by the General Meeting of Directors, held at York,
38th of 6th Mo 1855.

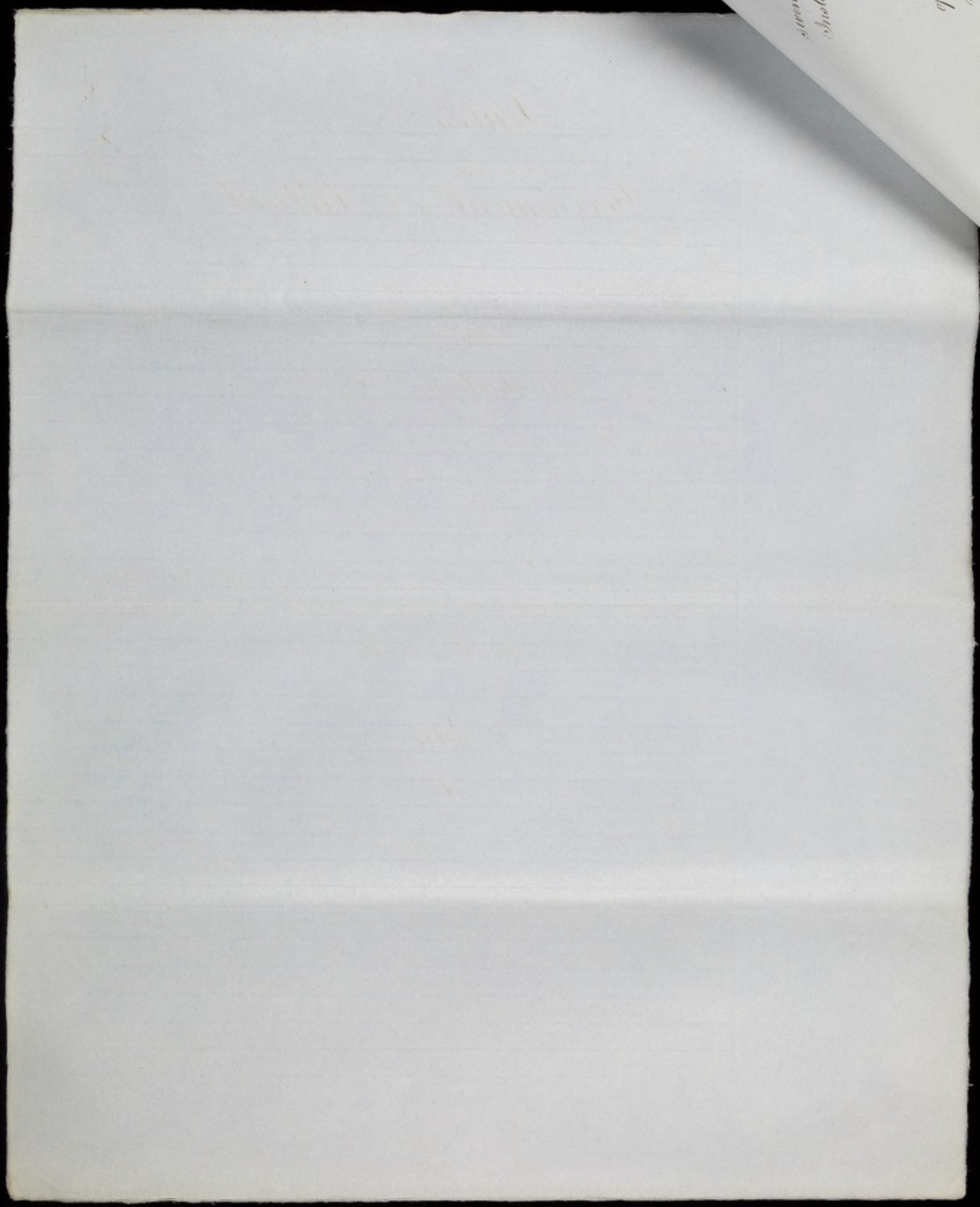
Introduction and Objects.

In the year 1793 after several Meetings of Members of the religious Society of Friends held in York, 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.

Rules.

1

A General Meeting of the Directors of the Retreat (such Directors having duly qualified as described in the Bye Laws) shall be held each year in the sixth or seventh months. To this meeting the Committee shall present reports on the state and proceedings of the Institution and on the income and expenditure of the year; and the said Meeting, subject to the legal conditions which attach thereto, shall have power to alter or make Rules and Bye Laws and give such directions as it may deem best adapted to promote the objects of the Institution. The General Meeting may also confirm, alter or abrogate the Orders and Regulations of the Quarterly Meetings; and it shall annually appoint a Committee for the Management of the Institution; such Committee to consist of the Treasurer and of



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seven other persons specially chosen - No person receiving any salary from the Institution shall be entitled to attend any of the meetings for its management -

2.

In the week of each Quarterly Meeting of Friends for Yorkshire, a meeting of the Directors is to be held: to which meeting are to be presented all minutes made by the Committee during the previous Quarter - Such meeting to give to the Committee such advice and directions as it may think proper, consistently with the general Rules of the Institution -

3.

At each Quarterly 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 authorised 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 are to be read at the Meetings of the Committee, and at the General and Quarterly Meetings.

4.

The Committee -

1st The Committee shall have the inspection, control and management of the Institution; and all the Officers are required to conform to its instructions -

2nd - It is to meet once a month, or as often as it may be called together, either by the Treasurer, or by any two of its Members, or by the Medical Superintendent. It shall receive reports of the state of the patients through the Medical Superintendent, admit and discharge patients, fix the weekly or other payments to be made on their account, 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 -

3rd - 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 -

4th - Three Members of the Committee shall form a quorum for the despatch of business -

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The Officers.

The Officers of the Institution are a Treasurer, Medical Superintendent, Visiting Physicians or Surgeons, a Secretary and House Steward, and a Matron;—the appointments of whom are vested in the General or Quarterly Meetings—

The Treasurer.

The Treasurer shall keep an account of all monies received and paid on account of the Institution. He is authorised to give receipts for legacies and other payments. His Cash Book shall be laid before the Committee at their monthly 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—

Medical Superintendent.

1st. The Resident Medical Officer is the Superintendent of the Establishment. As master of the family he is responsible for the state of the Institution, and all the resident officers and servants are required to conform to his instructions—

2nd. The Superintendent shall visit the wards and make himself acquainted with the state of the Patients, at least once in each day—

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. He is charged with the care and treatment of the Patients, and with the correspondence with their friends on all topics not connected with the accounts—

5th. In addition to the answers to 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 in the books of cases belonging to the Institution; and a record is to be kept therein of 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, stating in each of the latter cases the cause of death and the age of the Patient, together with

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such other information as the Committee may require -

7th - The Superintendent, when he deems it needful, may discharge any of the attendants, nurses or servants, but, where the case is not urgent, the Committee are to be consulted as to the discharge of those whom they have elected - The Superintendent shall, in conjunction with the Committee select the male attendants, and with the assistance of the Matron, the nurses and house servants - The Committee shall in all cases fix the wages -

8th - On the death of any patient, the Superintendent or in his absence the Secretary shall, as early as may be, inform the Committee of the event, and confer with them as to the time of interment -

9th - On the escape of any patient, written information of such escape shall be given by the Superintendent to not less than three members of the Committee on the day on which the escape has occurred, excepting when the patient escapes late in the evening or in the night, in which case information is to be sent early the following morning -

10th - The Superintendent shall not be absent from the Institution for more than a day without permission from the Committee, and before leaving he shall place the patients under such medical and general care as is satisfactory to the Committee -

8.

Visiting Medical Officers.

The non-resident Medical Officers shall visit the house and see the patients at least once in each week, and at such other times as they shall be requested to do so by the Medical Superintendent -

9.

Secretary and House Steward.

1st - This Officer, subject to the instructions of the Treasurer, shall keep the accounts of the Institution; he shall 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 respecting the regular payment of the accounts giving at such times any information relative to the patients which the Medical Superintendent may supply -

2nd - He is charged with the payment of salaries, wages and other accounts

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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.

3rd The Secretary shall send the required notices to the Visitors of their appointments, and to the Committee of their meetings, and 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 as the Superintendent or himself may consider wanted; and also such suggestions as he deems advisable for repairs and alterations - 5. An account of the names and wages of the in-door and out-door servants -

4th He shall assist the Superintendent in the care of the Farm Garden and Premises, and shall overlook all repairs and alterations which are in progress in any part of them -

5th In the temporary absence of the Superintendent, the Secretary under his instructions shall have the general care of the Establishment -

10.

Matron.

1st Next to the Superintendent, the Matron is the Head of the Female Department, and under the direction, and subject to the control of the Superintendent in regard to treatment, she has the care of the women patients, and the overlooking and direction of the nurses - She is required to give special attention to the occupations of the female patients, and to the maintenance of order amongst the female attendants and domestics, and to support the authority of the Housekeeper over the latter. She shall assist the Superintendent in the selection of the female attendants and servants, and may with his approbation, dismiss any of the latter. The Housekeeper can be chosen and dismissed by the Committee only -

2nd The Matron shall visit the apartments, and see all the women patients at least once in each day; she shall also inspect the men's apartments at least once in each week -

3rd The providing of clothes for the female patients devolves upon her,

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and she shall keep an inventory of their wardrobes.

1st - She shall not be absent from the Institution for more than a day, without the permission of the Committee, which she shall obtain through the Superintendent.

11.

Attendants and Servants

1st - All the Servants both attendants and domestics shall have fixed wages or salaries, and shall not be permitted to make a purchase of any kind; to sell anything to the patients, or receive money from them, or from their friends, or from visitors to the Institution.

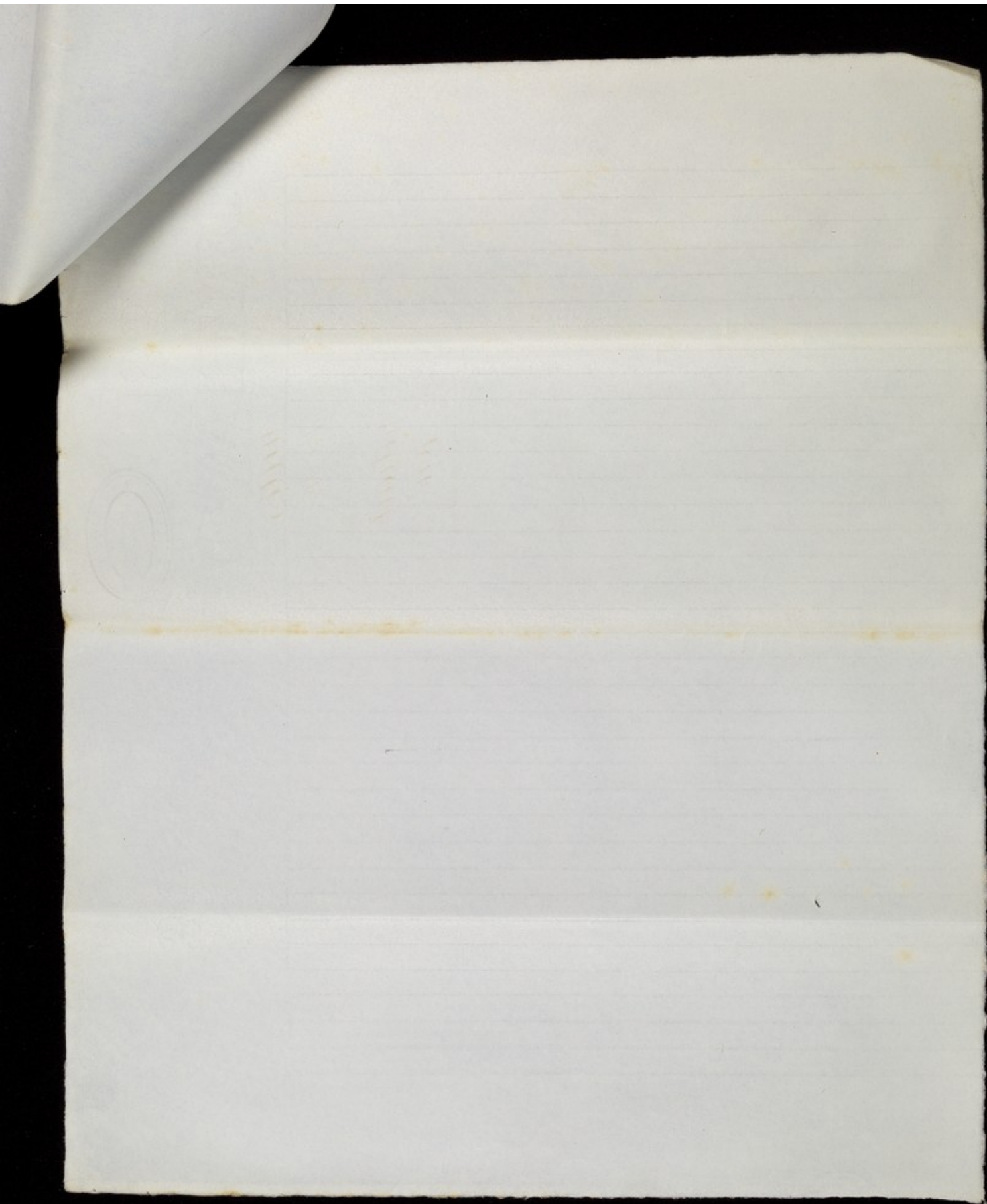
2nd - The attendants and servants shall in all respects conform to the printed instructions, which they shall receive, and to the directions of the Superintendent and such other Officers as have control over them.

12.

Visitors

No Visitors (excepting those appointed by the Directors or Committee) are to be admitted to see the Institution, or to have access to the galleries or day-rooms without permission of the Superintendent, or in his absence, of one of the other Officers of the Institution.







*Rules
for the
Government of the
Detainees
New York.*



General Rules and Regulations

for the

Government of the Retreat, near York.

Adopted by the General Meeting of Directors, held at York,

28th of 6th Mo. 1855.

And Approved by the Secretary of State.

Introduction and Objects.

In the year 1793, after several Meetings of members of the religious Society of Friends, held in York, 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 -

Annual and Quarterly Meetings -

1.

A General Meeting of the Directors of the Retreat (such Directors having duly qualified as described in the Bye-Laws) shall be held each year in the sixth or seventh months - To this meeting the Committee shall present reports on the state and proceedings of the Institution, and on the income and expenditure of the year; and the said Meeting, subject to the legal conditions which attach thereto, shall, with the sanction of the Secretary of State, have power to alter or make Rules, and they shall have power to alter and make Bye Laws, and give such directions, as it may deem best adapted to promote the objects of the Institution - The General Meeting may also confirm, alter or abrogate the Orders and Regulations of the Quarterly Meetings; and it shall annually appoint a Committee for the Management of the Institution; such Committee to consist of the Treasurer and of seven other persons specially chosen - No person receiving any Salary from the Institution shall be

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entitled to attend any of the meetings for its management.

2.

In the week of each Quarterly Meeting of Friends for Yorkshire, a meeting of the Directors is to be held; to which meeting are to be presented all minutes made by the Committee during the previous quarter. Such meeting to give to the Committee such advice and directions as it may think proper, consistently with the general Rules of the Institution.

3.

At each Quarterly 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 so authorised 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 are to be read at the meetings of the Committee, and at the General and Quarterly Meetings.

4.

The Committee.

1st - The Committee shall have the inspection, control and management of the Institution; and all the Officers are required to conform to its instructions.

2nd - It is to meet once a month, or oftener, if called together by the Treasurer, or by any two of its Members or by the Medical Superintendent. And for the purpose of securing vigilance on the part of all the Officers and Attendants, a like inspection shall once at least in every three months be made by one or more of the Committee at some uncertain time. It shall receive reports of the state of the patients through the Medical Superintendent, admit and discharge patients, fix the weekly or other payments to be made on their account, 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.

3rd - It shall keep minutes of all its proceedings, for the perusal of the General and Quarterly Meetings, and shall therein state from time to time the condition of the Hospital and make such suggestions as may appear desirable for its improvement. The Committee is to appoint three female Visitors, one of whom is to be changed every month.

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4th. Three members of the Committee shall form a quorum for the despatch of business -

5.

The Officers -

The Officers of the Institution are a Treasurer, Medical Superintendent, Visiting Physicians or Surgeons, a Secretary and House Steward and a Matron; - the appointments of whom are vested in the General or Quarterly Meetings -

6.

The Treasurer -

The Treasurer shall keep an account of all monies received and paid on account of the Institution. He is authorised to give receipts for legacies and other payments. His Cash Book shall be laid before the Committee at their monthly 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 -

7.

Resident Medical Superintendent.

1st - There shall be a Resident Medical Officer who shall be the Superintendent of the Establishment and shall be duly qualified to practise as physician - Surgeon or Apothecary - As master of the family he is responsible for the state of the Institution, and all the resident officers attendants and servants are required to conform to his instructions -

2nd - The Superintendent shall visit the wards and make himself acquainted with the state of the patients at least once in each day -

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 - He is charged and shall be responsible for the medical and moral care and treatment of the patients, and shall be charged with the correspondence with their friends on all topics not connected with the accounts -

He shall advise with the House Steward as to the general diet of the patients and shall in particular regulate and determine the diet of all patients who shall be sick or infirm -

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5th. In addition to the answers to 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 duly entered by him in the books of cases belonging to the Institution; and a record is to be kept by him therein of 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, stating, in each of the latter cases, the cause of death, and the age of the patient, together with such other information as the Committee may require -

7th. The Superintendent, when he deems it needful, may discharge any of the attendants, nurses or servants, but where the case is not urgent, the Committee are to be consulted as to the discharge of those whom they have elected. The Superintendent shall, in conjunction with the Committee, select the male attendants, and with the assistance of the Matron, the nurses and house servants. The Committee shall in all cases fix the wages.

8th. On the death of any patient, the Superintendent, or in his absence the Secretary, shall, as early as may be, give notice to the patient's nearest Relations and Friends and shall inform the Committee of the event, and confer with them as to the time of interment -

9th. On the escape of any patient, written information of such escape shall be given by the Superintendent to not less than three members of the Committee, on the day on which the escape has occurred, excepting when the patient escapes late in the evening or in the night, in which case information is to be sent early the following morning -

10th. The Superintendent shall not be absent from the Institution for more than a day without permission from the Committee, and before leaving he shall place the patients under such medical and general care as is satisfactory to the Committee -

8.

Visiting Medical Officers -

No person shall be eligible to act as a Visiting Medical Officer who is not legally qualified to practise as a Physician, Surgeon or Apothecary.

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The non-resident Medical Officers shall visit the house and see the patients at least once in each week, and at such other times as they shall be requested to do so by the Medical Superintendent, and shall advise with the Medical Superintendent on all such cases as he shall desire.

9.

Secretary, and House Steward.

1st This officer, subject to the instructions of the Treasurer, shall keep the accounts of the Institution, he shall 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 respecting the regular payment of the accounts, giving at such times any information relative to the patients which the Medical Superintendent may supply.

2nd 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, advising with the Superintendent and consulting 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.

3rd The Secretary shall send the required notices to the Visitors of their appointments, and to the Committee of their meetings, and 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 as the Superintendent or himself may consider wanted, and also such suggestions as he deems advisable, for repairs and alterations - 5. An account of the names and wages of the in-door and out-door servants.

4th He shall assist the Superintendent in the care of the Farm, Garden and premises, and shall overlook all repairs and alterations which are in progress in any part of them.

5th In the temporary absence of the Superintendent, the Secretary under his instructions shall have the general care of the Establishment.

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Matron.

1st Next to the Superintendent, the Matron is the Head of the Female Department.

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and under the direction, and subject to the control of the Superintendent in regard to treatment, she has the care of the women patients, and the overlooking and direction of the nurses. She is required to give special attention to the occupations of the female patients, and to the maintenance of order amongst the female attendants and domestics, and to support the authority of the Housekeeper over the latter. She shall assist the Superintendent in the selection of the female attendants and servants, and may, with his approbation, dismiss any of the latter. The Housekeeper can be chosen and dismissed by the Committee only.

2nd - The Matron shall visit the apartments, and see all the women patients at least once in each day; she shall also inspect the men's apartments at least once in each week.

3rd - The providing of clothes for the female patients devolves upon her, and she shall keep an inventory of their wardrobes.

4th - She shall not be absent from the Institution for more than a day, without the permission of the Committee, which she shall obtain through the Superintendent.

11.

Attendants and Servants.

1st - All the Servants, both attendants and domestics, shall have fixed wages or salaries, and shall not be permitted to make a perquisite of any kind; to sell anything to the patients, or receive money from them, or from their friends, or from visitors to the Institution.

2nd - The attendants and servants shall, in all respects, conform to the printed instructions, which they shall receive, and to the directions of the Superintendent and such other officers as have control over them.

12.

Visitors.

No Visitors (excepting those having the written authority of the Committee) are to be admitted to see to the Institution, or to have access to the galleries or day rooms without permission of the Superintendent, or in his absence, of one of the other Officers of the Institution.

I approve of the foregoing Rules for the
governance of "The Retreat" Lunatic Asylum
near York.

Whitehall.

17th December 1856.

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G. Grey



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Bye-Laws of the Retreat,
Revised and confirmed by the
General Meeting of Directors
Held at York 28th 6th mo. 1855.

1. Persons Admissible and the Terms

1st. The objects of the Institution are declared in the Fundamental Rules to be, all persons in a state of mental derangement, unless merely idiotic or superannuated, who are in membership or profession with the Society of Friends. If the number of applicants from these classes be greater than can be accommodated, the members of the Society shall be considered as having a preference. In extraordinary cases the Committee may exercise its discretion as to the granting or otherwise of such preference.

2nd. 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.

3rd. The Committee shall have a discretion to decline the admission of patients, though members of the Society of Friends; 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.

4th. The terms to be paid by the patients, are to be regulated by their pecuniary circumstances; so as to afford suitable accommodation to all classes, and to make the means of the more affluent, contribute to the support of the poor.

2. 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 the Religious Society of Friends, were then nominated and appointed, who, and their successors as hereinafter directed to be appointed, together with any other Donors, Subscribers or Executors, qualified as hereinafter declared, and Agents appointed by any qualified meeting, are to constitute the General Meeting, and continue to be the Directors of the Institution, in whom the government of it is perpetually to rest and remain. The said forty Directors, with any

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other qualified Donors or Subscribers, are to meet quarterly for the transaction of business as described in the fundamental 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 each General Meeting the first named eight on the list of the said forty, are to cease to be Directors, and eight others 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 other members of the Society of Friends 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 - The name of every Annuitant, Donor, Subscriber, or Executor, shall be recorded by the Secretary, 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 the Religious Society of Friends, shall be a member of the meetings which are to be held for the government and superintendence of the Institution -

4th - If at any future period, by means of some unforeseen or unexpected event, it should appear to the General Meeting that the original purpose of the Institution 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 Religious Society, which according to the Rules may be interested therein, that the disposal of the property of the Institution is to be taken into 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 use as they, on serious and deliberate consideration, shall judge best -

3. Respecting Contributions -

Gratuitous contributions, and subscriptions for annuities and legacies, shall, in addition to the payments of the patients, be received in aid of the funds; and Contributors, Annuitants and Executors, shall be entitled to the following privileges viz;

1. A contribution of one hundred pounds from any Quarterly or other Meeting, in

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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 -

2. 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 or other 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 -

3. The privilege of Meetings or persons to recommend poor patients as described in the foregoing regulations shall not be taken away or diminished, notwithstanding any general powers which are, or may be invested in future Directors -

4. The Terms of Patients -

1st - The terms are, for every poor patient recommended by a privileged Donor or Meeting, a sum not less than six shillings per week -

2nd - Not less than ten 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 -

5. On the admission of patients -

Previously to the sending of any patient to the Retreat, application is to be made and permission given -

The first step to be taken in obtaining the admission of a patient, is the transmission of a letter, addressed to the Medical Superintendent, or to the Treasurer stating the case - A few particulars should be given as to the nature of the attack, the circumstances and

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The Committee have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the proposed bill for the relief of the poor, and to inform you that the same has been referred to the Committee on the subject of the poor, and that they are now engaged in a consideration of the same. The Committee are of the opinion that the bill is well calculated to relieve the poor, and that it should be passed without delay. They are, however, of the opinion that the bill should be amended in certain particulars, and that the amendments should be made before the bill is passed. The Committee are of the opinion that the amendments should be made in the following particulars: 1. That the bill should be amended so as to provide for the relief of the poor in all cases, and not only in cases of sickness and old age. 2. That the bill should be amended so as to provide for the relief of the poor in all cases, and not only in cases of sickness and old age. 3. That the bill should be amended so as to provide for the relief of the poor in all cases, and not only in cases of sickness and old age.

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proposed weekly payment, and whether the patient is in good bodily health.

The reply will communicate the decision of the Committee; and if no objection to admission exists, a set of queries, and the form of a Medical Certificate will be transmitted. A late Act of Parliament requires particular care in the drawing up of the certificate, and that it should be signed by two medical practitioners.

Much disadvantage having arisen from patients being sent to the Retreat, in a very infirm state of bodily health, or subject to fits, the Committee desires that, in all cases where the patients are afflicted with any known bodily disease, particular information respecting it may be communicated, previously to their being sent to the Institution. And as the successful treatment of insane persons may depend much upon the information received relative to their cases, the Friends and Medical Attendants of patients are earnestly requested to answer carefully the Queries contained in the printed forms, and to add any other particulars connected with the patient's disorder or character, which may be thought useful.

A Quota's board is required to be paid in advance; and the first quota's payment should be sent with the patient.

Form of a Bequest.

I bequeath to the Treasurer for the time being of an Institution near York, called The Retreat for persons afflicted with disorders of the mind among the Society of Friends, to be applied for the purposes of the said Institution, the sum of _____ out of such part only of my personal estate as may by law be bequeathed for charitable purposes. And I direct that as far as may be needful to give effect to the said bequest, my other personal estate shall be primarily chargeable with my debts and other legacies, and that the receipt of the said Treasurer shall be a sufficient discharge for the same.



Wm. B. Davis
Wm. B. Davis

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RECEIVED
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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 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 accommodation 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.

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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 —

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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.

5th 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 thereto belonging acquired and to be acquired shall stand and continue a security to the said life annuities for the annual payment of their interest and to the Lenders aforesaid, for the regular payment of principal and interest.

Chapter III. The Rules of 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 their 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 Annuityants, Donors, Subscribers and Executors, or others, as shall, in process of time be judged most convenient and best. The Directors so chosen shall have at right

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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 contributors, 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, Station 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

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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 into 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.

See Page 2.
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} ~~engage or dismiss~~ servants - examine and pass bills previous to payment - audit the Treasurers 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.

2nd
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.

8th
Rules adopted at the General Meeting in 6th Month 1812.

Chapter IV.

See page 2. See page 2. See page 2.
The Officers of the Institution are a Treasurer, ^{Medical Superintendent} ~~Visiting Physicians and~~ Surgeon, Medical Superintendent, Secretary and Steward, and Matron. -

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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 in 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.

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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.

13th
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.

14th
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. *omit entirely*

15th
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.

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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.

Rules for the Government of Attendants and Servants.

1. All the Servants, both attendants and domestics, shall have fixed wages or salaries, 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.
2. The Attendants and Servants shall, in all respects, conform to the printed instructions, which they will ~~herewith~~ ^{supplement} receive, and to the directions of the officers ~~in their respective departments, as here entered on & there~~ ^{roughly}.
3. In order to obtain the full care of the patients, by the attendants, they will be exempted from any regular employment in the kitchen, or on the farm. The female attendants, however, will be expected to do such needlework, ~~clean~~ ^{starching &c.} for the use of the Institution as the Matron may require in their own day rooms or galleries.
4. The men-attendants are not to visit the galleries or day rooms of the women, nor the nurses or women servants those of the men.
5. Neither the men-attendants nor patients assisting them, are to remain in the kitchen or laundry longer than is necessary for procuring the food or clothes of the patients; and the Housekeeper is desired to see that this and other directions, which affect her department, are strictly adhered to.
6. Each Attendant will be permitted to be absent during a part of at least alternate first-days according to an arrangement approved of by the Superintendent, and which shall provide for the majority of the attendants always being at home. They will also be allowed to be occasionally absent, for the purpose of their own relaxation; ^{with the leave of the Superintendent} but they will always be

