

The Rules and Regulations for the Government of the Retreat

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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 ideots, 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* ideotic 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.

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 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.

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, who, and their successors as hereafter directed to be 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 direction 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, and Matron, 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 Pro-

perty 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 or 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 Resident Surgeon—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 Superintendent'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, Resident Surgeon, Superintendent, 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, or by the superintendent.

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, or by the superintendent.

RESIDENT SURGEON.

The Resident Surgeon is charged with the immediate care of the patients and their attendants. He shall visit the wards, and make himself acquainted with the condition of all the patients at least once in each day. In his visits to the women's wards, he shall, as far as is practicable, be accompanied by the matron, and his directions in regard to their treatment, or the conduct of the nurses shall be chiefly given through the matron.

The Resident Surgeon shall endeavour to obtain, in addition to the answers to the printed queries which usually accompany the

patients, all the further particulars in their power from their friends, relative to their previous history and the circumstances connected with the disease. He shall enter the information which he obtains in the book of cases belonging to the institution, and carefully observe and record the history of each case whilst under the care of the establishment.

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.

The Resident Surgeon, in concurrence with the Superintendent, may, if they are agreed in regard to the urgency of the case, discharge any attendant for improper conduct, and the same may be done in regard to the nurses by the Surgeon and Matron. Such cases are to be reported as early as may be to the committee, and except in extraordinary cases the committee is to be consulted in regard to the dismissal of all those servants whom they have appointed.

SUPERINTENDENT.

The Superintendent shall be the master of the family, and shall have the oversight of every part of the establishment. He shall not be responsible for the management of the patients, as the immediate care of them is devolved on the resident-surgeon. The superintendent, nevertheless, shall visit all the wards of the male patients daily, and shall endeavour in his intercourse with them to co-operate with the resident-surgeon in their moral management; and in the absence of that officer, he shall act in his stead in regard to the patients and their attendants. The state of the galleries, day rooms, and sleeping apartments, shall be under his notice and direction as regards their cleanliness and the necessity of repairs, and also the state of the furniture. He shall direct when needful the provision of suitable clothing for the patients.

The superintendent shall have the primary charge of the whole domestic economy of the family, deputing such parts of it as he thinks proper to the matron. He shall have the entire charge of the out-door establishment, and, under the general direction of the committee, shall purchase the articles which are required for the use of the farm and garden. Under the same general direction, he shall purchase the articles which are requisite for the use of the family, shall bring all bills to the monthly meetings of the committee, for examination, and obtain the means of payment for such as are passed, of the Treasurer.

He shall keep all the accounts of the institution in such manner as the committee may direct, and shall make out and transmit the accounts of the several patients at such times as they respectively become due.

MATRON.

The Matron shall be mistress of the family. If a housekeeper be appointed, she shall act under her directions. In concurrence with the superintendent, she may choose and dismiss the house servants; but she shall report the removal or appointment of any to the committee, which shall fix the wages. She shall visit the apartments and see all the women patients daily. Under the directions of the resident-surgeon, in regard to treatment, she will have the charge of the women patients, and the oversight of the nurses, who shall in all respects conform to her directions.

ATTENDANTS AND SERVANTS.

1.—All the servants, both attendants and domestics, shall have fixed salaries or wages, and shall not be permitted, without leave from the officers, to make a perquisite of any kind, to sell any thing to the patients, or receive money from them, or their friends, or from visitors to the institution.

2.—The attendants shall, as much as possible, be present with the patients under their respective care.

3.—If any servant strike, punish, or otherwise ill-treat any patient, such servant shall be liable to immediate dismissal.

4.—The attendants shall not apply any means of mechanical restraint to the patients, without obtaining the previous consent of the Resident Surgeon, or Matron ; unless in cases of extraordinary emergency, when they shall immediately inform them thereof.

5.—Except during the hours which may be appointed for that purpose, every attendant or servant on going out must have special leave of absence ; the men from the Resident Surgeon, and the women from the Matron ; or, in their absence, from the Superintendent.

6.—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.

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 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. *Vide* form of certificate in page 14.

Answers should also be given to the Queries, transmitted by direction of the Committee, to the applicants for the admission of patients. *Vide* page 15.

5th. *Application is to be made, and PERMISSION given, PREVIOUSLY TO THE SENDING OF ANY PATIENT TO THE INSTITUTION.* See the "Mode of Admission," page 13.

MODE OF ADMITTING PATIENTS.

The first step to be taken in obtaining the admission of patients into the Retreat, is by the transmission of a letter addressed to the *Treasurer*, SAMUEL TUKE, stating the case. A few particulars should be given as to the nature of the attack, the circumstances and 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 arise to admission, there will be a set of queries, and the form of a Medical Certificate 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 persons.

The prescribed form will be found at page 14.

The Rules require a *Quarter's* board to be *paid in advance*; and the first quarter should be sent with the patient.

FORM OF MEDICAL CERTIFICATE,

Agreeably to the late Act of Parliament,

Which requires that all the particulars here inserted, should be attested by the signatures of *two* Medical Practitioners, each of them being Physician, Surgeon, or Apothecary, and that the Certificate shall bear date not more than *fourteen days* previous to such reception.

We hereby certify, that we have *separately* visited and personally examined _____ of _____ aged _____, and that he is insane, and a proper person to be confined.

We also certify, that according to the best of our knowledge, the following particulars, required by Act of Parliament, are correctly stated, viz.

1. Christian and surname and place of abode, }
of the person by whose authority or direction the patient has been examined.
2. Degree of relationship or other circumstance of connexion, between such person and the insane person. }
3. Former occupation of the patient, and the Asylum, if any, in which such patient shall have been previously confined. }
4. Whether such person shall have been found lunatic or of unsound mind, under a Commission issued by the Lord Chancellor, or Lord Keeper, or Commissioner of the Great Seal. }

5. Date of EACH visit by the Medical Practitioners ; specifying whether M.D. Surgeon, }
or Apothecary.
6. Date or dates of Signatures.

Q U E R I E S

Which are usually transmitted to applicants for the admission of Patients.

RETREAT, NEAR YORK.

Much disadvantage having arisen to the Institution, from Patients being sent 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 Retreat*. 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 following Queries, and to add any other particulars connected with the Patient's disorder or character, which may be thought useful.

The Certificate is to be filled up by a MEDICAL PERSON ; and the whole may be sent along with the Patient, when not particularly requested to be sent before.

1. What is the Patient's name and age ?
2. Occupation ?
3. Single or married, and, if married, the number of children, and the age of the youngest ?
4. Supposed cause of the insanity ?

5. Of how long continuance ?
6. Is this the first attack ?
7. If not, how many previous attacks, and at what distance of time from each other ?
8. Have the intervals of sanity been complete ?
9. Is the disease supposed to be constitutional ?
10. Was there any thing peculiar in the previous habits or manners of the Patient, or a degree of mental weakness approaching to ideotism ?
11. Have any and what medical means been employed ?
12. Has the Patient been in any public Hospital or private Establishment for the insane ?
13. Is the Patient in good bodily health ; if not, describe the disease and the state of it particularly ?
14. Has he or she been afflicted with fits or palsy ?
15. Has the Patient shown any disposition to refuse food, or to injure himself or others ?
16. Who is to be chargeable with the Quarterly Accounts, and to whom are they to be sent ?

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*, the sum of _____ to be paid out of such part of my personal estate, as shall not consist of chattels real, and applied for the purposes of the said Institution ; and for which the receipt of such Treasurer shall be a sufficient discharge.

FINIS.