

**Rules and regulations for the government of the Westminster Hospital, or Public Infirmary, in James Street, Westminster, near the King's Palace, instituted, 1719.**

**Contributors**

Westminster Hospital.  
Royal College of Surgeons of England

**Publication/Creation**

London : Printed by Plummer and Brewis, 1827.

**Persistent URL**

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RULES AND REGULATIONS

FOR THE

GOVERNMENT

OF THE

Westminster Hospital,

OR

Public Infirmary,

IN

JAMES STREET, WESTMINSTER,

NEAR THE KING'S PALACE.



“ Because I delivered the poor that cried, and the fatherless, and him that had none to help him ; the blessing of him that was ready to perish came upon me.”

Job xxix. 12, 13.

LONDON:

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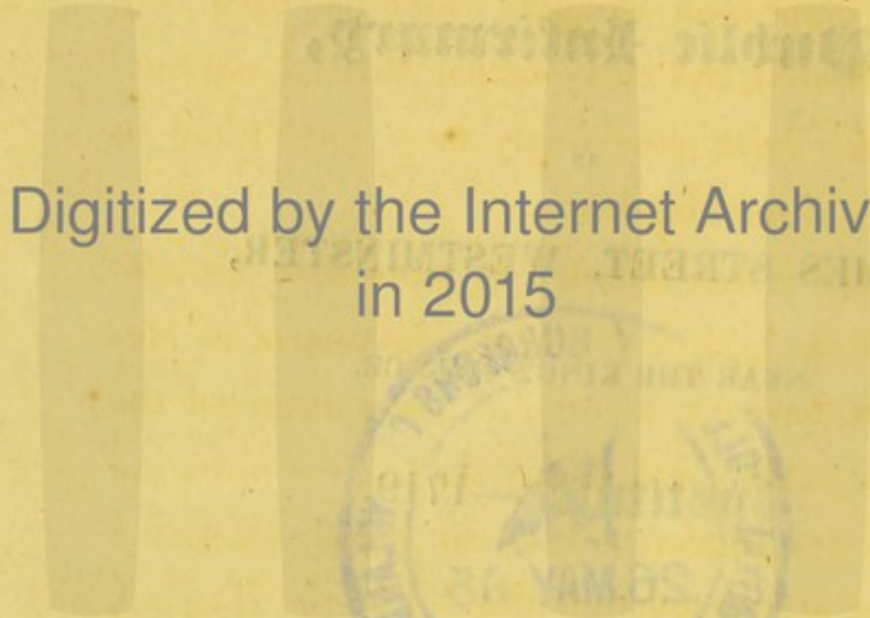
1827.

HULLS AND REGULATIONS

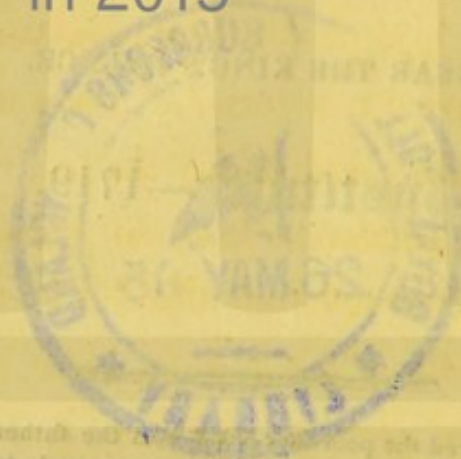
GOVERNMENT

Minister of Education

Public Instruction



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# THE WESTMINSTER HOSPITAL,

OR

## PUBLIC INFIRMARY,

Was the first in this Kingdom supported by Voluntary Contributions.


It was instituted in the year 1719, for the relief of the indigent sick from all parts of Great Britain, and for the reception of cases from accident at all hours of the day and night,—an example which has been very generally followed, and many similar Medical and Surgical Charities have accordingly been established in various parts of the kingdom.

The relief it has afforded to more than 200,000 Patients, and the high professional reputation of its Medical Officers, have for a series of years attracted the notice of the public; and during the last ten years the applications for admission have so greatly exceeded the means of accommodation afforded by the Hospital, that a Meeting was called in June, 1819, at which His Grace the DUKE OF NORTHUMBERLAND presided, to take the subject into consideration. On that occasion it was fully proved, that the benevolent intentions of Trustees recommending Patients, have been in numberless instances frustrated, owing to the limited size and number of the Wards, and it was shewn that the dimensions of the Hospital were quite inadequate to

meet the numerous applications made for relief by the sick and poor of the crowded population of Westminster.

A Subscription was consequently opened, and great exertions have been made during the last year so to improve the internal arrangements of the Hospital, as to render it worthy of the lead which it formerly took among similar institutions of this metropolis, and to secure the patronage of the public. But the Trustees have still to regret, that hitherto their exertions in collecting Subscriptions, have not succeeded so far as to enable them to commence making those enlargements of the Establishment, that the increased demands of the necessitous Sick require: certain improvements and additions are now, however, under consideration, the effect of which must be a considerable increase of the means of accommodation, and consequently a great extension of the usefulness of the Charity. In favour of those improved and additional Buildings (which are about to be commenced) the support of the Humane and Beneficent is earnestly solicited.

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 *The Inspection of the Trustees is earnestly solicited, and is at all times esteemed a benefit conferred upon the Hospital, as the superintendance of the Governors, whilst it is calculated to prevent irregularities, affords great encouragement to those Officers who faithfully discharge their duties.*

**Patron.**  
**THE KING.**

**Vice-Patron.**  
HIS ROYAL HIGHNESS THE DUKE OF SUSSEX.

**President.**  
HIS GRACE THE DUKE OF NORTHUMBERLAND.

**Vice-Presidents.**  
The Right Hon. GEORGE JOHN, EARL SPENCER.  
The Right Hon. ROBERT, EARL GROSVENOR.  
The Right Hon. the EARL OF LIVERPOOL.  
The Right Hon. LORD VISCOUNT SIDMOUTH.  
The Right Hon. LORD ARDEN.  
The Right Hon. LORD COLCHESTER.  
The Right Hon. LORD BEXLEY.  
The Right Hon. LORD GODERICH.  
The Right Hon. the SPEAKER OF THE HOUSE OF  
COMMONS.  
The Right Hon. ROBERT PEEL.  
The Hon. PHILIP PUSEY.  
Sir FRANCIS BURDETT, Bart. M. P. for Westminster.  
The Very Reverend the DEAN OF WESTMINSTER.

**Treasurer.**  
COLONEL ELLIOT, *Pimlico Lodge.*

**Physicians.**  
Sir G. L. TUTHILL, M. D.  
JOHN BRIGHT, M. D.      G. H. ROE, M. D.

**Surgeons.**  
WILLIAM LYNN, Esq.      ANTHONY WHITE, Esq.  
Sir ANTHONY CARLISLE      G. J. GUTHRIE, Esq.

**Assistant Surgeon.**  
JAMES HARDING, Esq.  
**Personal Assistant to the Senior Surgeon.**  
W. BEWICKE LYNN, Esq.



THE KING

HIS ROYAL HIGHNESS THE DUKE OF SUSSEX

"————— Lo! a goodly Hospital ascends,  
 In which they bade each lenient aid be nigh,  
 That could the sick bed smooth—————  
 It is a worthy edifying sight,  
 And gives to human kind peculiar grace,  
 To see hands attending day and night,  
 With tender ministry from place to place:  
 Some prop the head; some from the pallid face  
 Wipe off the faint cold dews weak nature sheds;  
 Some reach the healing draught, the while to chase  
 The fear supreme, around their soften'd beds  
 Some holy man by prayer all opening Heaven dispreads."

THOMSON.

SIR ANTHONY CARLETON  
 WILLIAM LYNN, Esq.  
 ANTHONY WHITE, Esq.  
 G. J. GUTHRIE, Esq.  
 JAMES HARRIS, Esq.  
 W. BARTON, Esq.

STANDING ORDERS

Westminster Hospital,

OR

PUBLIC INFIRMARY.

- I.—THE OFFICERS of this Institution shall consist Establishment. of a Patron, Vice Patron, President, Vice Presidents, a Treasurer, Three Physicians, Three Surgeons, and an Assistant Surgeon ; a Chaplain, an Apothecary, a Secretary and House Steward, a Matron, and a Collector.
- II.—All persons who were Subscribers before the 20th day of December, 1754 ; and all persons Qualifications of Trustees. who, from and after that time, shall have subscribed Three Guineas or more *per annum*, are Trustees of this Charity : but any Trustee or Subscriber whose Subscriptions are Six Months in arrear, cannot have any vote or privilege till the arrears are paid ; and all subscriptions are payable in advance.

III.—Every person giving a benefaction of Thirty Pounds, or upwards, immediately thereupon becomes a Trustee;—and every person who, by Will, bequeathes a legacy of Fifty Pounds, or upwards, may nominate another person, who, immediately after payment of the said legacy, is deemed a Trustee.

*Privileges of  
Subscribers.*

IV.—Every subscriber of One Guinea is intitled to have one In-patient and two Out-patients in the year—Every subscriber of Two Guineas is entitled to have two In-patients, and four Out-patients in the year—Every Trustee subscribing Three Guineas—every Trustee by a benefaction of Thirty Pounds or upwards, and under Fifty Pounds, is intitled to have three In-patients and six Out-patients in the year, and so on in proportion to the amount of the subscription or benefaction—Every Trustee by Will, and every Honorary Trustee in consequence of a legacy without a nomination by the Testator, to the amount of Fifty Pounds, is intitled to have Five In Patients, and Ten Out Patients in a year. The Treasurer, Physicians, and Surgeons, are severally intitled to have one In Patient and one Out Patient at a time, or two Out Patients.

V.—No Lunatic shall be admitted into this Hospital—no person having the Small Pox, or labouring under Consumption in an advanced stage—nor any Female far advanced in Pregnancy—nor any person having ulcers of the leg of long standing, except in cases of severe accident requiring Surgical aid.

*Patients not to be recommended.*

VI.—No person shall act as a Trustee, during the time that he, or any other person for his account or benefit, is employed as a tradesman, or appointed to work for, or supply the Charity with provisions of any kind, or other commodity, nor for the space of six months after his having been so employed.

*Tradesmen to the Charity not to act as Trustees.*

VII.—No Trustee shall be intitled to vote at any Special General or Quarterly Board, nor at any Election for Treasurer, Physicians, Surgeons, Apothecary, Secretary and Steward, or Matron, until he or she shall have been a Trustee of this Hospital for the space of Three Calendar Months, agreeably to the ancient standing orders of the Hospital, in all cases of election [of officers.

*No Trustee to Vote who has not been a Subscriber Three Months.*

VIII.—A Weekly Board (consisting of as many Trustees as please to attend) is to meet at

*Powers given to the Weekly Board.*

the *Hospital* every *Wednesday*, at half past twelve o'clock, and such *Weekly Board* has power, from time to time, to give such instructions and orders, as they find necessary for the immediate direction of the several officers, servants, and others, employed in this charity: and for the admitting or dismissing of patients, and every thing relating to the good management of the house: and the *Weekly Board* has a discretionary power to insist upon security for the burial of such patients recommended to this *Hospital* as shall appear to be dangerously ill: but no new *Order* of the *Weekly Board* is to be in force till it be approved of by the majority at the next *Weekly Board*.

*No old Rules or printed Regulation* shall be *repealed or altered*, nor shall any *new Rule* be *in force or acted upon* until the proposed alteration or proposed *New Rule* shall have been hung up *three weeks* in the *Board Room*, and *confirmed by Two Quarterly or Special General Boards*, notice of such proposed alteration, or *new Rule*, being given in the summons.

*All Rules and Orders to be confirmed before they are acted upon.*

IX.—No order shall be given for any *Article*, nor shall any expense be incurred by any *Weekly Board*, (*urgent repairs* excepted)

*Orders for Purchases require Five Trustees.*

unless *five* Trustees, at least, be present; and no expense exceeding Twenty-five Pounds Sterling can be incurred by any *Weekly* Board.

X—No repairs shall be undertaken, and no orders shall be given, subjecting the Hospital to a greater expense than Two Pounds Sterling, unless *Estimates* for the same shall have been *first submitted* to the Board, and when the prices do not exceed, the preference shall be given to the Tradesman who has previously supplied the Hospital, *Estimates required.*

XI.—The Weekly Board may, as often as they see occasion, appoint Special General Boards to be held (during the intervals between the Quarterly General Boards); and may call a Special General Board when required by any Seven Trustees; giving Fourteen Days Notice in the Summons of the occasion of calling such Special General Board. *The Weekly Board to call Special General Boards.*

XII.—Four Quarterly General Boards shall be held in every year, viz. on the *fourth Thursday after each Quarter-day*, and the Weekly Board shall nominate from the Committee of Management, a Sub-Committee of Three or more Trustees, to prepare the business to *Quarterly Boards and their Days of Meeting.*

be laid before such Quarterly Board; which Committee shall not propose to the consideration of the Quarterly Board, any business which has not been previously resolved at some Weekly Board in the preceding Quarter; and the said Committee shall submit to the Quarterly General Board all matters and questions directed by any Weekly Board, of the preceding Quarter, to be so submitted; and no business whatever is to be brought before any Quarterly General Board, but what is contained in the Minutes of the said Committee.

XIII.—All General Boards are to consist of at least thirteen Trustees; and when it shall happen that there are not a sufficient number of Trustees present at any Quarterly or Special General Board, three or more Trustees, present at such Meeting, may adjourn the same to some future day, not less than seven, nor more than fourteen days, from the day appointed for such Quarterly or Special General Board; and notice of such adjournment shall be thereupon sent to the Trustees by the Secretary, and advertised in One or more Daily Papers.

*General  
Boards to  
consist of  
Thirteen  
Trustees.*

XIV.—All questions at every Board and Com-

mittee, except at the election of officers, shall be decided by the votes of the majority of the Trustees present, and the rough minutes of every Board and Committee, as well as the fair minutes of every Quarterly and Special General Board and Committee shall be signed by the respective Chairman.

*Questions  
decided by  
a majority of  
Votes.*

Ladies have the privilege of voting by proxy at all general Boards for the election of officers, such proxies in writing being delivered at the Board by some person who is a Trustee.

*Ladies to  
Vote by  
Proxy.*

All Benefactors to the extent of £500 and upwards shall be entitled to *two* votes.

XV.—If a ballot (not being already appointed upon any question) be demanded by Three or more Trustees at any Quarterly or Special General Board, the Chairman is thereupon to appoint a Special General Board for taking the same, at any time after fourteen days, and not exceeding twenty-one days, from the demand of such ballot: which is to begin at ten o'clock in the forenoon, and to be closed at two in the afternoon: and notice of such ballot, and of the question on which the same was demanded, shall be given to the Trustees in the Summons, and shall be advertised in some of the public papers.

*Ballots.*



All questions respecting the conduct of any officer or officers of this institution, shall be decided by ballot; the proper notice of such ballot being given, as well as the hour at which it is to be taken.

*Treasurer.*

XVI.—The Treasurer is to be chosen annually at the first General Board after the General Audit, and is to be proposed to the Weekly Board three weeks previous to his election.

*Treasurer  
&c. how to  
be chosen.*

XVII.—The Treasurer, Physicians, Surgeons, Apothecary, Secretary and Steward, and Matron, shall be elected by a Special General Board; and the first Weekly Board shall give immediate notice of any vacancy by death or resignation, through the medium of the daily papers, and shall call a Special General Board to declare such vacancy, and appoint the day of election, which shall not be under fourteen days nor above twenty days after the declaration of such vacancy.

Every candidate for the office of Physician shall be a fellow or licentiate of the *College of Physicians of London*; and every candidate for the office of Surgeon shall be a Member of the *College of Surgeons of London*, not practising Pharmacy or Midwifery.

The Weekly Board is empowered, in case

of necessity, to employ such person or persons to officiate as Treasurer, Physician, Surgeon, Apothecary, Secretary and Steward, or Matron, as occasion may require, till a proper person be chosen by a General Board; also to appoint the inferior Servants of the House and the Tradesmen.

No addition shall be made to the Salary of the Apothecary, Secretary and Steward, or Matron; nor shall any gratuity exceeding Two Guineas be given to them, without the consent of a General Board.

XVIII.—The Secretary and Steward shall be elected Annually, but the same individual shall be re-elected, unless some sufficient cause is assigned for his removal.

*Secretary and Steward to be elected annually.*

XIX.—No election whatever shall be entered on before Twelve o'clock, except an election by ballot, which shall not be entered on before Ten o'clock.

*Elections.*

XX.—When any operation in surgery is to be performed, all Physicians and Surgeons, who are Trustees, have liberty to attend.

*Trustees who may attend operations.*

XXI.—A General Committee, a Committee of Management, a Medical Committee, a Com-

*Appointments of Committees.*

mittee of Auditors, and a Committee of House Visitors shall be appointed at the first Quarterly General Board of each year.

*Orders to  
Tradesmen.*

XXII.—No Tradesman whatsoever is to deliver any Article, nor to do any repairs, or other business for this Hospital, without a *previous Order in Writing*, signed by the *Secretary*, except Orders to Chemists and Druggists, which Orders are to be signed by the Apothecary.

*Deeds,  
Bonds, &c.*

XXIII.—All Deeds, Bonds, or other securities for money belonging to the Hospital, are to be kept in the iron chest under two keys; one whereof to be kept by the Treasurer, and the other by the Secretary for the time being.

*Accounts  
closed  
annually.*

XXIV.—The Accounts of this Hospital are to be annually closed upon the 31st of *December*, and to be audited and signed previously to the meeting of the Quarterly Board in January, by *at least Three Auditors*, and abstracts of the said Accounts are to be printed, and delivered to the Trustees, on or before the first Wednesday in May, and an ANNI-VERSARY MEETING of all the Trustees shall

*Anniversary  
Meeting.*

be holden on the Second Tuesday of May in each year.

XXV.—No person shall be present at any Board or Committee, when any case or claim respecting himself is under consideration, unless his presence be desired by the meeting.

*Persons not to be present at Boards.*

XXVI.—No Standing Order of this Hospital shall be repealed, or altered, or any new one, be in force, without the approbation of *two* General Boards.

*Standing Orders.*

## GENERAL RULES.

1. ALL Subscriptions to this Institution *are payable in advance*—and, as the welfare of the Charity depends upon the regular payment of the Subscriptions, it is hoped the Subscribers will consider that no one can properly have a right to recommend a Patient till he has contributed to the relief of such Patient, by the payment of his Subscription in advance, and without which the Patient cannot be said to be relieved at his expense.

2. All annual Subscribers shall be considered as continuing their Subscriptions until they shall signify the contrary in writing to the Secretary.

3. The Secretary is to send a respectful Letter to all those Subscribers whose subscriptions shall be in arrear six months.—(See Appendix.)

4. Upon the death of any Subscriber the Secretary shall address a Letter to his or her Representative, intimating that such Representative may recommend Patients for the remainder of the year, and respectfully soliciting a continuance of the Subscription.—(See Appendix.)

5. The different Bills due by this Hospital shall

be examined Monthly, and all Bills shall be paid Quarterly, having been previously audited and submitted to the Quarterly Board.

6. The Bills for Beer and Milk, and any trifling incidental expenses, may be paid Monthly by the order of the Weekly Board, after having been audited.

7. Public Notice is to be given in *April* and *October* of each year, that the Board will receive proposals in writing from the several Butchers, Bakers, and other Tradesmen, who may be willing to serve the Hospital for the next six months, and, if it should not be considered expedient to give such public notice in a daily paper, the Secretary shall write to *at least three of each trade*, desiring *sealed tenders* to be sent for the supply of Meat, Bread, Rice, Sugar, Soap, &c.

8. No check on the Banker, or other draft for money, is to be signed by the Secretary, until such check or draft shall have been ordered by a Weekly or General Board, and *previously* signed by *three* Trustees.

9. Two or more of the members of the Committee of Management shall, every month, go through and inspect the different Wards, Store Rooms, Apartments, and every other part of the Hospital, and *report the state of the House in writing* to the next first Weekly Board.

10. An inventory of the Household goods, furni-

ture, and other articles belonging to this Hospital, shall be taken annually by the Secretary, and laid by him before the Committee of Management, at their first meeting in *January* of each year, together with a Schedule of all goods and furniture purchased during the year. This Inventory and the Schedule shall be signed by the Chairman of the Committee as examined, and shall be submitted annually to the first Weekly Board in February, and compared with the Inventory of the preceding year; and a duplicate of each year's Inventory shall be given to the Matron.

11. No persons shall be admitted as *In Patients*, nor remain in the house, if admitted, when their cases are *equally* capable of relief as *Out Patients*.

12. The Beds in each Ward are to be numbered, and the Bedding and other articles marked with a corresponding numerical mark.

13. No Bed nor Bedding shall, after the decease of any Patient occupying the same, be again used until cleansed and purified.

14. No person belonging to this Hospital shall presume, on pain of immediate expulsion, to take any fee, reward, or gratuity, directly or indirectly, for any service done, or to be done on account of the Hospital.

15. At every Quarterly Board the Minutes of the last Quarterly Board are to be read and confirmed, or otherwise—and at *every* Board or Com-

mittee the draft or rough minutes are to be read over the last thing before leaving the Chair, and signed by the Chairman.

16. A Committee of *Three* Governors is to be appointed at the Quarterly Board in January, to draw up a report of the general State of the Hospital, which shall comprise the following particulars, viz.—the number of Patients admitted and discharged, a return of the number, diseases, and results of the In Patients, an abstract of the accounts, and a list of the Subscribers of the preceding year—this report is to be delivered to the Quarterly Board in January, and to be then printed and distributed to the Trustees and Subscribers for their information, *previous to their Anniversary Meeting* at the Hospital in May.

\* As order and system are essential in the conduct and management of Public Institutions, it is necessary that the Hours of Meals should be fixed and regular, as well for the Resident Officers as for the Servants and Patients. The hour for *Breakfast* at this Hospital shall be between 8 and 9 o'clock, and the Breakfast shall be over at 9 o'clock. The hour for *Dinner* shall be between 4 and 5 o'clock. The Breakfast hour for the Patients shall be *eight* o'clock, and the Dinner Hour *half past One* o'clock. The Servants are all to dine at one Table, between the hours of half-past One and Two o'Clock.

☞ *The Inspection of the Trustees is earnestly solicited, and is at all times esteemed a benefit conferred on the Hospital; as the superintendance of the Governors, whilst it is calculated to prevent irregularities, affords great encouragement to those officers, who faithfully discharge their duties.*



## APPOINTMENT OF COMMITTEES.

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At the first Quarterly General Board in each year, the following Committees shall be appointed for the service of the Hospital for the ensuing year, such Committees to be *open to all the Trustees*—and the Trustees are particularly requested to attend whenever it may be in their power.

Two Chairmen shall be appointed annually to each Committee—one of whom is expected to attend to take the Chair on the day and at the hour fixed for the meeting of the Committee to which they are severally Chairmen.

An arranged List of the appointed times of meeting of all Committees shall be suspended in the Board Room.

### A HOUSE COMMITTEE,

Or *Committee of Management*, consisting of the Treasurer,—the Medical Officers,—and Twenty-

Four Trustees, to be named from among those who have attended the Boards most frequently during the preceding year; such Committee to meet the *last Tuesday in each month*, or oftener if necessary; and they shall inform themselves generally of the manner in which the Medical and other duties of the Hospital are performed, and enquire into every thing relating to the œconomy and management of the House; and they shall, at every such monthly meeting, call for and inspect the Report Book of the House Visitors, and the Book containing the determination of the Physicians and Surgeons concerning Patients who have been two months or longer in the House; they shall also see that all other Books ordered by the regulations are kept with regularity; and that the Diet Rolls are accurately and faithfully kept—and the Committee, or any Three of them, shall report to the Weekly Board, from time to time, upon all points relating to repairs, requisitions for Furniture, Stores, Linen, Coals, &c., and upon such other points as to the said Committee shall appear necessary.

#### A SUB-COMMITTEE

From the above Committee of Management, will meet to *prepare business for all Quarterly General*

*Boards*, on the Wednesday preceding the meeting of such Quarterly Board, which Sub-Committee are not to propose any business for the consideration of the Quarterly Board but what has been previously resolved at some Weekly Board, in the preceding quarter; and the said Committee are to submit to the Quarterly General Board all matters and questions directed by any Weekly Board of the preceding quarter to be so submitted, the said Committee being however at liberty to report their opinion upon such matters and questions.

#### A MEDICAL COMMITTEE,

Consisting of such of the Trustees as are Physicians, Surgeons, or Apothecaries, or conversant in the knowledge of Drugs; such Committee, or any Three of them, to meet the *last Saturday in each Month*, at ONE O'CLOCK in the afternoon, and at such other times as they may judge expedient, to examine the prices, qualities, and quantities of all Drugs and other ingredients made use of in the Hospital; to inspect the Shop, and see that a proper and arranged List is kept of all Drugs, Medicines, and articles contained in the Shop, and that all Drawers and Medicines are *properly labelled*—that *written or printed directions* are

given with all Medicines,— that no Medicines, or other articles used in the Shop, are wasted or destroyed—and that *no unnecessary expense* is incurred,—reporting from time to time to the Board as to the said Committee, or any one, or more of them, shall appear necessary.

#### A COMMITTEE OF AUDITORS,

Consisting of Seven Trustees, to examine and Audit the Accounts of the Hospital and the Tradesmen's Bills—such Committee, or any Two of them, to meet the *first Tuesday in each Month*, and to call for the Cash Book—the Secretary's weekly Abstracts of the returns of Diets and costs of Provisions during the preceding month, together with all such explanations upon Hospital accounts, and Stores, as may appear to them necessary ; reporting to the Weekly Board any irregular or objectionable charges ; and no *Monthly or Quarterly Accounts* are to be submitted to the Board for payment until examined and signed by *at least two Auditors* ; and the Auditors are to examine the Banker's Book, and compare the same *quarterly*, with the Cash Book, reporting thereon, and they are to examine the *Annual Accounts*, which Accounts are to be signed as having been examined and audited by *at least Three*

*Auditors*, and to be submitted to the Quarterly Board in January.

#### A COMMITTEE OF HOUSE VISITORS,

Consisting of the Treasurer, and Twenty-Four Trustees, two of whom will, in rotation, or by such other arrangement as may be convenient, walk daily through the Hospital, to inquire into the behaviour of the Officers, Servants, and Patients; the quality of the Provisions, and every thing relating to the œconomy of the House; and the said Visitors have power to *suspend* any Servant for misbehaviour, and reject such provisions as they shall find deficient or improper and provide others in their room, till they have made their Report to *the next Weekly Board*. The House Visitors will also enquire into the state of Patients who have been in the Hospital more than two months, and see that the Rules and Regulations in every department of the Hospital are attended to, recording their visit, with the date, in the House Visitor's Book, and any observations they may think proper—which Book shall always remain in the Board Room, under charge of the Secretary, open to the inspection of every Trustee, and be laid before every Weekly Board; and *every Trustee is requested*

*to visit the Hospital as often as it may suit his convenience, recording in the House Visitor's Book any observations he may think necessary respecting the state of the Hospital and the condition of the Patients.*

In order to secure an efficient attendance of Trustees at each Board, Forty-Eight Trustees shall be nominated as a

#### GENERAL COMMITTEE,

to be divided into *Four for each Month*, and the Four Trustees appointed for each particular Month are especially requested to attend personally, *or by substitute*, during such Month at the Weekly Board.

All notices or motions proposed at any Board held in this Hospital, shall be delivered to the Chairman in writing by the Trustee proposing the same; and the Chairman is not to take the sense of the Board upon any question which is not proposed to him in writing, and duly seconded.

## TREASURER.

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In the absence of the President, or one of the Vice Presidents, the Treasurer for the time being shall be the Chairman of the General and Weekly Boards, but in his absence the Trustees present shall appoint a Chairman for the day.

The Treasurer will take care that a Quarterly account of the Receipts and Disbursements of the Hospital, stating the Balance available, as well as the Balance actually in the Banker's hands, at the end of the Quarter, be laid before each Quarterly Board.

The Treasurer shall, as provided by the 23d Article of the Standing Orders, have under his custody one of the Keys of the Iron Chest.

## PHYSICIANS AND SURGEONS.

I. The Physicians and Surgeons, one of each of them, are to attend in their turns every *Wednesday*, at *half-past Twelve o'Clock*, to examine those who shall then be recommended as Patients, to certify their opinions of the several Cases to the Board of Trustees, and to prescribe for such as shall be admitted.

II. The Physicians and Surgeons so attending are respectively to sign the letters stating the Patients examined by them, the disease of each, and denoting the preferable cases ; these letters, with the remarks of the Physicians and Surgeons respectively, are to be delivered to the Secretary at One o'clock.

III. No Patients shall be admitted between the sittings of the Weekly Board, except in cases of emergency or of severe accidents ; and in cases of emergency, which are not accidents, not without a written order from the Physician or Surgeon *of the week*, or, in his absence, from one of his colleagues ; and all Patients (whether cases of



accident or otherwise) shall be placed under the care of the Physician or Surgeon of the week, as the case may be, and the Apothecary is strictly enjoined to *report in writing* to the next ensuing Weekly Board the particulars of every such admission.

IV. A Physician and Surgeon are to attend daily at the Hospital, at fixed hours, to visit the In-Patients and prescribe for the Out-Patients.

V. All the Physicians and Surgeons are to meet at the Hospital on the first Saturday in every month, to *hold a consultation* upon the Cases of all Patients who have been in the Hospital *two months* and upwards, to determine on the propriety of retaining or discharging them, and the names of such Patients shall be previously entered in a book, kept for that purpose in the Board Room, and the opinions of the Physicians and Surgeons shall be inserted opposite the name of each Patient; and the result of the consultation held on such case, signed by the Physicians and Surgeons present, shall be entered in the said book; and, should no report be made to the Board, on the case of any particular Patient, it will be considered that there is no necessity for the longer continuance of that Patient in the Hospital.

VI. All Patients, during their continuance in the Hospital, shall be under the care of the Physician or Surgeon, (and if necessary of both) whose week of attendance it was when they were admitted; and each Physician and Surgeon shall visit his respective Patients on *regular days and at appointed hours*, at least twice a week, and as often at other times as he may judge expedient, and have notice of any sudden emergency.

VII. The Physicians and Surgeons are to be punctual in their attendance *at the stated hours*, in order that the time of the out Patients may not be wasted, and that the Servants and Patients may always be properly prepared to attend them, and that the œconomy of the house may be in no way interrupted.

VIII. Should business or indisposition at any time prevent a Physician or Surgeon from attending at the Hospital, when it is his turn to attend, he shall engage one of his colleagues to attend for him at the proper hour.

IX. The particular Diet of the Patients shall be *expressly* ordered in writing by their respective Physicians and Surgeons; and transcribed from the Physicians and Surgeons Books upon the Diet Rolls, and the Bed Tickets, with the dates. The

Physicians and Surgeons *only* shall order extras, and such orders shall be *in writing* with the dates, and they shall specify the periods for which *they are ordered to be continued*, and *nothing extra shall be allowed beyond the day on which it is ordered, unless specified in the order "daily," or "for ——— days."*

Extras are on no occasion to be continued beyond a week, unless they are *renewed* by the written order of a Physician or Surgeon.

X. No capital operation in Surgery shall be performed, unless sanctioned by a previous general consultation of the Medical Officers, except in cases of accident [admitting of no delay, and a register shall be kept of all such consultations, signed by the Physicians and Surgeons present.

XI. Although the Physicians and Surgeons will pay attention to œconomy in general in their prescriptions, yet they will not suffer themselves to be restrained by parsimonious considerations from prescribing Drugs of a *high price*, and Wine, &c. when required in diseases of *danger* and *malignity*.

## APOTHECARY.

I. Every Candidate for the Office of Apothecary must be a person *legally qualified to practise as an Apothecary*, and shall, *fourteen* days previously to the day of Election, submit his qualifications and abilities to the examination of the Physicians and Surgeons of the Institution, and he shall also produce certificates from respectable persons as to his general good character.

*Qualifications.*

II. The Apothecary shall not engage in private practice, neither in nor out of the Hospital, nor shall he attend any other business than that of the Hospital.

III. The Apothecary shall visit the Wards *at least* twice a day, for the purpose of enquiring whether each patient has been supplied with, and has taken the medicines prescribed. His first visit is to be at **NINE O'CLOCK** in the morning.

*Ward Duties.*

IV. The Apothecary shall affix two Tickets over the Bed of each In Patient, one specifying the name, age, date of admission, and disease of the Patient, together with the name of the Physician and Surgeon under whose care the Patient is placed—the other specifying the Diet according to the prescription of the Physician or Surgeon.

V. The Apothecary shall place a Diet Table and a Diet Roll in each Ward, and he shall insert *daily* in the Diet Roll, opposite to each Patient's Name, the particular Diet and *Extras* (if any) prescribed, classing the several Patients under the Names of their respective Physicians and Surgeons.

VI. The Apothecary shall every Saturday Morning place conspicuously a Card with O. P. over the Bed of each Patient whom he may consider sufficiently recovered to be discharged, and if that Card be not removed by the Physician or Surgeon before the following Wednesday, such Patient shall be reported by him for the purpose of being discharged.

*Shop  
Duties.*

VII. The Apothecary shall be in the shop every morning, Sundays excepted, at TEN O'CLOCK, for the purpose of preparing and dispensing medicines to the Patients.

VIII. The Nurses shall be supplied with the medicines ordered for the In Patients, within two hours after the Physicians and Surgeons have made their respective visits, and the Apothecary shall see that such medicines have on the reverse of the label the prescription from which they are made briefly indicated.

IX. Correct labels shall be affixed to all drawers, bottles, and utensils containing Drugs or Medicines, and a tabular Index shall be hung up,

specifying the name and place of every medicine, &c. in the Shop. (See Appendix.)

X. All remedies, *whether Drugs, Lotions, or Ointments*, shall be under the immediate custody of the Apothecary, and shall be dispensed from the shop and *not from the Surgery* or any other place.

*Shop  
Duties.*

XI. The Apothecary shall attend to no order or prescription for medicines, unless the same be delivered to him in writing, and all orders not in the Physicians and Surgeons books, or on the letters of the Patients, shall be filed or preserved in regular order in a waste book.

XII. He shall not allow any person to assist in dispensing Medicines, nor to be present in his shop, the Trustees and Officers of the Institution, and any Assistant or Pupil approved by the Board excepted.

XIII. The Apothecary shall not give *either to In or to Out Patients* any Medicines *without proper written, or printed, directions* how they are to be used, *with the Patient's name affixed* to each direction, *and such directions shall be continued*, however frequently the Medicines are repeated.

XIV. The Apothecary shall not deliver to the Out Patients a greater quantity of any Medicine than is *sufficient to serve them until the next stated and regular day of attendance*, and no Patients shall have more than *one repetition* of their Me-

dicine, without the written order of the Physician or Surgeon.

*Shop  
Duties.*

XV. The Apothecary shall, on no account, except in cases of sudden accident or emergency, deliver any Medicines, Wines, or Spirits, to Out Patients or persons applying for medical assistance, without a written prescription from a Physician or Surgeon of the Hospital, and, in case of Medicines being ordered to be compounded, he shall not deliver them to Patients uncompounded.

In the event of any case of emergency as above referred to, the Apothecary shall, in affording the *temporary* relief permitted, inform the Patient that he *cannot be relieved a second time* without a regular letter.

XVI. The shop shall never be open but when the Apothecary is there in attendance. In case of his necessary absence, the shop shall be locked, and left in charge of the House Pupil or House Surgeon.

XVII. The Apothecary shall keep the key of the shop in his possession, except when it is delivered by him to the House Surgeon, or House Pupil, according to the regulations relating to their respective departments; or to the Porter, or other person appointed to clean out the shop in the morning, and on this occasion the Apothecary shall *be responsible* that the key is *forthwith returned* to him.

XVIII. The Apothecary shall keep a ledger account of all Medicines and Drugs according to the annexed form. (See Appendix.)

*Drug  
Ledger.*

He shall also ascertain the stock of Medicines and other articles in his charge on the *first of January* and the *first of July* in each year, and he shall lay an abstract of the same before the next ensuing Quarterly Board.

XIX. The Apothecary shall keep a book, in which he shall enter the quantity and description of all Wines and Spirits ordered for the use of the Patients. This account shall be totalled and balanced every week and laid on the Board Room Table, and shall state the names of the several persons to whom, or for whose use, issued.

*Wine Book.*

XX. The Apothecary shall enter daily, in a Book to be kept for that purpose, an abstract of the number of persons upon each description of diet; he shall total this abstract each Week, and he shall sign the same, and lay the Book before the Weekly Board.

XXI. The Apothecary shall keep a register of all In and Out Patients relieved by the Hospital, according to the annexed Form. (See Appendix.)

*Register  
of Patients.*

XXII. The Apothecary shall enter in a Book to be kept for that purpose, the number of Patients admitted and dismissed, and the number of Patients remaining in the Hospital each day, distinguishing Men from Women, and he shall sign this



return Weekly, and lay the Book before the Weekly Board.

*Patients  
how admit-  
ted, and  
Returns.*

XXIII. No Patient shall be admitted between the sittings of the Weekly Board by any person but the Apothecary, neither shall he admit, or suffer to be admitted, any In Patient between the Board Days, without the written order of the Physician or Surgeon *of the week*, or, in their absence, by one of their colleagues, except in cases of severe accident or sudden emergency.

He shall place all Patients admitted between the sittings of the Weekly Board under the care of the Physician or Surgeon *of the week*, and he shall enter in a separate book, to be kept for that purpose, the name and disease of every Patient so admitted, and he shall lay such Book before the Weekly Board every Wednesday. He shall also report, *in writing*, the name of every Patient who has died or has been discharged during the week, stating, in the instance of Patients discharged, the date and the cause.

XXIV. The Apothecary shall every Wednesday Morning place in the Board Room, a List of the names and diseases of all such Patients as have been in the House more than two Months, classing the same under the names of their respective Physicians and Surgeons.

XXV. The Apothecary shall deliver to the Secretary every Wednesday, a written statement of

all Drugs, Medicines, Ointments, &c. which he considers may be required for the ensuing Week, together with a statement of any Medicines, &c. ordered by him during the preceding Week, without the previous authority of the Board, signing the same.

XXVI. In all Cases of Accident, or urgent Disease, admitted as In Patients at other times than at the regular Weekly Board, the Apothecary shall, without delay, write and inform the Physician or Surgeon under whose care the Patient is admitted, and in case of the absence of the Physician or Surgeon of the Week, he shall direct the Messenger to proceed to the House of another Physician or Surgeon, as the case may be, and, if a Surgical case, he shall see that the Assistant Surgeon is also sent for.

XXVII. The Apothecary shall never be absent from the Hospital between the Hours of Nine in the Morning and Four o'clock in the Afternoon, and he shall not absent himself at *any other time*, without leaving word *in writing* where he can certainly and soon be found,—and the Apothecary, the House Surgeon, and the House Pupil, are never, under any pretence, to be absent at the same time.

The Apothecary shall, when absent, leave the Shop locked, and the Key in charge of the House Pupil or House Surgeon.

The Apothecary is to be at the Hospital every Evening at a reasonable hour, and he shall not sleep out without leave, in writing, from the Treasurer, or the Weekly Board,

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## CHAPLAIN.

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I. THE Chaplain is to attend every Sunday, to read Prayers and preach a Sermon in the Board Room to such Patients as are able to leave their Wards;—he is afterwards to read a Prayer in each Ward, to such Patients as are unable to attend in the Board Room.

II. He is also to attend and read Prayers in the Wards to the In Patients every Wednesday, and Friday, to administer the Sacrament whenever desired, and to give such spiritual instruction and advice as may be expedient, and agreeable to his function.

III. He is to see that there is a Bible in every Ward, and that every Bed is provided with a Testament, marked with the name of the Ward and the number of the Bed.

SECRETARY,  
AND  
HOUSE STEWARD.

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I. THE Secretary and House Steward shall, *Security required.* when elected, before entering upon his duties, provide two proper and sufficient joint and several Securities, in the sum of £ 250, for the faithful discharge of his duties, in duly accounting for all monies, stores, and other articles, received by him, or committed to his care. These Securities must be approved by the Board, and by the Treasurer, and the necessary legal document, duly stamped, shall be delivered to the Treasurer within 14 days after the Election, and on failure of the above conditions, the Election shall be declared null and void.

The Election of Secretary and Steward shall *Election annual.* be annual, but the same Individual shall be re-elected, unless some sufficient cause be assigned for his removal.

AS SECRETARY.

II. He shall attend all General Boards, Weekly *Business to be submitted to the* Boards, Committees, and other Meetings of the *Weekly* Trustees, preparing in advance for the Chair- *Board.*

man, and entering in his *Report Book*, a short abstract of the Business of each day for consideration, taking Minutes of the proceedings of all such Meetings, and forthwith communicating the several orders and resolutions to the Parties concerned, in order that they may be carried into effect without delay.

*Books to be  
examined  
Weekly, and  
submitted  
to the Board.*

III. For the purpose of facilitating the consideration of all business, which it may be necessary for the Weekly Board to entertain, the Secretary will keep a REPORT BOOK for Incidental communications—a REQUITITION BOOK, for articles wanted—a BOOK for INCIDENTAL EXPENSES—an ALPHABETICAL REGISTER of GOVERNORS—an ABSTRACT BOOK of WEEKLY DIETS—and a CASH BOOK—all which he shall submit to the Chairman of each Board, together with the books, abstracts, and returns, required by the regulations to be kept in the other several Departments ; all which shall, previous to the meeting of the Weekly Board, be examined by him, and, if found correct, signed as being correct to the best of his information.

*Books free  
from Erasures.*

IV. He shall keep all Books with such method and accuracy, that every proceeding may be readily referred to, and he shall take care that the facts are distinctly worded,—and no erasures are, on any occasion, permitted to be made.

*Report  
Book.*

V. He shall enter all incidental communications, made to him during each week, relating

to the affairs of the Hospital, and he shall take the orders of the next Weekly Board thereon.

VI. He shall enter in a Book, previously to the meeting of each Weekly Board, all requisitions from the Officers or Servants of the Institution, and he shall, when they have been considered, insert opposite to each the decisions of the Board thereon, and such decisions shall be signed by the Chairman before they are acted upon. *Requisition Book.*

VII. He shall enter in the Book of Incidental Expenses, *those expenses only* which, from their nature, cannot form part of the Tradesmen's Monthly or Quarterly Bills, and any such disbursements shall be entered with regularity, and totalled each week,—*an abstract of the same* shall be made in the Book *at the end of each month*, to which shall be added the amount of each Tradesman's Account paid monthly; the whole to be examined by the Secretary, *previously* to each meeting of the Auditors. *Book for Incidental Expenses.*

VIII. He shall keep an Alphabetical Register of the Governors, shewing the amount of each Subscription, when due, and when received, in the form detailed in the Appendix ( ), by which means the Trustees may at once compare the Subscriptions of one year with those of another, and ascertain that no omissions or errors have taken place in the Cash Entries. *Alphabetical Register of Governors.*

IX. He shall draw up *weekly* from the Diet *Abstract of Diets.*

Rolls, or other Documents, an abstract of the number of Patients on each kind of Diet, *together with an account of the extras*, and he will compute the cost of the several articles required within the month, submitting such abstract of quantities and cost, totalled for each month, to the Auditors, who will compare the Tradesmens' Bills with the same.

All incidental and other Disbursements by the Secretary and Steward, as well as the Tradesmens' Bills, are to be *examined* and audited *monthly*, and, should no Auditor be present on the day appointed to audit the accounts, or within three weeks from the end of each month, the Secretary shall report the circumstance to the next ensuing Weekly Board, receiving the instructions of the Board thereon, and he shall *enter such report*, with the decision of the Board, on the minutes of the Weekly Board.

X. He shall take care that all Bills are regularly delivered in monthly, or quarterly, according to the orders given by the Board to the respective Tradesmen.—See Appendix ( ).

*Cash Book.* XI. He shall keep a Cash Book, in which all sums received or paid on account of the Hospital shall be entered with *daily regularity*; this Cash Book is to be balanced on the last Tuesday in every Month, and is to be examined *Monthly* by the Secretary, previously to being submitted to the

Auditors, and compared Quarterly with the Banker's Book.

XII. He shall examine *Weekly*, all *Returns* and *Accounts* kept by the Apothecary and Matron, as well as all *Books* and *Abstracts* required by the Regulations to be kept in the several Departments of the Hospital; and he shall take care that these Books and Returns are delivered to him *in sufficient time, before the meeting of the Board*, to enable him to examine them carefully, and he shall report *in writing*, as part of the business submitted to the Chairman, whether such returns, &c. are, to the best of his information, correct or otherwise.

*All Books, Returns, &c. to be certified Weekly by the Secretary.*

XIII. He shall keep an Index of the Governors, entering to the account of each the date of every recommendation of Out Patients, and admission of In Patients, in order that the particulars may be readily referred to in the Register. See Appendix.

*Index of Governors.*


XIV. He shall receive from the Out Patients the Governors Letters, inserting the No. thereon, in order that the total relieved in the year may be correctly ascertained, he will then sign the Letter as having registered the same, and he will observe that *no Patient* (accidents excepted) *can be admitted* to see the Medical Officers, *until his or her Letter of Recommendation shall have been registered.*

*Out Patient's Letters to be registered.*



*List of  
Patients  
applying for  
admission.*

XV. He shall inspect the In Patient's Letters, and shall make out, on each Admission Day, a List for the use of the Physicians and Surgeons, of the Names of the Patients applying, or recommended for relief; such List to be afterwards filed and compared with the Secretary's Register.

 In the event of any Patient applying for relief without a Governor's Letter, the Secretary shall instruct the Patient where he or she may probably obtain one; but should the case appear urgent, he may refer it to the Apothecary, who will, if the urgency be *immediate*, afford temporary relief, informing the Patient, however, that he *cannot be relieved a second time* without a regular Letter.

*Register of  
In Patients.*

XVI. He shall keep a Register, in which he shall enter the Name, Residence, and Parish of every Patient relieved at the Hospital, with the Name of the Governor recommending, and if relieved without a Governor's recommendation, he shall *make an entry to that effect*.

*Record of  
Application  
for Admis-  
sion.*

XVII. He shall insert opposite the Name of every In Patient recommended for admission, whether admitted, made an Out Patient, or postponed; and he shall enter in a separate Book, the Name of every In Patient admitted, with the Dates, as well as the Names and Places of Residence of their nearest relations or friends, as far as the same can be ascertained. And upon the death of any Patient, he shall send to inform the friends of the deceased, and the Physician or

Surgeon under whose care such Patient had been admitted.

XVIII. He shall notify Weekly to the Govern- Notification to the Governors, of Patients admitted, &c. ors, the discharge, dismissal, or decease of any In Patient recommended by them; he shall also apprise them of the cause of any Patient recommended by them not being admitted, or being postponed; and when any Patient is admitted, *after such postponement*, he shall immediately notify the same to the Governor recommending. (See Appendix.)

XIX. He shall notify to the Medical Officers, Consultation Book for Cases Two Months in the Hospital. in writing, Four Days previously to the *first Saturday in each Month*, that the consultation upon cases which have been in the Hospital more than Two Months, will take place on Saturday the          and he shall, *previously to the meeting* of the Medical Officers, enter in a Book, to be kept for that purpose, the Name of every such Patient. He will also insert, opposite each Name, the opinion of the Medical Officers thereon, and he will obtain their signature to the same. (See Physicians and Surgeons, Rule V.)

XX. Should any alteration of an old Rule be Proposed alteration, or Proposed Rules to be hung up Three Weeks. entertained at a Weekly Board, or should any new Rule be decided upon, the Secretary will hang up a copy of such Rule *in a conspicuous place* in the Board Room, during *Three* successive Weeks, and he will lay the same, in writing, be-

fore the Committee, to prepare business for the next Quarterly Board.

*Book of Rules.*

XXI. He shall enter every new or amended Rule in an interleaved Book of the Printed Rules, referring to the Minutes of the Quarterly or Special General Board on the subject; such interleaved Book to be kept carefully in his possession for any references by the Board.

*Books, Records, &c. to be carefully kept.*

XXII. The Secretary shall keep, under his immediate care, all Books and Records, as well as all Printed Forms, Letters, and other documents required for the use of the several departments of the Hospital.

*Money received to be reported.*

XXIII. If any Subscriber or Benefactor shall, at any time pay to the Secretary any Subscription or benefaction, he shall *immediately* enter the same in the Cash Book, and report the particulars, *in writing*, to the next ensuing Weekly Board, entering such Report in the Minute Book.

*Attendance of Resident Officers.*

XXIV. The Secretary, the Apothecary, and the Matron, shall *never* be absent from the Hospital *at the same time*.

*Infringement of Rules to be reported.*

XXV. Should the Secretary be aware that any of the Rules of the Hospital are transgressed, he will consider it his especial duty to inform the Visitors and the first Weekly Board thereof.

## AS STEWARD.

I. He shall visit the Men's Wards *at least twice a day*, and shall see that all Rules are strictly attended to, and that order and regularity are at all times preserved. He shall at least once a day visit the Women's Wards, *accompanied by the Matron*, and he shall enter in the House Visitor's Book the names of any Patients absent without leave or who have been disorderly.

II. He shall take care that peace and quietness, so essential to the well being of the Patients, are duly preserved, that the Servants do their duty with order, sobriety and regularity, and he shall not permit any smoking in the Wards or in the House.

III. He shall visit the Kitchen and the Wards at the hours of meals, and shall, in conjunction with the Matron, ascertain that the Diets not required by the sick or absent Patients are carefully saved.

IV. He shall make out from the Diet Rolls a daily return of the number of Patients in each Ward, and their respective Diets, by which the numbers upon each kind of Diet may be known.

V. He shall make out in duplicate, according to the allowances on the Diet Table, the several orders for Provisions required in each Ward.

VI. He shall also order from the several Tradesmen all articles directed by the Board, signing every Order and making a duplicate entry in the Check Book, and he shall keep a Ledger in which he shall enter daily an account of every article received, and how disposed of.

VII. He shall take care that these provisions, as well as all other articles ordered by him and received into the Hospital, under his care, are of *good quality and proper weight and measure*, and that they *agree with the Bills of Parcels*, which Bills of Parcels are to accompany every delivery, and to be kept *properly arranged in a Waste Book*.

VIII. He will take care that the Provisions, as well as all other articles ordered by him for the Hospital, are delivered to the Matron in proper time ; those articles detailed in Article 22 of the Rules for the Secretary, and in Rule 9 for the Steward only excepted, but no articles shall be delivered out of store in larger quantities than are required for immediate use. (See Rule X.)

IX. He shall himself take charge of, and place in store all Wines and Spirits ordered by the Board, and shall, on the written requisition of the Apothecary, deliver out to him such portions as he may require for current use, and he shall enter in detail in a book the quantities of Wine and

Spirits received, and the amount issued to the Apothecary.

X. He shall always keep the key of the Store Room, and shall, *on no account*, permit any person to have access to the same. He shall not deliver out more articles than are necessary for immediate use, and the party receiving the same shall vouch for the delivery of such articles, (Provisions for daily use, which are delivered to the Matron as received, excepted.)

XI. He shall make out a *weekly return* of the several diets in each Ward, and of all extras ordered for the Patients, classing the same under the names of the respective Physicians and Surgeons, according to the Diets of the Patients, in order that the expenditure of Provisions may at once be carefully ascertained. (See Appendix.)

XII. He shall have principally the charge and care of the Hospital, and the inferior servants are, on all occasions, to pay a proper obedience to his orders; but if any person believes himself or herself aggrieved, he, or she may appeal to the next Weekly Board.

XIII. He shall take care that prayers are read, and that the Clergyman is sent for whenever any Patient desires it.

XIV. He shall take care that such Patients as are able, and that those Servants or Nurses whose

duties will permit them, do attend the service of Prayers on Sundays.

XV. He shall take care that no more fires are kept than are necessary and proper, and he shall keep the Coal Cellar locked, delivering the key at the proper hour to the Porter, or other person whose duty it may be to carry the Coals to the Wards, receiving the key back from him; the Steward being held responsible that there is no misapplication or wasteful expenditure.

XVI. He shall take care that no repairs be made without proper orders from the Board, first had, except in cases of immediate urgency, and, in such case, he will report the particulars to the first Weekly Board, and when any workmen are employed about the House, he shall superintend them and see that they do their duty.

XVII. He shall, at the end of each year, make out an exact Inventory of the goods, furniture, clothes, and other articles belonging to the Hospital, noting what are in good, and what in imperfect condition, and he shall lay such Inventory before the first Meeting of the Committee of Management in each year, that the same may be further examined, and submitted to the first Weekly Board in February. He shall also make out a List of all articles ordered within the year, referring to the dates of the orders of the Board.

XVIII. He shall take care that the Board

Room is at all times ready for the reception of the Boards of Trustees and Committees, and that no Books, Papers, or other articles, left there, are mislaid or lost.

XIX. He shall enter in a book, to be kept for that purpose, an account of all money, clothes, or other articles belonging to any Patients who may wish to deposit the same in his charge; and he shall return all such deposits to them when discharged, or, in case of death, to their representatives.

XX. He shall not employ any Patient without leave from the respective Physician or Surgeon under whose care the Patient is placed.

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## COLLECTOR.

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I. The Collector, when chosen, shall, previous to entering upon the duties of his office, provide two proper and sufficient joint and several Securities in the sum of £200. for the faithful discharge of his duties, and the duly accounting for all monies collected by him.

II. He shall comply with all orders of the General and Weekly Boards directed to him, and



be always ready to account to the Treasurer and the Auditors whenever required.

III. He shall wait on every Trustee and Subscriber within three months after their Subscriptions respectively become payable, and make a proper application for the same. The only exception to this Rule is when any Trustee shall direct the Collector to call for his or her Subscription at a particular time, in which case such direction shall be attended to.

IV. The Collector shall pay weekly into the Bankers all monies received or collected by him on account of the Hospital *during the preceding week*. His receipts for all monies shall be given on *printed* receipts, previously stamped, and he shall enter the name, date, and amount in duplicate, in the printed Receipt Book, which Book he shall always produce to the Board and to the Auditors when required.

V. He shall also keep a Cash Book, in which he shall enter all monies received by him and paid into the Bankers, with the several dates; this book he shall also produce to the Board and to the Auditors when required.

VI. He shall transmit to the Secretary every Wednesday morning, in order to be laid before the Weekly Board, a detailed Account of all monies received by him within the week, *distinguishing any new Subscribers*, and he will, in such

Account, also state the sums paid by him into the Bankers during the week, and the balance of money remaining in his hands.—At the end of each Quarter he shall transmit an Account of the total collected by him within the quarter, the total paid into the Bankers, and the amount due to him for per centage ; but he shall not retain, or deduct any money on account of such per centage.

VII. He shall twice a year (in January and July), make a Report to the Board of all Subscriptions more than six months in arrear.

VIII. In failure of any of the above regulations, the Collector will subject himself to the loss of his appointment.

### HOUSE SURGEON.

I. The House Surgeon shall bring a Certificate of having been at least Three Years engaged in the study of Medicine or Surgery ; he will be selected by the Principal Surgeons, and the Name of the person selected shall be reported by the Surgeons to the Board for confirmation.

II. When any accident is brought to the Hospital, the House Surgeon shall give his *immediate*

and *personal* attendance ; and he will also see that the Nurses do promptly afford such assistance as may be necessary, should the accident be so severe as to call for the admission of the person as an In Patient.

III. If the accident be of a serious nature, he shall send forthwith, in writing, for the Assistant Surgeon and the Surgeon of the Week, and he shall instruct the Messenger, in the event of not finding the Surgeon of the Week at home, to proceed to the other Surgeons.

IV. The House Surgeon shall keep an *Accident Book*, in which he shall enter the Name of the Patient, the Place of Residence, the nature of the accident or injury, the hour when brought to the Hospital, whether In or Out Patient, and such other remarks as he may think necessary.

V. A Weekly List, according to an arranged form, with the entries made at the time the accident is brought to the Hospital, shall be hung up in the Surgery, and this list (made up to Twelve o'clock at Noon, each Wednesday) shall be laid on the Table of the Weekly Board.

VI. The House Surgeon shall keep a register of all surgical operations, specifying the name, age, disease, &c. of the Patient, the nature of the operation, and the result, with the dates.

VII. The House Surgeon will, upon his appointment, receive a list of all Surgical Instru-

ments belonging to the Hospital, committed to his care, and he will be responsible to the Board for the same, as well as for any new ones purchased under the orders of the Board, which new purchases are to be entered with regularity in his list, with the date on which received.

VIII. He shall take care that all Surgical Instruments are kept in proper order, that they may be at all times fit for immediate use.

IX. He shall deliver, in writing, to the Secretary, every Wednesday Morning, a note of such instruments as require repair, as also a note of any which it may have been found indispensably necessary to have had repaired during the week, without previous order of the Board, as no expense for new Instruments, or for repair of old ones, will be allowed, unless the order of the Board be produced.

X. The House Surgeon shall keep under his immediate care all plaisters, bandages, or other articles required for dressing Surgical Patients, it being understood that it is his duty to see that there is no waste or embezzlement.

He shall dress, or have dressed, the Out Patients before twelve o'clock, and no Out Patient shall be dressed, unless in cases of the utmost necessity, who does not attend at the Hospital on the stated mornings and at the hours appointed.

XI. The House Surgeon shall not be absent

from the Hospital between the Hours of Ten and Four o'clock, Sundays excepted, without leave, in writing, from one of the Principal Surgeons.

XII. He shall never be absent without leaving word in writing where he may certainly and soon be found.

XIII. The House Surgeon, the Apothecary, and the House Pupil, are never to be absent from the Hospital at the same time, and the absence of these several Officers, after the stipulated hours of business, shall always be arranged by fair and equal rotation amongst themselves.

XIV. Whenever the House Surgeon has, in the Apothecaries absence, charge of the Shop, he is to keep it locked, and he shall not, when absent from the shop, leave it unlocked, nor part with the key.

XV. The House Surgeon and the House Pupil shall attend alternately to *vaccinate* Patients on the days appointed for that purpose, and shall keep a regular register of the progress of each case.

XVI. The House Surgeon shall reside in the Hospital, he shall attend to the directions of the Surgeons, and be subject to the established Orders and Regulations of the Hospital.

## HOUSE PUPIL,

OR

## PHYSICIAN'S CLINICAL ASSISTANT.

I. The Physicians Clinical Assistant shall be selected, by examination of the Physicians, from among the Pupils of this Hospital; and the name of the Pupil selected, as being the best qualified, shall be reported by the Physicians to the first Weekly Board for confirmation.

II. He shall carry into effect all such orders or directions as the Physicians may confide to him respecting the Patients, under the following heads.

III. He shall prepare in writing a daily statement of the present symptoms of every Physician's In Patient, and the effect of the Medicines ordered.

IV. At half-past Twelve o'Clock he shall attend the Physicians in the Wards to read the Report of each Case, to enter the prescription and send the book to the shop, marking *immediate* to the prescriptions of such Medicines as admit of no delay.

V. He shall Bleed and Cup the In Patients, for whom these remedies may have been directed.

VI. He shall Bleed and Cup the Out Patients for whom these remedies have been ordered, keeping a register of the name of the Patient and and Operator, in case he should depute any Pupil to act for him.

VII. He shall indicate *briefly* on the reverse of the labels the nature of the prescriptions for the Physician's In Patients. He shall go round the Wards at Three o'Clock daily, Sunday excepted, to ascertain that the Medicines ordered have been served, and he shall enter in the Clinical Note Book whether each Medicine has been delivered, and if it shall not have been delivered he shall assign the reason for such omission; he shall also make an evening visit to the Patients in the Wards.

VIII. He shall record in writing any serious change which may take place in any Patient, and shall send the particulars to his Physician.

IX. He shall forthwith report to their respective Physicians the death of any Patient.

X. He shall record morbid appearances.

XI. He shall, alternately with the House Surgeon, *vaccinate* Patients on the days appointed for that purpose, and he shall keep a regular register of the progress of each case.

XII. The House Pupil shall not be absent

from the Hospital between the hours of Ten and Three o'Clock; Sundays excepted, without leave from one of the Physicians.

XIII. He shall never be absent without leaving word in writing where he may certainly and soon be found.

XIV. The House Pupil, the Apothecary, and the House Surgeon are never to be absent from the Hospital at the same time, and the absence of these several Officers, after the stipulated hour of business, shall always be arranged by fair and equal rotation amongst themselves.

XV. If the House Pupil has, in the Apothecary's absence, charge of the shop, he is to keep it locked, and he shall not, when absent from the shop, leave it unlocked or part with the key:

XVI. In the event of the Apothecary's absence, should any Medicine be required, it is expected of the House Pupil that he will compound and prepare it.

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## M A T R O N .

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I. The Matron and Steward shall superintend generally every part of the Hospital, and shall take



care that the several Rules which have reference to the Domestic Management of the House are strictly complied with. The Matron is in particular held responsible for the due observance of every Order and Regulation connected with the Wards and the Nurses.

II. She, with the Steward, shall take all possible care that the Servants in general, and the Nurses in particular, perform their several duties with care, attention, and punctuality; and in case of neglect or incivility to the Patients, or *misbehaviour in any respect*, she shall *record the same, with the date*, for the information of the Visitors and the Trustees in a book kept for that purpose, the same to be laid before each Weekly Board.

III. The Matron shall treat the Patients with good nature and civility, and never suffer any degree of neglect or insolence in the Servants towards them to pass unnoticed.

IV. She shall take care that the Night, as well as the Day Nurses, are in their respective Wards at the Breakfast and Dinner hours; and she will see that at least One Nurse from every Ward, attends in the Kitchen before the Diets are taken from the Fire; she will give such orders as will ensure the Diets being served hot to the Patients, and she will consider it a principal duty, to go through every Ward daily, at the hours of meals,

and to satisfy herself that the meals are properly and comfortably served and that no Diet is wasted.

V. She shall have power to *hire provisionally*, in cases of emergency, any Nurse or Servant, reporting the same and the cause, in writing, to the next Weekly Board; but she shall *not permanently hire* any Nurse or Servant, until their characters have been submitted, in writing, to the Weekly Board, after Fourteen Days trial, and approved by the Board.

VI. The Matron shall take care that the Wards and Patients are in a proper state of order and cleanliness before half-past Nine o'clock in the Morning.

VII. She shall visit the Wards *regularly at the appointed time of meals*, and shall take care that the Patients have the Diet prescribed, served punctually at the stated hours, and according to the established Table of Diet, and the entries on the Diet Rolls, and that no waste or embezzlement be made therein, and that the Diets not required by the Patients be carefully saved, and immediately reported to the Steward.

VIII. She shall visit the Wards at such other hours as she may deem necessary, she being held responsible that every thing is in proper order, and the comforts of the Patients are duly attended to. She shall enquire daily whether any Patient has cause of complaint, taking care to attend to the same,

and she shall record all such complaints, with the date, in a Book kept for that purpose, which Book shall always be open for the inspection of the Visitors, and shall be laid before each Weekly Board. She will at the same time take care that the Patients observe their duty with obedience and decency, and in case of misbehaviour in any respect, she will in like manner record the same.

IX. She shall take care that no Provisions of any sort are sold in the Wards, or in the Hospital.

X. She is to *go through the Wards every Night*, to see that the Patients are in Bed at *Eight o'clock* in the Winter, and *Nine o'clock* in the Summer.

XI. With a view of ensuring the punctual and comfortable serving of the Meals, and of guarding against waste, the Matron shall *visit the Kitchen daily, before the Dinner Hour*, and at such other times as she may think necessary, to see that the Diets are properly prepared and delivered, and that the Cook performs her duties with care, attention, and economy.

XII. The Matron shall be present in the Kitchen when the Meat, Bread, and other daily provisions are received, in order to see that they are of *good quality* and *proper Weight and Measure*, and that they *agree with the Invoices*; and she shall keep a daily account of all provisions received by her from the Steward, for the Diets of

the Patients, and she shall not suffer any provisions to be carried out of the House.

XIII. She shall take care that no liquors or provisions, except those properly ordered, are brought into the House, by, or from, any person whatever.

XIV. She shall immediately cause the bedding used by any Patient who shall have died in the Hospital, to be removed from the Ward and purified before it is again used.

XV. She shall, when the weather is fine, order a certain number of the Mattresses, Sheets, Blankets, and Quilts, of every Bed in the Wards, in rotation, to be hung over a line in the Court Yard, until they are well aired.

XVI. She shall superintend the admission of all Accidents, and see that Beds and every other necessary accommodation are provided, without delay.

XVII. She is to take care, with the proper Servants under her, to be ready to attend to any orders given by the Surgeons, previous to their capital operations, with linen; and to be on all occasions ready to give such assistance as the Physicians or Surgeons may, from time to time, require.

XVIII. She shall not employ any Patient in the work of the House, without first obtaining leave from his or her Physician or Surgeon.

XIX. She shall, with the consent of their respective Physicians or Surgeon, *in writing*, dismiss any Patients who may have behaved riotously or disorderly, and she may, in case of gross misconduct, *suspend* any Nurse or Servant, until the next ensuing Weekly Board, to whom the full particulars are to be stated, in writing.

XX. The Matron shall see that a Bath is prepared every Wednesday Morning, at Twelve o'clock, and that all Patients when received into the Hospital, unless ordered to the contrary by the Medical Officers, or by herself, under particular circumstances, are washed before they are admitted into the Wards, and she shall take care that the clothes of the Patients, when in an unfit state are never taken into the Wards.

XXI. She shall keep a *Ledger Account* of every Article received by her for the use of the Hospital, under distinct heads, stating the date and quantity of each Article received, and the date and quantity of each Article given out, in order that the same may be examined by the Auditors, and compared with the Steward's Accounts.

XXII. In the instance of Articles given out for particular and *temporary* purposes, she will specify by whom the same were required, and she is to take care that they are returned to her, and duly entered in her Account as so returned; and

the Nurses are answerable to the Matron for any linen, or other article delivered by her to them.

XXIII. The Matron shall see every Article delivered to the Laundress, counted in her presence by the Nurses of the respective Wards, and she will make out the Bill for each Ward, in duplicate, signing the same; she will also see the Linen, &c. when returned from the Laundress, counted over in her presence, by the duplicate Bills which she will keep; and the Laundress will deliver her Bills Monthly to the Secretary, who will examine the same, and submit them, with the Bills of the several Tradesmen, to the Auditors.

The Matron will herself inspect every article of linen Weekly, before it is delivered to the Nurses, in order that whatever requires mending may be immediately mended accordingly, and that it may be dry and fit for the use of the Patients.

XXIV. The Matron shall keep an account of all Linen, &c. delivered to each Nurse, and she shall take care that the Furniture, as well as every other article, is carefully used, that the Bibles or Testaments belonging to the several Beds are taken care of; that the Beds, Clothes, and Linen, are kept clean, that the Mattress, Sheets, Blankets, and Quilt of each bed shall have a numerical mark, corresponding with that of the bed to which they belong; and that every In Patient have clean Sheets when admitted, and

that they be changed every Fourteen Days, or oftener if necessary.

XXV. The Matron shall make out, every Quarter, an *Inventory* of all Furniture, Ware, Bedding, Linen, &c. belonging to the Hospital, stating what is in a perfect, and what in an imperfect condition; this Inventory is to be free from erasures, and is to be delivered, signed by the Matron, to the Second Weekly Board in each Quarter, in order to be laid before the Quarterly Board.

XXVI. The Matron and the Apothecary, having the principal charge of the Wards and Patients, shall *never be absent from the Hospital at the same time.*

XXVII. The Matron shall not leave the Hospital, without leaving word in writing where she may certainly and soon be found, and she shall not sleep out of the Hospital without leave from the Board or the Treasurer.

XXVIII. In case of any neglect or improper behaviour on the part of the Nurses, Servants, or Patients, or if any of the Rules of the House are transgressed, the Matron shall record the same in her Report Book, and inform the Visitor or Visitors and the Weekly Board thereof.

## P O R T E R.

He shall begin his duties at *Half-past Six o'Clock* in the Morning from the 1st of April to the 31st October, and at *Seven o'Clock* from the 1st November to 31st March.

He shall clean the Hall, the Lobbies, and the Door Steps, *before Eight o'Clock*, and he shall clean and trim the Lamps, which are to be taken carefully back to the Wards, at *Nine o'Clock precisely*.

He shall be in readiness to attend the Apothecary in the Wards between the hours of *Nine and Ten*, if he should require him to do so.

He shall keep the Gate of the Hospital locked until *Ten o'Clock* in the Morning, taking care to be within call, and he shall attend the Hall Door from that hour till *Five o'Clock* in the Afternoon; and he is particularly instructed not to leave the Door between the hours of *Ten and half-past One*, and between the hours of *Two and Five*, unless for the purpose of shewing any person to the Physicians' or Surgeons' Rooms.

A proper person, sanctioned by the Secretary, may take his place at the door from *half-past One*



to Two o'Clock in the Afternoon ; and when no proper person can be found, his dinner shall be served in the Hall.

He shall register the Number and Names of all Out Patients who come to the Hospital, according to the form given to him, and he shall, before they leave the Hospital, insert the No. of the Patients on their Physicians' or Surgeons' Letters. He shall lay the Register every Wednesday, at half-past Twelve o'Clock, on the Board Room Table.

He shall desire the Patients to go into the Waiting Room, and on every other occasion he shall *keep the Hall clear*, and not permit any person, patient, or others, to loiter about the door, or the steps, or to smoke or drink in the Hall or passages.

He shall be very careful to attend to every message which is brought to the Hospital, and to answer every enquiry in a proper and respectful manner.

He shall not allow any person, except the Medical Officers, Trustees, and Students, to pass into the Hospital to visit the Patients, except between the hours of *Two and Four o'Clock* ; and on Sunday he shall admit no person, except as aforesaid, to visit the Patients, till after Divine Service in the Afternoon.

He shall take particular care that no Provisions,

or other articles belonging to the Hospital, are carried out, or any strong Liquors, Spirits, Meat, or other Provisions, brought in to the Patients or Servants; and, whenever he discovers any irregularities in this respect, he shall note the particulars in his Book, with the day of the Month, and report to the Secretary and the Apothecary.

He shall receive every night from the Steward a Ticket of the Beer ordered for each Ward for the following day, and he shall not permit more than the quantity allowed by the Ticket to be taken in.

He shall not let any Patient go out without leave in writing from the Apothecary or Matron, nor any Nurse without leave in writing from the Matron; and he shall minute down in his Book the Time of their going out and returning, which Book he will produce to the Secretary every Evening.

He shall not himself go out, and shall not let the Surgeryman and Laborer go out, without leave in writing from the Secretary.

He shall open the Door immediately to all Accidents, and report the same to the Apothecary, and to the House Surgeon.

At Six o'Clock in the Evening he shall carry the Coals to the different Wards and Rooms, and return the Key of the Coal Cellar forthwith to the Secretary.

He shall keep the Door locked, and permit no one to open it but himself; and he shall deliver the Key to the Apothecary every Night at Ten o'Clock.

Should the Porter have any complaints or representations to make to the Governors, he will make the same in writing to the Weekly Boards on Wednesdays, at One o'Clock.

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### SURGERYMAN AND LABORER.

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I. He shall always be present at the Hospital between the hours of Eight o'Clock in the Morning and Four o'Clock in the Afternoon, to perform such duties as may be required of him.

II. He shall sweep clean the Apothecary's Shop every Morning by Eight o'Clock; he shall also keep the Surgery and Students' Room clean and in order.

III. He shall make the Ointments and spread all Plaisters, and he shall see that every thing necessary for dressing the Out Patients is prepared and ready each morning before Ten o'Clock.

He shall also, under the immediate direction of the Apothecary, compound any Drugs or Medicines required for the use of the Hospital, but he shall not go into, or assist *in the* Shop, unless the Apothecary be there present.

IV. He shall assist in the Wards when required by the Apothecary and House Surgeon.

V. He shall not give to any Patient, or other person, any Medicine, Drugs, Ointments, or other articles, the property of the Hospital, under pain of immediate expulsion.

VI. He shall at *no time be absent* from the Hospital without the *written leave* of the Secretary, with the concurrence of the Apothecary, or House Surgeon.

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## NURSES.

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I. No Nurse shall be taken on trial without proper testimonials that such Nurse is careful, honest, sober, and of experienced kindness; and no Nurse shall be permanently hired until she shall have been at *least fourteen days upon trial*, and approved of by the Officers and the Board.

II. The Day Nurses shall be in attendance from Six o'Clock in the Morning till Nine o'Clock in the Evening, and the Night Nurses from Nine o'Clock in the Evening until Six in the Morning.

III. The Night as well as the Day Nurses shall always be in *attendance at the hour of dinner*, and they shall not absent themselves during the hours stated for their attendance in the Hospital without written leave.

IV. The Nurses shall clean all the apartments and passages assigned to each of them respectively between the hours of Five and Seven o'Clock in the Morning, and the Breakfast shall be over before Nine o'Clock, and the *Wards in a proper state of order and cleanliness, before half-past Nine o'Clock* every morning.

V. The Nurses shall be very attentive to the state and symptoms of the Patient, in order that they may be able to report them distinctly to the Physicians and Surgeons. The Nurses shall also watch carefully during the Night those Patients who have undergone operations.

VI. The Nurses shall punctually obey the orders of the Physicians and Surgeons, and shall see that the Patients take their Medicines as directed, and shall immediately report to the Apothecary when they do not; they shall also wash and bring down the Phials and Gallipots to the Apothecary every day.

VII. Upon the discovery that any Patient has been guilty of receiving improperly, giving, or carrying away provisions, the Nurses shall immediately acquaint the Steward and the Matron therewith.

VIII. The Nurses shall, previously to each meal, report to the Steward and to the Matron such allowances of Diet as by the absence, sickness, or death of any Patient, may become unnecessary; and if any Nurse shall conceal or embezzle any allowance, such Nurse shall be immediately suspended by the Matron or the House Visitors.

IX. The Nurses shall be responsible for the *cleanliness, quietness, and good order of the Wards*, and shall take care that no foul linen or clothes in an unfit state be taken into the Wards, and they shall pay great attention to the beds and linen of the Patients, and particularly observe the following directions.

1st, That whenever a Patient is discharged the Bed and Mattrass shall be exposed to the open air, and, every circumstance requiring it, she shall report to the Matron.

2nd, That the sheets of Patients remaining more than a fortnight in the House, shall be changed once a fortnight or oftener if necessary, and if the Patients have sores the rest of the bed clothes shall be changed once a month, or oftener if necessary.

3rd, That they do take care that every Patient admitted into the Wards is well washed and thoroughly cleaned, and when put into bed they shall report the same to the Apothecary; they shall also take care that the Patients are *always clean while in the Hospital.*

X. The Nurses and all other Servants are to behave with respect to their superiors and to all strangers, with due *humanity and kindness to the Patients*, and with good nature and civility to each other; and *they shall withdraw whenever house visitors enter the Wards*, unless particularly engaged in attending a Patient.

XI. No Nurse or other Servant *shall presume to take any money or other gratuity* from any of the Patients or *their Friends*, either during the time they are Patients or afterwards, *upon any pretence whatever*; and any Nurse or Servant detected in so doing shall be discharged at the next Weekly Board.

XII. No Nurse or other Servant shall bring, or suffer to be brought, liquors or Provisions of any kind to the Patients, except such as are ordered by the Medical Officers; and they shall be particularly careful that *no provisions or liquors* of any kind are brought by their friends or concealed about their beds.

XIII. No Nurse or other Servant shall convey, or carry out of the Hospital, or permit or suffer

to be conveyed or carried out of the house, any of the provisions or other articles belonging to the Hospital, on pain of being immediately discharged and prosecuted.

XIV. Should any Patient not observe the Rules hung up in the Wards, or otherwise misbehave, the Nurse shall complain immediately to the Apothecary or the Matron, and shall inform the House Visitors.

XV. Upon the death of any Patient the Nurse attending such Patient shall *immediately acquaint the Apothecary and the Secretary therewith*, and shall deliver to the Secretary the clothes and all other things in her care, which were the property of the deceased.

XVI. The Nurses are held responsible for the sheets, linen, and all other articles delivered to them by the Matron.

XVII. No Nurse or other Servant shall be again employed in the Service of the Hospital after being once discharged for misbehaviour.

XVIII. Any Nurse who shall connive at Patients leaving their Wards, or being absent from the Hospital without permission, and shall not make a Report to the Apothecary, Secretary, or Matron of such Patients being missing, will subject herself to be discharged.

XXIX. A Copy of these Rules, as well as a Copy of the Rules for the In Patients, shall be hung up in each Ward.



## IN PATIENTS.

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### *Admission and Discharge of Patients.*

I. Persons meeting with sudden accidents, or labouring under urgent diseases requiring immediate help, shall be admitted at any hour of the day or night, and two beds shall be kept empty for that purpose.

II. All other Patients shall make application at the Hospital by a letter of recommendation, signed by a Subscriber, on Wednesday, before Twelve o'Clock: and if they appear to the attending Physician or Surgeon curable, or likely to be benefitted by admission, and to the Weekly Board to be real objects of charity, they shall be admitted as In or Out Patients, as their cases may respectively require, and such Patients as shall be thought proper by the Physicians or Surgeons to be discharged on the Wednesdays shall be discharged. The hours for the admission and discharge of Patients by the Board is from half-past Twelve to One o'Clock.

III. When there is a want of room in the Hospital to admit all the Patients who are recommended, and ascertained to be proper objects of charity, preference shall be given in the following order.

1st. To cases of the greatest urgency.

2nd. To Patients who have been previously postponed for want of room.

3rd. To Patients who live at the greatest distance,—And proper objects who cannot be admitted shall be entered in the books as Out Patients *waiting for admission*, and such Patients shall be admitted in their proper order as vacancies occur, but in the mean time they shall be treated as Out Patients. The Governor recommending shall be informed by letter from the Secretary of the cause of delaying the admission of such Patients.

IV. As soon as a Patient is admitted upon the recommendation of a Subscriber, a letter shall be sent to such Subscriber, notifying whether the person recommended has been received. (See Appendix.)

V. Before Patients are admitted their names shall be registered by the Secretary, and no Patients shall be admitted during the sitting of the Weekly Board, until they have been regularly reported to the Secretary, approved by the attending Physician and Surgeon of the Week, and ordered to be admitted by the Board.

VI. Patients whose cases require immediate attention may be admitted between the Board days, by presenting an Order from the Physician or Surgeon of the Week to the Apothecary; and *all cases* so admitted, whether of accident or dangerous illness, shall be placed under the care of the Physician or Surgeon of the Week.

VII. The medical cases most proper for admission are those which are intricate and dangerous in their nature, which require particular attention, which are capable of speedy relief, and which are not likely to

be aggravated by confinement in the air of an Hospital, or to remain long without relief.

The Surgical cases most proper for admission, are Patients suffering from serious accidents or diseases requiring the aid of Surgery.

VIII. No Lunatic shall be admitted into this Hospital, no woman far advanced in pregnancy, no persons having the Small-Pox, or labouring under Consumption in an advanced stage, nor any person having Ulcers of the Leg of long standing, except in cases of severe accident requiring Surgical aid.

IX. No Patient can be admitted who appears to be in a dying condition, or evidently incurable.

X. No Persons shall be admitted as In Patients, nor remain in the Hospital, if admitted, when their cases are equally capable of relief as Out Patients.

XI. No Patient shall be admitted who does not attend at the Hospital by Twelve o'Clock, unless on extraordinary occasions.

The friends of Patients are permitted to see them between the hours of Two and Four o'Clock, and at no other hour.

XII. Patients are to be dismissed after remaining two Months in the Hospital, unless it is certified by a consultation of Physicians and Surgeons that they are likely to be materially benefitted by a longer stay.

XIII. No Patient can remain more than Six Months in the House.

XIV. The Medical and Surgical Patients shall be kept as much separated from each other as the circumstances of the Hospital will permit, and in these two divisions Patients shall be arranged in general according to similarity of disease.

XV. In cases where quiet is absolutely necessary, where the disease becomes noisome to other Patients, or is of an infectious nature, the Patient shall, if possible, be placed in a separate room with a Nurse.

*Rules to be observed by Patients in the Hospital.*

XVI. All such In Patients as are able shall duly and decently attend the public service of Prayers. Those of any other religion than the Established Church shall not be compelled to attend.

XVII. All Patients admitted into the Hospital should provide themselves with a change of linen.

XVIII. The clothes of Patients which are in an unfit state shall not be taken into the Wards.

XIX. All Patients, unless ordered to the contrary by the Medical Officers or the Matron, shall be washed in a Warm Bath when they are admitted into the Hospital, and before they enter the Wards.

XX. Any Patient refusing to submit to the operation which may (upon consultation of the Physicians and Surgeons) be judged necessary, or refusing to take their Medicines as directed, shall be discharged.

XXI. The Patients shall strictly observe the directions of their respective Physicians and Surgeons, as also of the Apothecary, the House Surgeon, the Matron and Nurses.

XXII. Strict cleanliness is enjoined, and those who are unable to wash themselves shall be assisted by the Nurses, who are held responsible for the proper cleanliness of every Patient before the hour of Nine o'Clock in the Morning.

XXIII. All Patients shall have their feet washed at least once a week.

XXIV. No Patient shall presume to play at Cards, Dice, or any other Game, nor to smoke or chew Tobacco in the Wards.

XXV. No Patient shall convey, carry, or send out, or send for, or receive into the Hospital any kind of provisions or liquors, upon pain of immediate expulsion.

XXVI. No Patient shall go out of the Hospital without permission from the Apothecary or the Matron, and any Patient having leave to go out shall return punctually at the hour appointed, and no Patient shall have leave to remain out after dark.

XXVII. The Men Patients shall not go into the Women's Ward, nor the Women into the Men's Wards, without the permission of the Apothecary or the Matron.

XXVIII. Such of the Patients as are considered able by their respective Physicians and Surgeons, shall assist the Nurses and other Servants in nursing the Patients and in the other business of the Wards.

XXIX. All Patients shall be in bed at Eight o'Clock at latest in the Winter, and at Nine o'Clock at latest in the Summer; and all Patients who are judged able by their respective Physicians and Surgeons, shall rise by Seven in the Summer and by Eight o'Clock at latest in the Winter.

XXX. If any Patient is taken seriously ill in the Night, the Nurse of the Ward shall inform the Apothecary or the House Surgeon without delay, and she shall also consider it a particular duty to take the greatest care of, and to watch during the night those Patients who are dangerously ill, or who have undergone operations.

XXXI. Patients shall not give any money, reward, gratuity, or present of any kind to the Nurses, or to any other person belonging to the Hospital.

XXXII. Patients who think themselves aggrieved by the Nurses or other persons in the Hospital, may state their complaint to the Visitors and to the Weekly Board, which meets every Wednesday at One o'Clock.

XXXIII. No Patient having been discharged by the Board for irregularity or disorderly behaviour, shall be again admitted an In Patient of this Hospital.

XXXIV. Such Patients as may hope for future favour at this Hospital, are, upon their discharge, to return thanks to God for their cure in the Parish Church or place of Worship they frequent, and they are to receive a card of thanks from the Secretary, and to wait upon the Trustee or Subscriber who recommended them with the same.

XXXV. A Copy of these Rules shall be hung up in each Ward for the inspection of the Patients, and shall be read aloud to them every Thursday Morning, by the Nurse of each Ward.

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## OUT PATIENTS.

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I. All Patients shall have their Names registered by the Secretary (who attends for this purpose from Eleven to Twelve o'Clock every Morning) before they

see their Physician or Surgeon; and no Patient, except on occasions of emergency, can be supplied with any Medicine, or receive relief at the Hospital, without a prescription or order from a Physician or Surgeon of the Hospital.

II. A printed List of the Governors and Subscribers to the Hospital shall be hung up in the Hall and in the Patients Waiting Room. The Secretary and Porter will also inform Patients where they may probably obtain a Governor's recommendation, and no Patient *can be relieved a SECOND time* until he or she shall have obtained a Governor's recommendation.

III. All Out Patients requiring further advice and medicines *after two Months*, shall have their Hospital Letter *renewed* by the Trustee or Subscriber who recommended them.

IV. No Patients shall have Medical or Surgical advice, or Medicines, *unless they attend punctually* at the time appointed, and they must bring Phials and Gallipots for their Medicines.

V. All Out Patients are required to attend their Physician or Surgeon at least once a Week, and they cannot receive more than *one repetition of Medicine* without seeing their respective Physicians or Surgeons.

Any Patient neglecting to attend for two entire weeks, without leave from the Physician or Surgeon, shall be dismissed.

## INCURABLES.

I. Upon a Vacancy, the Medical Officers shall consult together, and the signatures of the Physicians and Surgeons shall be affixed to the paper recommending such Patients as they may deem incurable to the Weekly Board, in order that that One of them, who shall appear the *most proper Object*, may be put upon the Establishment.

II. A Patient who is to be put upon the Incurable Establishment, must be a Patient in the Hospital at the Time such person is recommended as a Candidate, and must have been a Patient for the *Two* preceding *Months*.

III. The Incurables are to be maintained out of the separate Profits of the Incurable Fund so long as they shall live, unless they become able, *by Labour or otherwise*, to support themselves.

IV. No Patient shall be admitted upon this Establishment until after the Expiration of *Twenty-one Days* from the date of the Recommendation of such Patient, by the Physicians and Surgeons, to the Weekly Board.

V. Upon the Recommendation, by the Physicians and Surgeons, of a proper Object or Objects to be admitted upon the Incurable Establishment, a Paper shall be fixed in some suitable part of the Board Room, signifying the same, to the intent that, if cause of Objection be discovered against the Admission of such Patient, the Election may be deferred.



VI. The Incurable Patients shall continue in the Ward erected for their Reception, and be distinguished by an *uniform Dress*; but no Distinction whatsoever is to be made between them and the other Patients in regard to *Care or Diet*, unless where the Circumstances of their Disorders may particularly claim it.

VII. The Incurable Patients are to be subject to the established Rules for the Government of this Hospital; and it is expected that, by their more perfect Obedience thereto, they will set a good example to the other Patients.

VIII. Such of the Incurables as are able, shall be employed in such Business in the Hospital as the Secretary, Apothecary, or Matron may direct.

IX. No incurable Patient shall go out of the Hospital without permission from the Secretary, Apothecary, or Matron; nor lie out without Permission from the Weekly Board.

X. In case any *Incurable* Patient shall be absent for the Space of One Week, or longer, such Patient's Bed shall (if needful) be used for a *Curable* Patient.

XI. A painted Table of the *Sixth, Seventh, Eighth, Ninth, and Tenth* Orders, relating to the Incurables, to be fixed in the Ward for Incurable Women; and the like in the Ward for Incurable Men.

## MESSENGER.

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I. The Messenger shall punctually attend, and keep the Door of the Board Room, at all Boards and Committees, from the hour of business till the time of adjournment.,—and he shall not permit any person to loiter about the Door or obstruct the Entrance, nor shall he permit any person, except the Trustees, to enter the Board Room during the sitting of the Board, without leave.

II. He shall faithfully and speedily deliver all Letters, all Summonses for General Boards and Committees, and be always ready to go on all such necessary Messages or Errands, as the Secretary and Steward of the Hospital shall require.

*Suggestions for the Consideration of the Medical Officers.*

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I. The certification of the admissibility of diseases, and the classification of proper objects, under the distinct heads of In and Out Patients, are the sole province of the Physicians and Surgeons. As it often happens, that those Patients who are most importunate to be received into the Hospital, are the most improper objects to be admitted into it, on account of the particular nature of their distempers, the Physicians and Surgeons might with advantage bear in mind the following suggestions.

1st, That Diseases requiring, and being susceptible of *speedy relief*, are the most proper to be received into an Hospital, because it is the chief intentions of such institutions to relieve as great a number of Patients as possible in *quick succession*.

2nd, That Diseases requiring the care of skilful persons, either on account of their acute and dangerous nature, or of any important singularity or peculiar intricacy of their symptoms, receive usually the greatest benefit from being admitted into an Hospital.

3rd, That Diseases which require a pure air for their cure, or which are remarkably injured by a vitiated atmosphere, (for example Chronic Diseases perhaps of most kinds,) are the least proper objects for admission into this Hospital, because they will, probably with little benefit to themselves, occupy room which might prove of infinite value to a considerably larger number of Patients labouring under more acute and urgent distempers.

II. The Wards should not be crowded, for upon this last circumstance, together with a persevering attention to ventilation and cleanliness, do the prevention of contagion and the more speedy cure of the sick greatly depend. The Medical Officers will probably indulge the partiality of Patients, by calling into consultation the favourite practitioner.

III. Much advantage would accrue to medical science from keeping accurate monthly and annual returns of Diseases, which might be published with their annual Reports. These Returns should consist of four Tables, the first exhibiting the Diseases of all the Patients admitted during each month of the year; the second, the several Diseases of the Patients during one year, with their events; the third, the number of males and females labouring under each disease in the several changes of life; and the fourth, containing a particular view of the diseases, sex, age, &c. &c. of those who die in the course of the year. By inspecting tables constructed on this plan, *any person* might at once ascertain the rise, progress, and decline of epidemics, the comparative degree of mortality occasioned by different diseases, the stages of life at which mankind are liable to particular distempers, the difference of the seasons with respect to healthfulness, and other circumstances of equal importance; without such tables Physicians and Surgeons might long persevere in erroneous practice, without detection or even suspicion.

IV. Before any great operation is performed, all the Physicians and Surgeons should consult together.

*Method to be followed in performing the Duties of a*

## HOUSE VISITOR.

I. The House Visitor is to go through the whole House, and be attentive to its cleanliness, regularity, and œconomy. He is to ask whether the Apothecary, Secretary, or Matron have any complaint to make against any Patients or Servants of the House.

2. He is to examine particularly if the Wards be clean and free from impure smells, the bed and bed linen clean; he is to examine the provisions, and taste the bread and beer, that he may judge of their quality. He is to order the Nurses and Servants of each Ward to leave the Ward, and each Patient to be by his respective bed-side, and then he shall make all, or such of the following enquiries as he may judge necessary.

Whether the Patients are well treated, and whether they have been duly attended by the Physicians, Surgeons, Apothecary, Matron, and Nurses; also whether the Chaplain has attended to those who may have expressed a wish to see him, whether the provisions have been of good quality, and properly served at the regular hours. He will also enquire of the Apothecary, Secretary and Matron, whether any Patients have conducted themselves in an improper or disorderly manner, and, should any unusual case of disorderly conduct be reported to them, he will order a letter to be forthwith sent to the Physician or Surgeon under whose care such Patient may be, apprising them of the circumstance, and notifying that the Patient will be dismissed at One o'Clock on the following day.

Having made these and other particular enquiries which may occur, the House Visitor will make his Report in the House Visitors Book.

One or more of the House Visitors are requested to enter daily in the House Visitors Book, the Hour at which the Hospital was visited; and the House Visitors are particularly requested to attend the Weekly Board next following their Week or Month of Visitation.

## Appendix.

### *Instructions for conducting the Proceedings of the Boards.*

#### WEEKLY BOARD.

The Chairman, after having ordered the Names of the Governors present to be registered, is to pay particular attention to the following order of business.

1. He will call for the Return of Patients who have been Two Months in the House, and for the Apothecary's Return of Patients who are fit to be discharged; and, after enquiring whether they have been well treated, and whether they have any complaint to make, he will direct the Secretary to read the usual form of prayer, and will then discharge them, giving to each a card of thanks for the Governor who recommended them.

2. He will call for the Porter's Register of Patients, &c. &c.

3. He will call for the Apothecary's Return of Beds Vacant in the Hospital each day during the week, and he will admit those Patients who are recommended by the Physicians and Surgeons as proper, and who are deemed fit objects of charity, he will then examine the Secretary's Register, and see that their Names are entered therein as In Patients; and that those postponed for want of room, are so entered.

4. He will call for the *Apothecary's Return of Patients admitted during the Week*—his Register of In and Out Patients—his Abstract Book of Diets—his Wine and Spirit Book—his Drug Ledger—and his Requisition for Drugs—each of these books and documents, if reported by the Secretary as correct, and signed by him, is to be signed with the Initials of the Chairman as having been inspected by him.

5. He will call for the *Secretary's Report Book* of Incidental Communications, and give the necessary directions thereon; he will examine his *Requisition Book*, his *Abstract Book* of Weekly Diets, and his *Register of Patients*, and will sign each of them with his initials, if previously signed by the Secretary as correct. He will then take the opinion of the Weekly Board upon every order of the preceding Weekly Board, confirming them or otherwise.

6. He will call for the House Surgeon's Book of Operations performed, with the result—his Consultation Book; also the Matron's Ledger Account of articles received and distributed for the use of the Hospital.

7. He will call for the *House Visitor's Book*, and give such orders, and make such enquiries, as may appear necessary.

8. On the *Second Wednesday* in each Month, he will call for the Book containing the opinions of the Physicians and Surgeons, concerning Patients who have been Two Months, or longer, in the House, that they may be discharged, unless it is therein reported that they are likely to be cured, or to receive essential benefit; also for

The Report of the Auditors on the Monthly Accounts, the Secretary's Book of Incidental Expences, the Medical Committee Book, and the Book of the House Committee; and he will order Payment of such Bills or Accounts as are reported correct by the Auditors, and approved by the Board.

9. At the *Second Weekly Board* in each Quarter, he will inspect the Inventory of Furniture, Ware, &c. belonging to the Hospital.

10. On all particular occasions of Vacancies in Office, of Tenders for Contracts, &c. &c. the Chairman will give the necessary instructions, conformably to the Standing Orders and General Rules.

## QUARTERLY BOARD.

1. At each *Quarterly Board* the Minutes of the preceding Quarterly Board are to be read, and confirmed, or otherwise.

2. At the Quarterly Board, in January, the Treasurer is to be elected—the place of the Anniversary Meeting of all the Trustees and Subscribers is to be fixed—a Preacher of the Annual Sermon nominated—and a Committee of Three Governors appointed to draw up an Annual Report of the State of the Charity.

3. The Draft or Rough Minutes of every Board, or Committee, are to be read over the last thing before leaving the Chair, and signed by the Chairman, or if there should be more than one Chairman, each Chairman shall sign that part of the proceedings at which he may have been present.

## FORMS OF LETTERS.

ALL Recommendations from Subscribers will be attended to, but the following form is printed for their convenience:—

*Letter of Recommendation for an In Patient.*

Gentlemen,  
I beg leave to recommend \_\_\_\_\_ of the Parish of \_\_\_\_\_  
in the County of \_\_\_\_\_ whom I believe to be an object  
worthy of your care, to be an IN Patient of the Hospital, and you will oblige,  
To the Trustees of the \_\_\_\_\_, Governor.  
Westminster Hospital. (Residence.)

*To Subscribers in Arrear.*

May I beg leave respectfully to acquaint you, that your Annual Subscription of \_\_\_\_\_ to the Hospital, for this year commenced upon \_\_\_\_\_ and is now in arrear \_\_\_\_\_ months. Perhaps you will have the goodness to transmit the same to Messrs. Hoares, Bankers, Fleet Street.

I have the honor to be,  
Your obedient Servant,  
\_\_\_\_\_, Secretary.

*To the Representatives of a deceased Annual Subscriber.*

May I beg leave respectfully to solicit a continuance of the Subscription to the Hospital, which was so kindly given by \_\_\_\_\_, and to inform you, that you are empowered to recommend Patients during the remainder of the year, for which the late \_\_\_\_\_ subscribed.

I have the honor to be,  
Your obedient Servant,  
Westmr. Hospital, \_\_\_\_\_, Secretary.  
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*When Patients are recommended as In Patients admitted as Out-Patients.*

I am desired to acquaint you, that \_\_\_\_\_ recommended by you, has this day been examined by the Physicians and Surgeons, and is thought most proper to be admitted an Out Patient of the Hospital, and has been so admitted accordingly.

I have the honor to be,  
Your obedient Servant,  
\_\_\_\_\_, Secretary.

*When a Patient is postponed.*

I am desired to acquaint you, that \_\_\_\_\_ recommended by you, has this day been examined by the Physicians and Surgeons, and is thought most proper to be admitted an In Patient of the Hospital, but \_\_\_\_\_ cannot be received into the House for want of room; but \_\_\_\_\_ will in the mean time receive relief as an Out Patient, and will be admitted into the House as soon as there is a vacancy.

I have the honor to be,  
Your obedient Servant,  
\_\_\_\_\_, Secretary.

*To the Recommender of an In Patient when discharged or cured.*

I am directed by the Weekly Board to acquaint you, that \_\_\_\_\_ recommended by you, and admitted an In Patient, has this day been discharged cured.

I have the honor to be,  
Your obedient Servant,  
\_\_\_\_\_, Secretary.

*To the Governor recommending a Patient who has been discharged for irregularity.*

I am desired by the Weekly Board to acquaint you, that being fully assured, upon examination, of the irregular behaviour of \_\_\_\_\_ recommended by you, they have this day been under the unpleasant necessity of discharging.

I have the honor to be,  
Your obedient Servant,  
\_\_\_\_\_, Secretary.

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**FORMS OF ADVERTISEMENT FOR SUPPLYING VACANCIES  
IN OFFICE.**

A Special General Board of Governors will be held at the Hospital, on Thursday, at \_\_\_\_\_ o'clock in the forenoon, for electing a \_\_\_\_\_ in the room of \_\_\_\_\_

As it is essential to the prosperity of the Charity,—each Governor, in case of competition, is requested not to engage his Vote in favour of any particular Candidate, until he has made inquiries into, and considered the comparative merits and characters of all who offer themselves.





# DIET TABLE.

MEALS.	FULL.	MIDDLE.	LOW.	SPOON.
BREAKFAST	Milk Porridge 1 Pint.	Milk Porridge 1 Pint.	$\frac{1}{8}$ oz. Tea $\frac{1}{2}$ oz. Sugar $\frac{1}{4}$ pint Milk	$\frac{1}{8}$ oz. Tea $1\frac{1}{2}$ oz. Sugar $1\frac{1}{2}$ pint Milk
DINNER	8 oz. Meat 10 oz. Vegetables 12 oz. Bread	4 ozs. Meat—made into Broth with $\frac{1}{2}$ oz. Barley; OR 4 ozs. Mutton Chop 8 ozs. Vegetables 6 ozs. Bread	$\frac{1}{2}$ lb. Pudding of Bread or Rice OR 1 pint Broth 6 ozs. Bread	2 ozs. Sago OR 1 oz. Arrowroot OR $1\frac{1}{2}$ oz. prepared Barley
SUPPER	1 pint Barley Gruel OR Rice Gruel $\frac{1}{8}$ oz. Sugar $\frac{1}{8}$ pint Milk	1 pint Barley Gruel OR Rice Gruel $\frac{1}{2}$ oz. Sugar $\frac{1}{4}$ pint Milk	$\frac{1}{8}$ oz. Tea $\frac{1}{2}$ oz. Sugar $\frac{1}{4}$ pint Milk	<b>MILK DIET</b> The same Spoon, with pint of Milk morning and evening, lieu of $\frac{1}{2}$ pint and Tea.

## DINNER.

FULL DIET—Roast or Boiled Meat.

MIDDLE DIET—Boiled Meat, unless ordered otherwise.

LOW DIET—Puddings, unless Broth is ordered.

## EXTRAS.

All EXTRAS are to be ordered in writing by the Physicians and Surgeons, and nothing Extra can be allowed beyond the day on which it is ordered, unless specified in the order "daily," or "for — days,"



## ARTICLES composing the different DIETS of the day— Avoirdupois Weight.

FULL.	MIDDLE.	LOW.	SPOON.
12 ozs. Bread 8 ozs. Meat—weight undressed 10 ozs. Potatoes or other vegetables 1 oz. Rice, or $1\frac{1}{2}$ oz. Barley $1\frac{1}{2}$ oz. Oatmeal $\frac{1}{2}$ pint Milk	10 ozs. Bread 4 ozs. Meat—weight undressed with $\frac{3}{4}$ oz. Barley 8 ozs. Potatoes or other vegetables 1 oz. Rice, or $1\frac{1}{2}$ oz. Barley $1\frac{1}{2}$ oz. Oatmeal $\frac{1}{2}$ pint Milk	6 ozs. Bread 2 ozs. Meat for Broth OR $\frac{1}{3}$ lb. Pudding. $\frac{1}{4}$ oz. Tea 1 oz. Sugar $\frac{1}{2}$ pint Milk—served separately	$\frac{1}{8}$ oz. Tea $1\frac{1}{2}$ oz. Sugar $\frac{1}{3}$ pint Milk OR 1 quart of Milk with $1\frac{1}{2}$ oz. Sugar. 2 oz. Sago OR 1 oz. Arrowroot OR $1\frac{1}{2}$ oz. prepared Barley.



