

Instructions for the Royal Navy Hospitals at Haslar and Plymouth.

Contributors

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London School of Hygiene and Tropical Medicine

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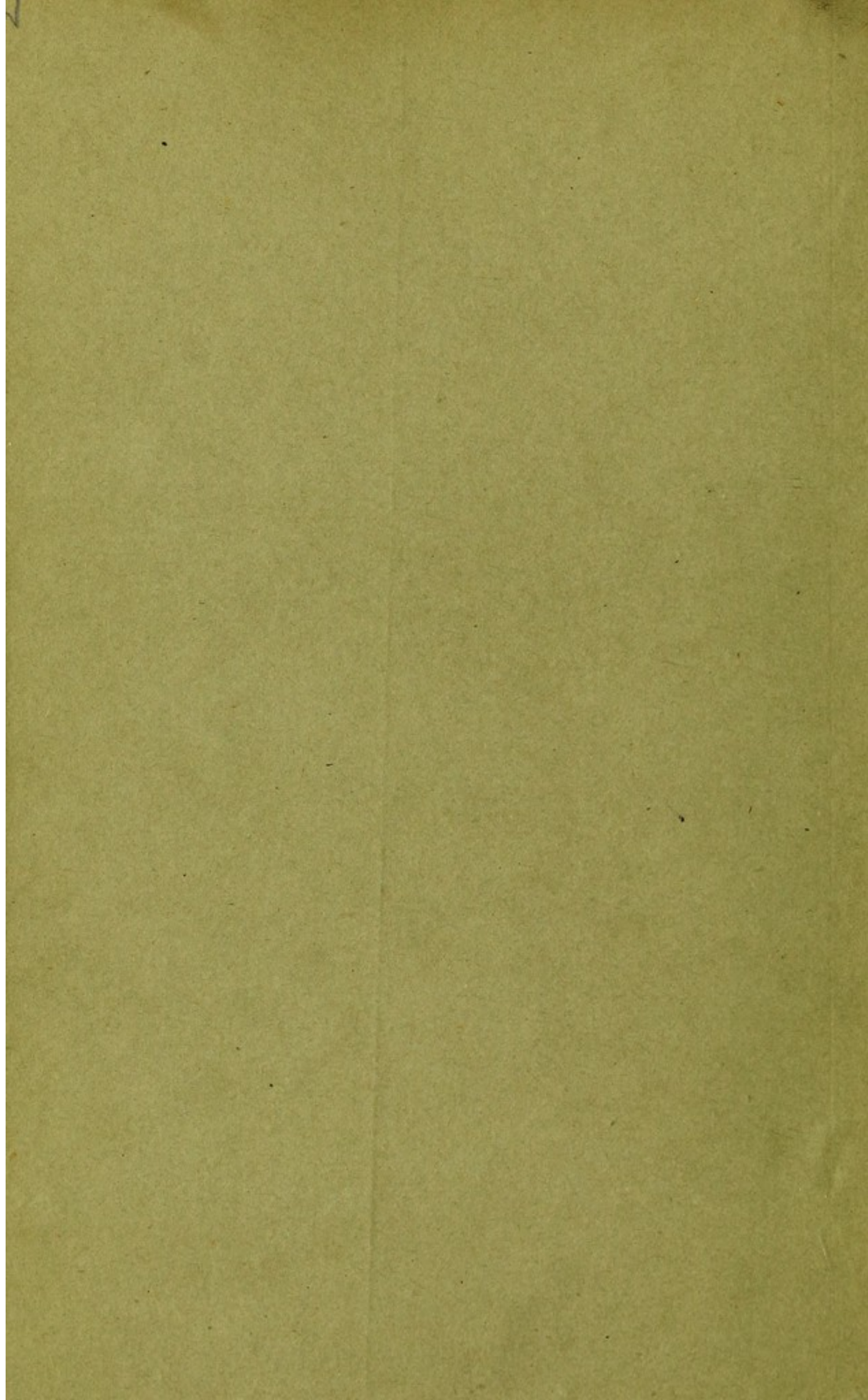


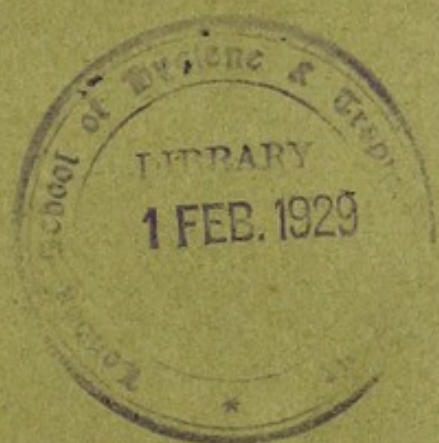
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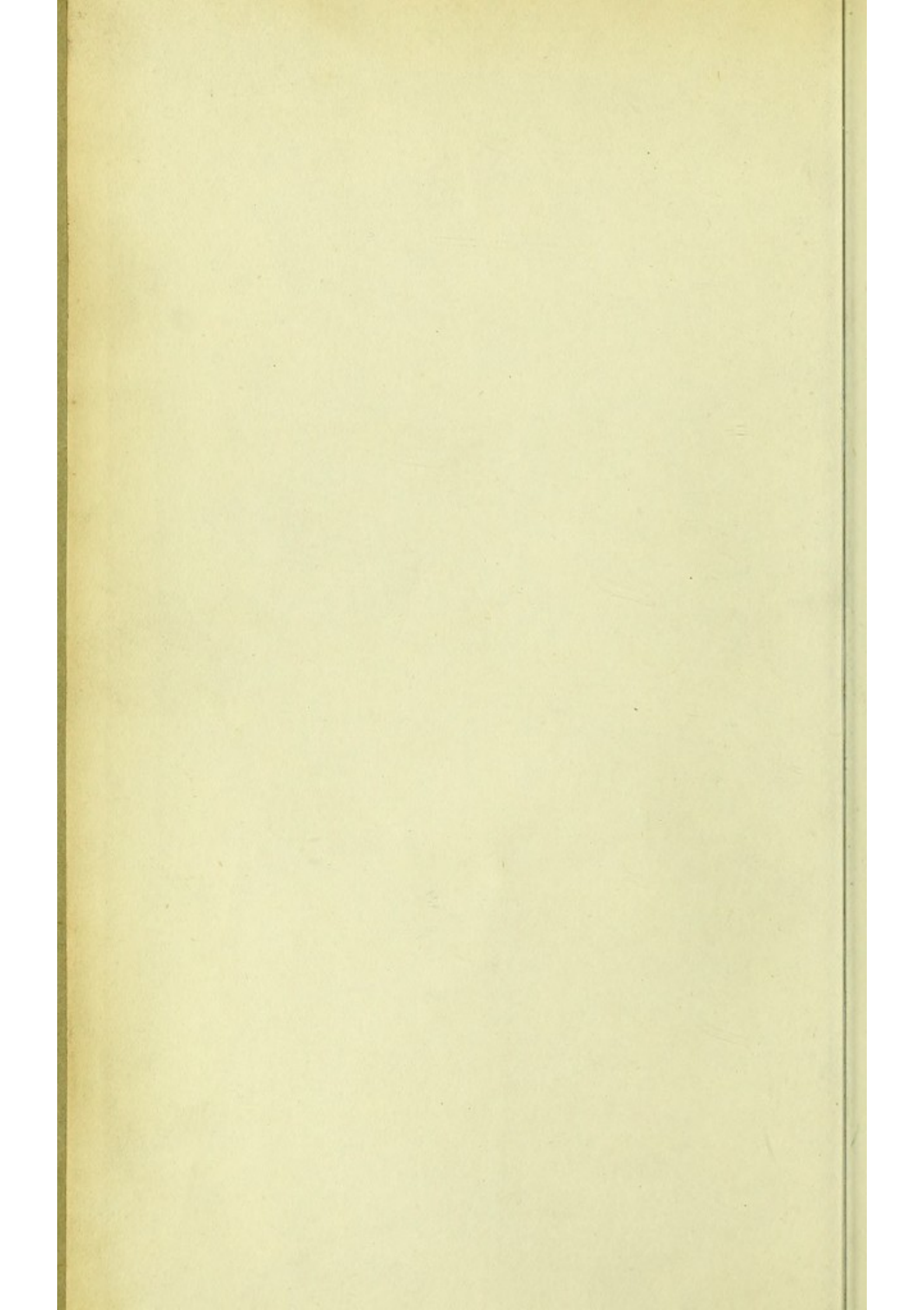
HOSPITAL INSTRUCTIONS



HASLAR & PLYMOUTH







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INSTRUCTIONS
FOR THE
ROYAL NAVAL HOSPITALS
AT
HASLAR AND PLYMOUTH.



LONDON:
PRINTED BY GEORGE E. EYRE AND WILLIAM SPOTTISWOODE,
PRINTERS TO THE QUEEN'S MOST EXCELLENT MAJESTY.
FOR HER MAJESTY'S STATIONERY OFFICE.

1854.

THE LONDON

LONDON

ROYAL NAVAL HOSPITALS

AT

HARPER AND BROTHERS



LONDON

PRINTED BY GEORGE TINS AND WILLIAM BROTHERWOOD

FOR THE LONDON SCHOOL OF HYGIENE AND TROPICAL MEDICINE

AND THE LONDON STATIONARY OFFICE

1894

*By the Commissioners for executing the
Office of LORD HIGH ADMIRAL of the
United Kingdom of GREAT BRITAIN
AND IRELAND, &c.*

WHEREAS we think fit that the Regulations and Instructions hereunto annexed for the Captains-Superintendent, Lieutenants, Inspectors, Deputy-Inspectors, Surgeons and Medical Storekeepers, Agents and Stewards, Chaplains, Store-Matrons, Ward-Matrons, Porters, and Overseers of Labourers of Her Majesty's Royal Naval Hospitals at Haslar and Plymouth, shall be established.

You are hereby required and directed to pay the most strict attention and obedience to the same, so far as the several matters contained therein may relate to your respective Duties.

Given under our hands this 5th day of April 1844.

HADDINGTON.

GEORGE COCKBURN.

WILLIAM HALL GAGE.

GEORGE FRANCIS SEYMOUR.

WILLIAM GORDON.

HENRY THOMAS LOWRY CORRY.

To

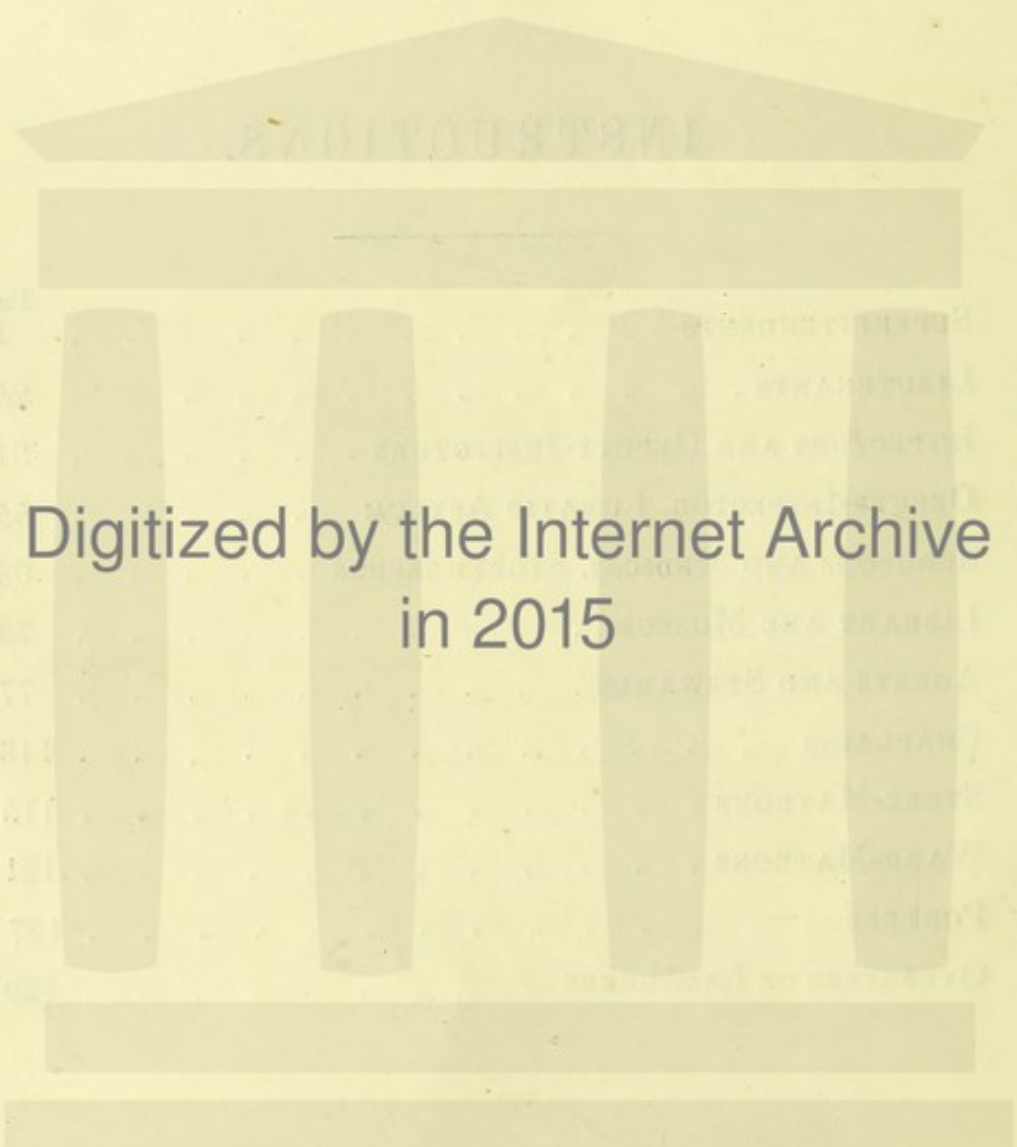
*The Flag Officers at the Port,
the Superintendents, Lieutenants,
Inspectors, Deputy - Inspectors,
Surgeons and Medical Store-
keepers, Agents and Stewards,
Chaplains, and others, of Her
Majesty's Royal Naval Hos-
pitals at Haslar and Plymouth.*

By Command of their Lordships,

JOHN BARROW.

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—	12	Absentees.—To be checked, and reported to Superintendent, and checks not to be taken off without his authority.
84	—	Private business.—No Artificer, Labourer, or Servant to be employed thereon.
—	13	{ Muster Book for } How to be made up.—Necessary Documents
86	16	{ all Patients. } to be brought with Patients on admission.— Omissions to be notified to the Superintendent.— Abstract of totals of rations issued, &c.—Deaths, &c., in the Lunatic Asylum.
85	14	{ Discharged Seamen. } Documents to be given them.—Charges { ——— Marines. } to be made on their Tickets.—Surveys for Pensions to be made in London.
—	15	Revenue Patients.—Charge of 1s. 6d. each per diem for subsistence.
—	—	Half Pay Officers.—Admitted under Special Authority, to be charged for subsistence at the rate of 10d. per diem, and paid to Agent; how to account for the same, and how to act in case of death.
86	—	{ Policemen as Patients. } How to be treated, charged, and checked. { Servants ———. }
87	16	{ Quarterly Return of } To be rendered in a Muster Book. { Lunatic Patients. }
—	—	{ Quarterly Return of } List of, with the Cost of subsistence. { Greenwich Pensioners. }
—	—	{ Quarterly Return of } Distinguishing English, Irish, and Scotch { Revenue Patients. } Customs or Excise Cruizers, charge for.
—	—	{ Quarterly Return of } List of, from Head Quarters,—those more { Marines. } than 30 days in the Hospital.—Stop- pages, &c.
—	17 }	Marines.—Arms and Accoutrements of.—As to their disposal.
88	18 }	
87	17	Effects.—Inventories to be taken of the Property of the Patients on their admission,—measures to be adopted regarding them.—Nurses to report the discovery of any Money in the possession of Patients, &c.
88	18	——— The Chests, Bedding, Bags, &c., of Patients to be marked or tallied, and safely lodged in the places allotted for them.
—	—	Hospital Dress.—Patients to wear it until discharged, when their own Clothes are to be returned to them in a clean state.

Page 88	Art. 18	Foul Linen.—To be purified.—When burned to prevent infection, value to be ascertained and paid to the Owner ; but if he should die, to be otherwise accounted for.
89	19	{ Bed House. } To be frequently visited, and measures adopted { Store Rooms. } for the preservation of their contents.
90	—	Fires and Lights.—To be put out, and a careful inspection to be made previously to the Stores being shut up.
—	20	Broad Arrow.—Public Stores to be marked with it.—Stores not to be sent out of the Hospital without a written order from the Superintendent.
90	21	Muster of Patients.—To be twice a Week,—if Patients desert, measures to be adopted.
—	22	Weekly returns.—To be made so as to arrive in London every Monday morning, detailing particulars of the number of Patients, Ships, &c., they were received from, Diseases, Labourers employed.—Supernumerary Assistant Surgeon, &c.
91	23	Allotments.—Returns to be made regarding them.
92	24	Wills.—Forms for, supplied, and directions thereon.
—	25	Deaths.—Proceedings on the death of a Patient,—his Burial,—Friends may bury,—disposal of his Effects.—Reports to Captains of the Ships to which the Patients belonged.
93	26	Burial of Non- Patients.—Measures to be adopted when the Corpse of any Person may be sent to the Hospital for burial.
—	27	Dead Men's Effects.—If claimed by Relatives or Friends.
—	28	Dead Marines.—Monthly Report of, to be made to the Commandant at Head Quarters.—Delivery of Arms, &c.—Their private Effects.
94	29	Public Auction.—Sale of dead men's Effects.—Patients not to purchase unless they pay on the spot.—Conducting of Sale.—Proceeds to be accounted for.
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97	32	————— Lists of, to be sent Quarterly for each of the four Divisions.
—	33	{ Pay Lists, } Of Assistant Surgeons, Inferior Officers, &c, to be { Monthly. } rendered to the Accountant-General.

Page 98	Art. 33	Payments.—To be made to Superintendent, Officers, and all Persons on Salary (not included in the Monthly Pay List), agreeably to a List which will be forwarded by the Accountant-General.
98 107	35 } 49 }	Cash Account.—To be transmitted Quarterly to the Accountant-General.—Directions for making it up.
99	36	{ Quarterly Abstract } To be transmitted to Director-General in the of Victualling. proper form.
—	—	{ Yearly Expense } To be also forwarded, to correspond with the of Victualling. Muster Books.
—	37	Acts of Parliament.—Abstract of, regulating the payment of Seamen and Marines, to be hung up in conspicuous parts of the Hospital.
100	—	{ Printed Forms, Account Books, &c. } To be in the Agent's charge.
—	38	Supplies.—Not under Contract.—If required on an emergency, application to be made to Superintendent.
—	—	Purchases.—Never to be made without special approval of the Director-General, except in very urgent cases, which are to be avoided as far as possible.—Responsibility of Agent thereon.
101	39	Provisions, &c.—Mode of procuring them, either for general or daily consumption.
—	40	Victualling Room.—Period of being open.
—	—	Scheme of Diet.—Established for the Patients.—Discharged Men to have their Dinners before they embark for the Flag-Ship.
102	41	Diet Books.—How to be used.
—	42	Patient's Allowance.—Printed copy of Scheme of Diet to be hung up in each Ward.—Patients (not exceeding six) may attend the weighing and cutting up of the Meat.—Servants' allowance to be pricked for.
103	43	Patients and Servants Victualled.—Established Books for showing the number.—Directions thereon.
104	44	Coals, Candles, &c.—How and to whom they may be issued.—Returns and Accounts to be forwarded to Director-General.
104	45	Disbursements.—To be made by Agent only,—how to act in such duty.
105	—	Works to be certified to.
—	46	Utensils, &c.—To be supplied when required for the Wards.—Nurses answerable for them.
—	47	Inventories.—To be kept of the whole of the Stores in each Ward.—Care of Furniture, &c.—Inventories to be adjusted every Month, before the Servants are paid their Wages.

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—	49	{ Bedding, Clothing, &c. { Account of, to be rendered within for Hospital use. { 14 days after the termination of each Quarter.
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—	50	Fire Engines.—To be always ready for immediate use.
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—	5	Nurses.—How to be employed; their conduct watched; to be mustered twice a day; absence reported.
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—	6	Private Work.—Not to be permitted.
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INSTRUCTIONS.

INSTITUTIONS

INSTRUCTIONS

FOR THE

RESIDENT CAPTAINS-SUPERINTENDENT OF THE
ROYAL NAVAL HOSPITALS AT HASLAR AND
PLYMOUTH.

ARTICLE 1.

THE Admiralty Instructions, dated the 1st of April, 1844, having given to the Commander-in-Chief at the Port authority and control over the Superintendent of Dock-Yards, the Victualling Yards, Naval Hospitals, and other Naval Civil Establishments, though with directions to him not to interfere in their management where there are Superintendents, unless any particular and sufficient cause should, in his opinion, render it necessary; you are therefore to govern yourself accordingly; but should you, on receiving such order, consider any public inconvenience likely to arise from your compliance with it, you are to represent the same to the Officer, stating your objection; after which, if the Order be still persisted in, it is always to be obeyed, without further delay or discussion, the Commander-in-Chief, or Senior Officer, so persisting in the order, becoming wholly responsible to the Admiralty for the necessity of the measure; and you may, if you deem proper, send to the Admiralty any observations on the subject you may be desirous to submit for consideration thereon.

You are to make the House allotted for you at the Hospital your constant residence, that you may at all times be in readiness to execute the duties of your Office, as well as all Orders which you may receive from us; and you are never to be absent without our permission. All other Officers or persons allowed Houses or Apartments in the Hospital are also constantly to reside therein, and never to be absent from their duty, or to remain out of the Hospital during the

night, without your leave, which you are only to grant according to Art. 15.

2.

Lieutenants being appointed to assist you in the discharge of your duty, they will take rank of each other according to the date of their respective appointments to the Hospital; and you are to regulate and divide between them the duties contained in their Instructions, and all other services which you may direct them to perform, in such manner and rotation as you shall from time to time think proper.

3.

On any occasion when you may be absent from your duty, the superintendence of the Hospital is to devolve on the Senior Hospital Lieutenant present, who is for the time to exercise all the authority and perform all the duties of the Superintendent: to enable him to do which, you are, on those occasions, to furnish him with such part of your Instructions and Orders as you may think expedient.

4.

You are at all times, when in Hospital, to wear the Uniform to which you are entitled by your rank in the Royal Navy, and to cause the Lieutenants to do the same. The Civil Officers are also to wear such Uniforms as have been or may be established for them.

5.

Although the various duties of the Hospital be divided among many Officers, each of whom is held answerable for the discharge of those within his Department, yet we shall consider you as being responsible for the general economy, discipline, and good order of the whole. For this purpose, you are invested with full authority over all Officers and other persons employed in the Hospital; and you are to interpose, as often as you may see occasion, for enforcing obedience to all Orders and Regulations which may be issued

by us, by the Director-General of the Medical Department of the Navy, on our authority, or by yourself, relating to the concerns of the Hospital. And should you see just cause, you are to suspend any of the Lieutenants, Assistant-Surgeons, Clerks, or inferior Officers, forthwith, representing to us your reasons for so doing and the circumstances of the case, in order that you may receive directions thereon ; but if any of the Labourers or other Servants (not employed in the Asylum) should behave so as to make it improper to continue them in their employments, you are, on being convinced of the fact, to discharge them and to enter others in lieu, observing that all persons so discharged are to be reported to us, with your reasons for dismissing them ; and those discharged for misconduct are never to be again employed in, or even permitted to enter the Hospital, on any pretence whatever, unless by Order from us, and their former delinquency having been brought under our notice.

6.

In order that you may have complete knowledge of the concerns of the Hospital, all Orders and Instructions to the Officers and other persons under your direction will be sent under cover to you, and you are to deliver them as soon as convenient to those for whom they are intended ; and all Official Letters and Reports from Officers and other persons belonging to the Hospital shall be delivered unsealed to you, which you are, without fail, to transmit, making such observations thereon as you may judge proper ; and such Orders as you may receive which it may be necessary to communicate in writing to any Officer of the Hospital, or such as at any time you may of your own authority think fit to issue, are to be entered in a Book, addressing the same to the Officers to whom they may relate, who are to take copies thereof, and sign their initials in the margin of the book as an acknowledgment of having received them.

7.

You are to take care whenever the Director-General shall visit the Hospital under your superintendence that he be

received with proper attention and respect. You are to give him every necessary assistance, and to cause the several Officers to furnish him with all the information he may require for enabling him to carry into execution the duties of his office, and you are to bring under his notice all such suggestions as you may have to offer for the alteration or improvement of any part of the Hospital, &c.

8.

You are to have access to the Public Accounts of every Officer belonging to the Hospital, and occasionally to visit the several Offices, to see that the Clerks regularly attend to their duties, and that the Principals of the respective Departments preserve good order and regularity among them, satisfying yourself that no part of the business of the respective Officers has been neglected and suffered to fall into arrear. You are to be very particular in examining the Agent's quarterly Account of the Receipts and Issues of Provisions, previously to your approving and transmitting the same, causing the remains thereof, as well as of the necessaries in his charge, to be surveyed by a Lieutenant and himself, and the Report thereof to be delivered to you, taking every possible means to satisfy yourself that the number of Patients on each species of diet is correctly stated. You are likewise to pay strict attention to due economy in the expenditure of Coals, Candles, Soap, &c., and to be very careful, previously to your approving and transmitting the Agent's quarterly Account of the Receipts and Issues of those Stores, that he produce all the Vouchers necessary for your auditing the same; and you are carefully to compare the entries in your original Receipt-Book with each of the Accounts before mentioned.

9.

You are to cause every Officer who has the charge of Money, Provisions, or Stores, to lay his Accounts, with the necessary Vouchers and Receipts for the same, before you, at the time they are ordered to be made up; which you, taking to your assistance any Officers or others whom you

may think proper, are to examine with great attention, objecting to everything which you shall think incorrect, and not admitting of any expenditure of Money or Stores, or any purchase of Stores or Provisions for which a regular Order shall not be produced. If you are satisfied that the Accounts are correct, you are to certify that you have examined them, and that they appear to you to be just, and you are to transmit them, with any Vouchers which may relate to the same, as soon as you conveniently can, without suffering any other person to be again in possession of them.

10.

All first appointments of Clerks being vested in us, no person is to be employed in that capacity without our authority. All persons proposed by the respective Officers to be entered as Labourers, Washerwomen, or Servants of any kind, are to be carefully examined by one of the principal Medical Officers of the Hospital as to their health and general qualifications; and you are to be perfectly satisfied that such persons be in all respects fit for the employment intended, before you authorize the Agent to enter them on the Hospital Books. You are also to observe that no person of the above description is to be entered who may be more than thirty-five years of age, if others can be obtained; and in engaging Washerwomen and Seamstresses, the preference, where merit may be equal, shall be given to the Widows of Seamen and Marines who may have served in Her Majesty's Navy, but no foreigners are to be entered for the above services; care is also to be taken that no greater number of Labourers, Washerwomen, or other Servants, at any time be retained in the Hospital than absolutely necessary; and whenever an increase shall be required, the Officer requiring it is to represent the same to you in writing, stating the number that, in his opinion, will be wanted; and if you shall agree in the propriety of the request, to refer the matter to us for our decision thereon; but if the increase required be of a temporary nature, and for a few days only, it may be ordered by your own authority, reporting the same to us; and in the latter case care is to be taken by

you that such additional persons be immediately discharged when no longer absolutely required.

11.

When Sickness or Hurts shall prevent any of the Labourers, Nurses, Washerwomen, or other Servants of the Hospital from performing their duty, they are to be received into the Wards as Patients, and checked of half their pay during the time they may continue sick, provided the same shall not exceed thirty days; but such as remain sick beyond that time are to be checked of their whole pay while they may afterwards continue so.

12.

As the Medical Officers will occasionally require the temporary assistance of Labourers to attend their Patients, they are, in order that the sick may not suffer the slightest inconvenience by delay, authorized to require the immediate assistance of such Labourers as may be absolutely necessary; but in cases where delay cannot be productive of injury to their Patients, they are to make application to you for such Assistance, and on those occasions you are to give the requisite directions to the Lieutenants and Overseers of Labourers, and such Labourers are to return to the current duty of the Hospital so soon as their assistance shall no longer be required for the service of the Patients. You are not yourself, nor are you to permit any Officer or other person, to employ, on private business, the Labourers, Nurses, Washerwomen, Artificers, or others belonging to, or employed in, the Hospital.

13.

As the duties of Nurses are of a description which require peculiar qualifications, so that they may be fitted to impart comfort, and thereby tend to improve the health of the Patients, the Medical Officer for whose Department the Nurse may be required must satisfy himself of the moral character, the bodily health, strength, sobriety, humane

disposition, and general fitness for the duty of the Party previously to her being entered for the situation; and if after due trial she should be found unfit for the situation, she is to be discharged.

14.

It being highly important that the Medical Officers should bestow as much of their undivided attention as possible upon the Patients in the Hospital, you are not to admit of their practising their professions out of the Hospital, &c., though they may attend to afford their assistance in extraordinary or pressing cases of Officers in Commission at the Port or belonging to the Dock Yard, or in cases of sudden and accidental emergency; and, except in such instances, you are to see that they confine their attention to the Patients in the Hospital, to the Officers and others who may be at Sick Quarters, to the Officers of the Hospital and their Families, the Servants and other Persons belonging to the Establishment.

15.

You may occasionally grant leave of absence to the Lieutenants, principal Officers, Assistant Surgeon, and Clerks, not exceeding two days, but if longer leave be desired, application to be made to us; and if for any of the Civil Officers, it must be made through the Director-General, with your opinion thereon as to the expediency of granting the leave solicited, or any shorter time, consistently with a due regard to the public service, observing that every application for leave is to express the day on which it is to commence, and the return from leave is to be reported to the Director-General. You are also authorized occasionally to grant such leave of absence to the Labourers and Servants of the Establishment as shall, without prejudice to the public service, appear to you reasonable and necessary; but as the space within the walls is large enough to admit of the Patients of all descriptions having air and exercise sufficient for their health, you are not to grant leave to any of them to go out, unless the Medical Officer, whose Patient the

Person requiring leave may be, shall have certified to you that his health might be benefited thereby. These directions, however, are not to apply to the Lunatic Asylum.

16.

No. 63. The Assistant Surgeons and Clerks are to be within the gates by eleven o'clock every night, and all other Persons belonging to the Establishment (except the Lieutenants, principal Medical Officers, Agent, and Chaplain) are to return by ten o'clock (unless your permission to stay out later shall have been obtained); and should any person below the rank of the above principal Officers, in disobedience of this order, return to the Hospital after the above specified hours, the Porter is to report to you, the next morning, the names of such persons, and the exact hour at which they returned, that you may take such measures respecting them as you may deem proper, or report the same to us for our decision.

17.

You are to take care that Divine Service be regularly performed in the Chapel of the Hospital, as directed in the Chaplain's Instructions, causing such of the Patients to attend as may be able to do so without injury to their health; and you are likewise to see that the Chaplain perform all the other duties of his station agreeably to his Instructions.

18.

No. 66. You are to transmit a Weekly Report of the daily occupation of the Labourers and Artificers employed in the Hospital, upon the Form furnished for that purpose; and when any of the Servants or Labourers shall be absent with leave for more than two days, or shall be absent from their duty without leave, you are to cause them to be checked of the whole of their pay and provisions during the time they shall be so absent.

19.

You are to extract from these Instructions, as well as from all others you may receive from us, such parts as relate to the conduct of the Patients and the duties of the Servants in the Hospital, which, with any other Regulations you may think proper to establish for the maintenance of discipline and good order, you are to cause to be printed and hung up in every ward amongst the Patients, and such other places as you may think fit ; and you are to transmit to us copies of all the written Regulations that you may issue. The indulgence of smoking tobacco by the Patients and Convalescents may be allowed for two hours in the morning, and two hours in the afternoon, in a place specially appropriated for the purpose, except in such cases as the Medical Officers may see reason to object, it being distinctly understood, that smoking will on no account be allowed in the Wards, or any other part of the Hospital, except that set apart for the purpose.

20.

If it shall appear to you that any Officer, Clerk, or other person on the Establishment, from age, infirmity, or other cause, is incapable of performing the duties of his office, you are to represent the same to us, in order that he may be superannuated, or that such other directions may be given respecting him as the case may require, observing that no Labourer, Nurse, Washerwoman, or other Servant, is eligible to superannuation under twenty years of successive service in the Hospital, unless such Person shall have been discharged in consequence of a reduction in the Establishment, or for some other satisfactory reason. These last-mentioned Persons will not, however, be entitled to superannuation unless they shall have been entered previous to the 1st of May 1833.

21.

You are to take care that the duty of receiving Patients, and the measures connected therewith, be strictly attended to, as prescribed in the Instructions to the respective Officers

hereunto annexed on that head; and to direct the Lieutenants to attend in turn, at all times, the admission of Patients, and to visit every part of the Hospital once at least in the forenoon of every day, or oftener, and at such hour as you may deem proper, for the purpose of their seeing that every regulation for the support of good order, so essential to the comfort and recovery of the Sick, be assiduously observed.

22.

When men who may be sent from Her Majesty's Ships shall, on examination, appear to be proper objects for the Hospital, you are to order them to be received, although their proper Tickets should not have been sent with them, that the health of the men may not be exposed through the inattention of the Officers of the Ships to which they belong; but you are immediately to inform the Commanding Officer at the Port of this, or of any other irregularity which you may observe in Sick Tickets, that he may order the Captains to send proper Tickets, or to correct the inaccuracies in those already sent. But if any men be sent who on examination should not be deemed proper objects, they are immediately to be returned to their Ships.

23.

It being the duty of the Inspectors and Deputy-Inspectors to see that the Sick are properly attended to and kindly treated, that the Wards and everything in them be kept clean and well aired, and that the men have every allowance to which they are entitled, the directions of the Medical Officers on those points are to be always strictly attended to.

24.

When an Inspector or Deputy-Inspector shall represent to you the necessity of airing the bedding of any ward, you are to direct a Lieutenant to select a proper number of Labourers to assist the Nurses of such Ward in taking out, airing, and returning the same; and during the time the said bedding

shall be in the airing-ground, Persons are to be placed over it to prevent any Patient or other improper person going near to it.

25.

You are to cause the Patients to be mustered by the Agent, or one of his Clerks, twice a week, at such hours as you may direct, for a check to his original Monthly Muster-Books; and in the event of war, should the before-stated inspections not be considered to afford sufficient security, you are to represent the case to us, and propose such further measures as in your judgment may be required to effect the intended purpose.

26.

You are to be very particular in enforcing obedience to such Instructions as may be given to the Agent for mustering the Patients and Servants, and for presenting to you the Lists and Reports of the same at the times prescribed; and you are to see that he (or one of his Clerks) musters the Artificers and others employed by Tradesmen on any Works carrying on in the Hospital, on their coming to and leaving off work, and at such other times as you may judge necessary.

27.

You are to apply to the Officer of the Guard to place such a number of Sentinels round the Hospital, and in such situations as you may think necessary; and you are to take every possible precaution to prevent the desertion of Patients from the Hospital; for which purpose the Lieutenants are to be very watchful over the conduct of the Porter and Sentinels, whose posts they are frequently to visit, to see that they be alert and attentive to their duty. You are also to direct the Lieutenants frequently to examine the walls and outbuildings, in order to discover if any holes be made therein, or any other means used to enable the men to make their escape, or to introduce improper articles into the Hospital; and if the Porter or any other Person belonging to the Hos-

pital shall be detected in assisting or conniving at the desertion or other misconduct of any man, you are immediately to suspend or discharge such person, agreeably to the authority herein-before mentioned, and report the circumstances of the case to us; but if a Sentinel be so detected, you are to represent the particulars of the case to the Officer of the Guard, or to the Commander-in-Chief of the troops in the District; and if proper notice be not taken of your representation, you are to report the same to our Secretary, for our information.

You are also to cause strict directions to be given to the Porter to use his utmost vigilance to prevent anything improper being carried through the gates into the Hospital, or the most trifling article, the property of Government, or clothes, or anything belonging to the Patients, from being carried out, without your authority; and all Persons on whom such articles shall be found are to be detained until the circumstances shall have been investigated by you, or one of the Lieutenants, and such measures taken thereon as you may judge expedient.

28.

You are to cause all Fires and Lights in the different Wards, Cabins, and other Places occupied by the Patients, to be put out during the summer at nine, and in the winter months at eight o'clock in the evening, excepting such as may be specially sanctioned by the Medical Officers for the use of the Sick; and you are to direct the Lieutenants to visit all the Wards immediately after those hours, according to the season, to ascertain if the whole are in a peaceable and quiet state, and whether the Patients are all present and have retired to their beds. The fire-engines and fire-buckets are to be placed in the most convenient situations, and every precaution is to be taken throughout the Hospital for the prevention of fire. The engines are to be frequently examined, and always kept in perfect order, and they are to be worked once a month, and such regulations and arrangements made as, in the event of fire breaking out in

any part of the buildings, may tend most speedily to extinguish the same.

29.

No Strangers, except Officers in their uniforms or regimentals, are to be admitted into the Hospital, unless by your permission, or under such regulations as you may find necessary to make on that subject; but all persons applying to enter, who state themselves to be acquaintances of or to have business to transact with any of the Officers of the Hospital, are to be admitted with proper precaution. You are to take care that the Lieutenants and Porter of the Gate be very particular in this part of their duty; and should they observe anything suspicious in the conduct or appearance of any such Visitors, some person in whom confidence can be placed is to accompany them to the Officer whom they wish to see. Women are never to be admitted into the Hospital without your leave, unless they belong to the family or be acquaintances of some of the Officers of the Establishment. But all Officers in their uniforms, Surgeons, and Assistant-Surgeons are invariably to be admitted at proper hours to visit the Men belonging to their respective Ships who may be Patients in the Hospital. The provisions of this Article, however, are not to apply to the Museum and Library.

30.

You are not on any account to suffer Spirituous Liquors, Wine, Beer, or any other article, to be sold to the Patients in the Hospital; and you are to give the most positive orders that none be suffered to be brought in without your permission, and to take every possible means to ensure a strict compliance with these Orders. Should you discover any of the Labourers or other Servants to be guilty of bringing Liquor, or other article, into the Hospital, or selling them there, you are to dismiss them from their employments. But if persons in higher situations should be found guilty of either of those offences, you are to inform us thereof.

31.

You are to punish such of the Patients whose misconduct shall deserve it, by confining them to their Wards, or by Solitary Confinement; but you are not to inflict any punishment on a Patient without informing yourself, from the Medical Officers under whose care such Patient shall be, whether it may be attended with any risk of affecting his health or retarding his recovery; and you are not to suffer any other person to inflict the punishments.

32.

- No. 15. You are to cause the Agent to make out, for transmission to the Director-General, a weekly Return of the number of Patients in the Hospital, upon the Form named in the margin, with all the particulars required thereon, noting any other circumstance which it may be considered necessary to give; and the Inspectors and Deputy Inspectors are to report to you every Monday morning the Names and Diseases of such Men under their care as shall appear to be fit objects for being surveyed; and whenever the number in the Hospital shall amount to ten, or even a smaller number, provided there be among them consumptive cases requiring an early removal from Hospital atmosphere, you are to
- No. 41. transmit a List of them, agreeably to the Form prescribed, to the Commanding Officer at the Port, and to request that he would direct such Officers as he may think proper to repair to the Hospital to survey them; and whenever the Survey shall take place, the Senior Lieutenant of the Establishment, with the Medical Officers under whose care the men may be, are to be present at it to assist the Surveying Officers in forming a judgment on the respective cases of the men, by any information they may be able to give, and cause an account to be taken of the manner each man is to be disposed of by the decision of the Surveying Officers.

33.

If the Commanding Officer at the Port should desire to have an Officer surveyed, and should request you to direct the Medical Officers to survey him, you are immediately to comply with such application. He is to be examined in your presence; and the Medical Officers are to make their Report to you, on the annexed Form, which you are to transmit to the Commanding Officer at the Port; and whenever any Medical Officer shall have been so surveyed, you are to transmit a copy of the Report of Survey to the Director-General. No. 57.

34.

When Men are discharged from the Hospital to their Ships, if the numbers make it necessary, you are to direct one of the Lieutenants to accompany them, to assist the Officers of the Ships they belong to in conducting them to the boats which are to carry them off; and you are to enjoin him to be particularly careful to prevent them from deserting, straggling, drinking, or from carrying on board any strong liquors, and also to observe that every Man take with him his Clothes and Bedding, and every other article that was sent with him to the Hospital.

35.

The Death of any Commissioned or Warrant Officer in the Hospital, Asylum, or at Sick Quarters, is to be reported to us immediately, and the Medical Officer under whose care the Patient died is to send a detailed statement of his case for the Director-General; and if any Officer shall be discharged otherwise than to rejoin his Ship, you are to give immediate information thereof, stating whether he be cured or not, and where he intends to reside.

36.

On the death of any Patient, one of the Lieutenants is forthwith to examine his effects in the bed-house, by the

account in the Bed and Effect Book, preparatory to being sorted in lots, and entered in the Sale Book, to sign the same, and to cause such effects to be deposited in the apartment allotted for their reception.

37.

At the beginning of every month the unclaimed effects of all patients, including such Marines as may have been received from ships invalided and discharged from the Effective List of the Division, who have been dead, or run more than two months, are to be sold in the presence of yourself or a Lieutenant by public auction, in such place on the spot as you shall think proper. You are to give the usual public notice, and to cause them to be sold, and an account of the sale taken and transmitted, agreeably to the instructions given to the Agent on that subject. And when you shall be directed to cause any old Stores belonging to Government to be sold, it is to be done in the same manner, and an account of the sale taken and transmitted according to the Agent's Instructions relative thereto.

38.

All disbursements are to be made by the Agent, in the presence of yourself or of a Lieutenant, under your control and approval. The pay of the Assistant-Surgeons, and the wages of the inferior Officers, Labourers, Nurses, and other Servants, are to be paid monthly; and your own salary, with those of the principal Officers and Clerks, quarterly. You are, therefore, to cause the Agent to prepare the Monthly Pay-Lists according to his instructions; and when such Wages are about to be paid, he is to lay before you the said Pay-Lists, which you are carefully to examine by his Complete and Check Books; and finding the same to be correct, you are to attend, or to order a Lieutenant, to control the payment thereof, to see that all stoppages be made as directed, and that strict justice be done in all cases between the public and individuals; and you are to certify at the bottom of the List, in words at length, the total

amount of the money paid ; and if any of those who are entitled to pay be absent, you are to cause their names to be written on the back of the List, and to certify that they have not received their Wages.

39.

Whenever money shall be wanted for paying the Salaries and Wages of the Officers and Servants employed in the Hospital, or for defraying the usual expenses thereof, the Agent is to represent the same to you, stating the balance remaining in his hands, which balance is to be inspected by yourself, or one of the Lieutenants by your orders, the sums wanted, and the service for which it is required ; and if you shall be satisfied of the necessity thereof, you are to approve and transmit the same to us without delay.

40.

When Provisions, Necessaries, or other Stores, usually obtained by contract or purchase on the spot, are required, the Agent is to represent to you the necessity thereof, stating the probable quantities required ; and on being satisfied that such Articles are really necessary, you are to transmit the representation, showing the prices at which the Articles can be obtained on the spot, with your approval thereto, to the Director-General, in order to your receiving such directions for entering into contracts, purchasing Provisions, &c., as may be proper ; and when any Articles are ordered to be procured on the spot, you are, by a warrant under your hand, to authorize the Agent to purchase them, informing yourself of the market price, and taking care that no higher price be paid or taken credit for. But for the purpose of avoiding the necessity of making purchases on the spot, you are to give particular directions to the Agent, and Surgeon and Medical Storekeeper, to lay before you, at the expiration of every quarter of a year, Returns on the Forms, as per margin, showing the quantities of the several Articles remaining in store, with the quantities required to replace

No. 3, 39,
48, 49, 52.

those expended, so as to complete the proportions to be kept in Dépôt, which, with your approval or remarks, are to be transmitted as demands for the consideration of the Director-General; observing, however, that all Stores and Utensils which are to be purchased for the use of the Patients or the Wards are previously to be submitted for the approval of the Medical Officer for whose department they are to be supplied.

41.

Whenever it shall be necessary for the Agent to be supplied with Slop Clothes, he is to make a regular demand, which, with your approval, is to be transmitted for the consideration of the Director-General, when, if approved, the necessary requisition will be made on the Comptroller of the Victualling, or otherwise; and if any of the men in the Hospital should absolutely require any such Articles before they can with propriety be discharged from the Hospital, you are to order the Agent to supply them therewith, and to charge the same in his Muster Books, and on the tickets with which the men are discharged from the Hospital.

42.

You are to direct a Lieutenant to attend the receipt of all Provisions and other Articles brought for the daily use of the Hospital; and, in conjunction with the Agent, to see the whole weighed, counted, or measured, as the case may be, and to take care that the quality of every kind of Provisions, Vegetables, &c., be agreeable to the Contract, and in quantities according to the demands; but should there be any deficiency in the quantities, or any portion of the Articles be rejected by the Receiving Officers as being unfit for use, or of an inferior quality, you are to direct the Agent to provide others in lieu thereof at market prices, calling on the Contractor for payment of any excess of cost that may be incurred, and enforcing such Penalties as are provided for in the bond given by him. And you are to order the Agent,

or Surgeon and Medical Storekeeper, according as it may relate to them respectively, to give you timely notice when Provisions or Stores of any kind supplied by contract or otherwise (except the daily supplies before mentioned) are to be received into the Hospital ; and you are to direct one of the Lieutenants, and such other persons as you may judge proper, to attend with the Agent respecting Articles appertaining to his Department ; and the Inspector or a Deputy-Inspector, with the Surgeon and Medical Storekeeper, with respect to the Articles to be under the charge of the latter, for the purpose of carefully examining such Stores as soon as they arrive, to see that the quality corresponds with the Contract or Agreement, comparing the Stores of all kinds with the Samples or Description by which they are to be delivered, and ascertaining the quantity by seeing it carefully weighed, counted, or measured, as the case may be ; and if any such Stores, Medicines, or Necessaries shall be found of a quality not equal to Contract, or to the Sample, or the Description by which they are to be delivered, you are to transmit the Inspecting Officer's Report thereof to us for our directions thereon. You are, from time to time, to cause the weights and measures by which Provisions and Stores are received and issued to be carefully examined, for the purpose of seeing that they are correct.

43.

You are to keep in your Office a Book in which the actual quantities of every species of Stores and Provisions in the Agent's Department are to be correctly entered at the time of their being received, the same to be signed by the Lieutenant and other Officers who attended the examination and receipt thereof, before they separate ; and in order that this Book may be an effectual check on the receipt of all Provisions and Stores, it is, after each receipt of any Articles, to be returned to your Office, and is always to remain in your custody until required again for the above purpose.

No. 1.

You are to consider it an important part of your duty to visit, from time to time, the Store-rooms, and carefully to inspect the condition of the Stores deposited therein; you are also to see that they be arranged in the best possible manner for preventing their being damaged from an improper exposure to damp, or from any other cause; that they be taken out and aired when necessary, and that those which have been longest in store be first issued. You are occasionally to order one of the Lieutenants to accompany the Agent through the Store-rooms, for the purpose of assisting him in these duties, and of reporting to you whether everything be done that is consistent with due regard to the systematic arrangement and careful preservation of the Public Stores, and give strict directions that neither Stores, Provisions, Medicines, nor Necessaries, which have been received into the Hospital, be carried out again without your Order in writing, excepting such Medicines or Necessaries as may be required for Officers at Sick Quarters, or such as may be issued for the use of Her Majesty's Ships, agreeably to the proportions established; and if you should have occasion to give such orders, you are immediately to inform us thereof, and of your reasons for so doing. You are also to be as vigilant as possible to prevent prohibited or smuggled Goods being landed, secreted, or otherwise received into any part of the Hospital, and to be careful that no Article be deposited in the Store-rooms except the Stores for which they are respectively appropriated; and you are to direct the Lieutenants to pay very particular attention to ensure obedience to this Order.

The several Officers in the Hospital who are required to keep or transmit accounts will be furnished by the Agent with such printed Forms and Paper as they may from time to time respectively demand, by note under their hands

approved by you ; observing that all the columns of the Forms are to be properly and correctly filled up before transmission, and that every precaution is to be taken to prevent an undue expenditure thereof, by their being appropriated to any other purpose than that for which they are intended ; and you are to cause a strong injunction to this effect to be hung up in the respective Offices.

46.

Not any Wine, Porter, or other necessaries are to be issued from the Dispensary, unless prescribed by the Medical Officer in whose charge the Patient may be, and the Surgeon and Medical Storekeeper is to keep Books for the entry of No. 50, 51. the daily expenditure thereof, and to make out from them a quarterly abstract of the receipts, expenditure, and remains of those Articles, after which you are to direct a Lieutenant and the Agent to survey the remains ; and a report thereon is to be delivered to you. You are then to call to your assistance such Medical Officers as you may think proper, and carefully audit every entry made in the Books above mentioned, rejecting every claim for which the Surgeon and Medical Storekeeper shall not produce the prescription ticket or note authorizing him to supply the articles enumerated therein ; and if, upon a careful investigation, you should be convinced that the account is just, you, with the Inspector or Deputy-Inspector, by whom you shall have been assisted, are to certify the same at the foot thereof, and transmit it to us.

47.

You are to cause the buildings of the Hospital to be frequently examined, and such defects as may require immediate attention are to be reported to us for our directions thereon ; and, as a means of preventing injury to any of the Wards or apartments in the Hospital from damp, disuse, or neglect, you are to give particular directions that every Ward be brought into use in rotation, so that the whole

may receive the benefit of being occupied for a limited period during the Year; but great care must be taken that the empty Ward intended to be fitted for the reception of Patients be perfectly dry and properly ventilated previously to their removal into it, and which is to be subject to the approval of the Medical Officer; also that the vacated Ward be thoroughly cleaned and aired before it is shut up; and as the Instructions to the Director of Works direct that the annual estimates of Works or Repairs, &c., be submitted to us by the 1st of November in each Year, you are to report to the Director-General any Works or alterations which may be considered necessary to be done in the Hospital, in order that he may lay the same before us, with any observations he may desire to make, so that they may be estimated by the aforesaid period, should we approve thereof; observing that special cases of emergency for which no provision has been made should be specially reported; and you should bear in mind, that as provision is made only for those services which are included in the approved Annual Estimates, it is at all times inconvenient, and frequently impracticable, to entertain any new proposition, involving expense, during the financial year.

48.

You, and all Officers, Clerks, and other persons belonging to the Hospital, are strictly prohibited from having, either directly or indirectly, any interest or concern whatever in the supply of any Provisions, Stores, Clothing, Medicines, or Necessaries of any kind, which may be purchased for the service of Government; or in the purchase of any Stores or other Articles which may be sold by Government; or to act as Agent for any person or persons, directly or indirectly, on any pretence whatever; nor to have any other occupation than that allotted you and them in the Hospital. To this effect, you are to see that all the Officers and Clerks, before they enter on the duties of their Office, take and subscribe the usual oath, and give bond in three times the amount of

their respective salaries, transmitting the oath and bond to us.

49.

You are herewith supplied with copies of the Instructions to the several Officers and other Persons belonging to the Hospital, and you are to consider yourself responsible for the punctual execution thereof; and should you, on any unforeseen or urgent occasion, find it necessary for the public service to give directions contrary to the tenor of such Instructions, it is always to be done in writing, and your reasons for so doing transmitted to us by the next post. Such directions are to be considered as merely temporary, and only to remain in force until special orders on the subject shall be received from us; and should you deem it requisite, at any time, for the good of the public service, to deviate from your own Instructions, you are by the next post to communicate your reasons for the same, for our information and directions.

50.

You are, on all occasions, to take care that proper subordination and regularity be preserved, not only by the Patients but by every Officer and other Person belonging to the Establishment; and you are to afford to the Medical Officers the readiest assistance to enable them to carry into effect any suggestions they may consider proper to make for the comfort or recovery of the Sick intrusted to their care. And you will be, of course, expected to take such interest in the several important duties committed to your charge as shall not only ensure the observance of the best economy on all occasions, but the prevention of any abuse or neglect of duty in any part of the Establishment.

51.

You are to add to these Instructions all such additional Orders as you may from time to time receive, in the nature of permanent or standing Regulations, in order that the

code may at all times be kept complete; and all letters received by you, together with the Letter Books containing all letters written by you, as also the other Books and Documents kept by you during the period of your superintendence of the Hospital, are to be deposited in your office for the information of your successor.

INSTRUCTIONS

FOR

THE LIEUTENANTS OF THE ROYAL NAVAL HOSPITALS AT HASLAR AND PLYMOUTH.

ARTICLE 1.

THE Lieutenants are to take rank of each other according to the dates of their appointments to the Hospital; and the Officer on whom the Superintendence of the Establishment may devolve, in consequence of the absence of the Superintendent, is for the time being to perform all the duties of that station.

2.

In order that no Patients or other Persons who belong to the Hospital may fail in the respect due to the Lieutenants, through real or pretended ignorance of their station, they are at all times, when in the Hospital, to wear the uniform of a Lieutenant in Her Majesty's Navy.

3.

The Superintendent will regulate and divide between the Lieutenants the various duties to be daily performed, in such manner and in such rotation as he shall think proper; and the Lieutenant so appointed to execute any of the duties contained in these Instructions, is to be very attentive in complying therewith.

4.

A Lieutenant is to visit every part of the Hospital at least once in the forenoon of every day, or oftener if the Superintendent should think proper, and at such hour as he shall direct, for the purpose of seeing that every regulation for the support of good order, so essential to the comfort and recovery of the Sick, be assiduously observed ; but the Lieutenant is not to interfere with the Patients while under medical treatment, nor directly or indirectly with the moral treatment or measures considered necessary in the Asylum.

5.

Every evening after the Patients shall have returned to their Wards, a Lieutenant is to see that the external doors be shut and secured, agreeably to the regulations on that head ; and he is to walk all round within-side the boundary-walls of the Hospital, and inspect every place in which Men might be concealed with a view to make their escape in the night, carefully observing whether there be any holes or contrivances of any kind made for assisting men to get over the wall, or in any way attempting to make their escape, or for the purpose of introducing spirituous liquors, or any other improper articles into the Hospital.

6.

A Lieutenant is, every evening after the time fixed for putting out fires and lights, to visit all the Wards, Cabins, and other places occupied by the Patients and Servants, for the purpose of ascertaining most particularly that all the Patients are present, and have retired to their beds, and that none of them are missing, and that there be no noise or disturbance of any kind, or any fires or lights burning, excepting such as may have been required to be kept in by the Medical Officers, and that every possible precaution be taken for the prevention of accidents by fire ; and the Lieutenant is to report to the Superintendent all irregularities or disorderly

conduct which he may discover in the Patients, Nurses, or other Persons, or any suspicion which he may have of Patients attempting to desert.

7.

A Lieutenant is at all times to attend the admission of Patients into the Hospital, and to see that there be no delay in removing them to the Bathing-Room, or their Ward, as the Receiving Medical Officer may direct, and that the Boats be not detained unnecessarily; he is also to see that the clothes, bedding, and other property of the Patients agree with the Inventory on the back of their Sick Ticket or Conduct List, and that the whole, including watches, money, &c., be entered in the Bed and Effect Book, and delivered into the custody of the Agent, together with the Book, which the Lieutenant is to sign; and if it shall be discovered that a Patient has concealed any of his valuable effects and carried them into the Ward with him, the Lieutenant is to receive and deposit them in the custody of the Agent, who will enter them in the Book, as above directed. A Lieutenant is also to join the Agent in appraising such part of the Patient's effects as may be ordered to be destroyed to prevent infection, and to attend the sale of dead men's effects, and also of such old stores as may be sold at the Hospital, the Lieutenant taking an account of the produce of each lot, to enable him to join the Agent in signing the Account of Sales.

No. 14.

8.

On the death of any Patient, a Lieutenant is forthwith to examine his Effects left in the Ward and in the Bed House, to see that they agree with the Account taken of them in the Bed and Effect Book kept by the Agent for that purpose, which the Lieutenant is to sign, and cause the Effects to be deposited in the Apartment allotted for them.

9.

A Lieutenant is to superintend the muster of the Artificers and Labourers, who are to be assembled at the usual place

No. 66. for that purpose, on their coming to and leaving off work ; and he is also to observe the conduct of the different Overseers, and see that they perform in every respect their duties in keeping the people under them diligently employed in the various Works assigned to them (that the Form as per margin may be properly filled up), taking care that none of them be, on any pretence, employed in matters not relating to the public duties of the Hospital, and that the Works of every kind carrying on be well and faithfully executed ; observing also, that the Lieutenant superintending will be held accountable for any neglect of duty on the part of the Overseers in not vigilantly watching, to prevent the Artificers, &c., from idling during any portion of the time they should be employed.

10.

No. 1. A Lieutenant is, when directed so to do, to join such person or persons whose duty it may be, to attend the examination and receipt of Provisions, Stores, Coals, and Necessaries of every description, and to see the articles weighed, counted, or measured, as the case may be, taking particular care that the quantities agree with the bills of parcels, and that the quality be equal to contract, sample, or description by which they may be delivered ; he is also to see them entered in a book directed to be kept in the Office of the Superintendent for that purpose, and jointly with the person or persons above mentioned to sign his name on the Receipt Book, as a proof of his having attended that service, making, in conjunction with the others concerned, such Reports thereon as may be considered necessary.

11.

A Lieutenant is also, when so directed, to join such person or persons as may be appointed, to survey the Stores, Provisions, Necessaries, and other articles belonging to or remaining in the Hospital, and jointly with such person or persons faithfully to report under his hand to the Superintendent the remains and condition of all such Stores, Provi-

sions, Necessaries, &c., as the case may require ; and if on any survey he should differ in opinion from the other Surveying Officers or persons, he is to withhold his signature from the Report of Survey, and state his reasons thereon for so doing.

12.

It will be the duty of a Lieutenant daily to superintend the weighing and cutting-up of the Meat, and the issuing of the Provisions and Stores, inspecting also the Cook-Room, to see that the Provisions be clean and properly dressed, and that justice be in every respect done to the Patients and people belonging to the Hospital ; but he is not to interfere in that of the Asylum.

13.

The Lieutenants are on all occasions to be particularly watchful over the conduct of the Porters and Sentinels, frequently visiting their Posts to see that they be alert and attentive to their duty ; enforcing all Regulations made for preventing the introduction of Spirituous Liquors, Wine, strong Beer, or any improper articles, into the Hospital, by any ways or means whatever, or any articles, however trifling, the property of Government or of the Patients, from being carried out without permission ; and seeing all Orders and Regulations with respect to the admission of Strangers, and the going out and coming in of Servants, Labourers, &c., belonging to the Hospital, carried into effect.

14.

The Lieutenants are not to have any extra Allowance for Travelling on any services within the limits of the Port ; but should they be sent on duty beyond those limits, they will be allowed at the rate of 15s. a-day, if absent all night, or 7s. 6d. a-day, if not absent all night, or if afloat, with the addition in both cases of the actual carriage hire.

15.

The Lieutenants are to consider the Instructions contained in the preceding Articles as the general outline of their Duties, which, together with all such directions as shall from time to time be given by the Captain-Superintendent, they are hereby most strictly enjoined diligently to obey, aiding and assisting on every occasion to the utmost of their power in carrying all his Orders and Instructions into execution; and the Lieutenants are to afford to the Medical Officers the readiest assistance to enable them to carry into effect any arrangements they may consider proper to make for the comfort or recovery of the Sick intrusted to their care.

INSTRUCTIONS

FOR

THE INSPECTORS AND DEPUTY-INSPECTORS OF
THE ROYAL NAVAL HOSPITALS AT HASLAR
AND PLYMOUTH.

ARTICLE 1.

THE Captain-Superintendent being invested with authority over all Officers and other persons in all matters relating to the general economy, discipline, and good order of the Hospital, is to control the disbursement of Public Money, the Receipt and Expenditure of Stores, Provisions, and Necessaries of every kind, and he is responsible for the punctual and faithful performance of the respective duties of all Officers and other persons belonging to the Hospital, and for the regularity and due subordination to be maintained therein. You are therefore to obey his directions on all occasions (excepting in cases that are purely medical); but should such directions at any time be contradictory to these Instructions, or to any other standing Regulations which you may be under, you are to inform him thereof in writing; if, however, notwithstanding, he shall deem it proper to persist in the order he has given, you are immediately to comply therewith, and represent through him the circumstances of the case to us. And as Lieutenants are appointed to assist the Superintendent in the execution of his duty, such directions as they may give under the autho-

rity of the Superintendent are to be attended to ; and you are to observe that the Hospital is never to be left without the presence of one of the principal Medical Officers.

2.

A Medical Officer is invariably to attend the duty of receiving Patients, and to examine them in the presence of the Medical Officer who accompanies them ; care being taken that no person whose disease cannot derive advantage from Hospital treatment be received, unless the Ship to which he belongs should be immediately going to sea, or in cases of paralysis or epilepsy, which are to be admitted and examined at the first survey, for the purpose of being invalided or otherwise disposed of ; nor are persons to be received whose complaints or hurts can obviously and speedily be cured by the Surgeon of the Ship to which they belong, unless the Ship is about to be paid off ; nor is any person with rupture to be received, unless it be in a strangulated or dangerous state, but he may be supplied with a proper truss ; nor are persons to be received with itch ; persons, however, labouring under insanity are to be immediately admitted, and the symptoms of their cases closely attended to ; and should they, after a fortnight's trial, manifest no appearance of recovery, they are to be transferred to the Asylum by the first safe opportunity ; and in time of war, when an increased Establishment of principal Medical Officers will admit of it, the duty of receiving Patients is uniformly to be performed by one of the principal Medical Officers.

3.

Articles 25 and 27. The Surgeons of Her Majesty's Ships being directed by their Instructions to transmit with every Patient a correct written Statement of his case, you are, without fail, whenever this shall be omitted, or it shall appear that a Patient has either been neglected or injudiciously treated by the Surgeon of the Ship from which he was received, to communicate im-

mediately the particulars of such neglect or injudicious treatment, in writing, to the Superintendent, that he may transmit the same to the Director-General. You are to instruct the Assistant Surgeons that (when they shall be employed in receiving men) if any of the cases mentioned in the preceding Article should be presented, they are to give you immediate notice, with the particulars of each; and you are as soon as possible to visit, examine, and prescribe for such Patients, observing that no man sent for admission is to be rejected without your examination; and should you see cause to reject any man, or afterwards discover that he has been feigning a disease, &c., for the purpose of imposition, you are immediately to represent the circumstance to the Superintendent, that he may take such steps on the occasion as he shall think proper. All Marines from Ships considered fit subjects for invaliding will be sent to Naval Hospitals, and are to be reported for invaliding from thence.

4.

Every Seaman or Marine sent from Her Majesty's Ships for admission into the Hospital is, by the Regulations, required to bring with him a Sick Ticket signed by the Captain and other signing Officers, together with a Conduct List properly signed; and Marines from Head Quarters, and all other persons eligible for admission as Patients, are also to bring with them Conduct Lists regularly filled up, on the back of which Lists or Tickets you are to sign your name as an authority to the Agent for entering the Patients on the Muster Book; and if the disease or complaint be erroneously inserted on the Ticket, you are to correct the same, so that the cause of the man being sent to the Hospital may be properly classed in the Returns. You are also to insert the Names of those admitted, in the Entry and Discharge Book No. 31. as per margin, which you are to keep for that purpose. You are to observe that Officers on Half-pay admitted as Patients under special authority, Men belonging to Ships in Ordinary, Revenue Cruizers, Naval Transports, Victualling Hoys, Coast-

guard, the Breakwater, the Police Force employed in any Government establishment, Craft attached to Dock Yards, Vessels being the property of the Crown, and critical cases from the Dock Yard and the Victualling Yard (which cases are, however, to be specially reported to the Director-General immediately after admission), are to be treated in every respect the same as those sent from Her Majesty's Ships in Commission. It is also directed that not more than four Seamen who may not belong to Ships are at the same time to be treated as Patients in the Hospital, without special authority.

5.

- No. 12. Whenever any of the Servants of the Hospital shall be found unable from illness to continue their duty, you are to receive them into a Ward and prescribe for them as for other Patients, signifying the same to the Agent in the Form annexed, signed by you and approved by the Superintendent ; and when such Servants shall be returned to duty or otherwise disposed of,
- No. 13. you are to signify it to the Agent in the Form also annexed (approved), by the Superintendent, that he may regulate his Books accordingly. And should any of them continue sick for twenty-eight days successively, you are to include them in the Weekly Report, No. 44, as directed in the 26th Article.

6.

Every Patient received into the Hospital is to be washed in a bathing-tub with warm water and soap, before he be put to bed, unless you shall deem it improper, in which case he may be gently washed with a towel by the nurse, should you see no objection ; and this process of washing and bathing Patients is, when it can conveniently be done, to take place in the presence and under the superintendence of an Assistant-Surgeon, should you deem it necessary, in order that he may immediately administer any relief that may be required. The cases of all Patients received into the Hospital with contagious diseases are to be reported to the Superintendent immediately, that he may give the necessary orders for

purifying their clothing, bedding, &c. ; and you are to suggest to him such means as may, in your opinion, tend to destroy and prevent the spreading of contagion, whether by burning the whole or any part of the Effects of such Patients or otherwise ; and when, from the nature of the disease in any Ward under your care, it shall be deemed prudent to prevent communication therewith, except by the Medical Officers and Nurses, you are to represent the same in writing to the Superintendent, with the names of the Patients in the Ward, in order that he may authorize the Agent to give them the Muster Letter, and also take such measures thereon for preventing communication as he shall think proper, and you are to report to him every change that may take place in such Ward during the time it may remain in that state.

7.

When a Patient shall be received into the Hospital from any of Her Majesty's Ships, in consequence of a wound or hurt received in the Service, which shall make amputation necessary, or he shall be so disabled as to render him an object for a pension, you are to insert on the Certificate for wounds and hurts, which should be brought with him from his Ship, such further particulars of his case as may have occurred whilst under your care ; but if no such Certificate shall have been granted to him, you are to represent the omission to the Superintendent, that he may apply to the Captain of the Ship for one ; and if it should not afterwards be sent, you are to make a detailed statement of the case, showing as far as practicable the particulars of the time and manner in which he received the injury, and deliver it to the Superintendent, to be transmitted to us, that we may take the necessary steps to obtain such Certificate.

No. 12 Appendix.
Surgeon's
Instructions, S.A.

8.

You are to see every Patient who may be committed to your care as soon as possible after his admission into the Hospital

to prescribe such treatment as you may judge proper, and regularly to visit all your Patients morning and evening, and at such other times as the nature and urgency of their complaints may render necessary ; your morning visit, in the summer, is to commence at or before half-past nine, and in the winter at or before ten o'clock.

Your evening visits, throughout the year, are to be made at six o'clock, or later, if necessary ; and you are to direct your Assistant to report to you immediately any Patient who may become worse either in the day or night, in order that you may visit him ; and on all occasions when a Patient shall be dangerously ill, an Assistant-Surgeon is to visit him as frequently as you may judge proper, by day and by night, in order to watch the crisis of his disease, and to give you immediate information of every change ; and you are also to give positive directions to the Nurses, whenever any Patient under their care shall desire to see a Medical Officer, or whenever the Nurses themselves shall observe any Patient to be worse, whether in the day or night, immediately to make the same known to one of the Assistant Surgeons. And upon the death of any of the Patients, you are to give directions, after the usual or suitable time has elapsed, that the body be removed in a decent manner, and that the Matron do cause the Bed, Bedding, and Clothes used by the deceased to be immediately taken out of the Ward.

9.

At every visitation you are carefully to examine into the progress of each Patient's disease, diligently observing the effect of the medicines and diet already prescribed, and varying the treatment as the occasion may require. And as the successful treatment of wounds or hurts must greatly depend upon the judicious management of the constitution, you are, at each visit, carefully to examine into the general health of every Patient committed to your care, and to watch minutely the effects of your previous prescriptions. You are to superintend

your Assistants when employed in dressing the Patients; but critical cases, or all such as may require a superior degree of skill and dexterity, are, for the benefit of the Patient, to be dressed by yourself, by which you will show your Assistants an example of professional expertness, and impress on their minds the necessity of paying the strictest attention to cleanliness, and to the most gentle mode of treatment in the execution of this most important part of their duty.

10.

You are to have, for every Patient under your care, a Prescription Ticket in the annexed form, which you are properly No. 40. to fill up, and insert the time when you received or first visited him; as also the daily prescription of Medicines, Wine, Porter, and every other necessary ordered from the Dispensary, as well as the diet. You or your Assistant are likewise *carefully to insert in a Register established for that purpose, the different symptoms of the Patient's disease, as they shall from time to time present themselves, and, as you change the treatment, the cause that induced you to do so*; you are to note also the time of the Patient's discharge, and whether cured or uncured, invalided, deserted, or died, as the case may be; and whenever Patients in a physical ward shall require the aid of the Deputy-Inspector, he is to afford it. The Inspector, also, is to afford similar assistance to surgical Patients.

11.

When the morning duty of the Wards shall be finished, such of your Assistants as may be necessary are to render their assistance in the Dispensary; and they are also to see that the Medicines for the Wards are properly labelled, and placed by the Nurses at the head of the Cradle of the Patient for whom they are intended, and that they be regularly taken as directed by you.

Every Patient, on his first admission into the Wards, is to have a clean bed and bedding to himself; and you are to see that the persons of your Patients be at all times kept clean, their linen changed every fortnight, and the body-linen twice a week at least, or oftener should you deem it necessary; and whenever any Patient shall die, or be removed to a Ward for infectious disease, you are to give directions that his cradle be well washed with warm water and soap, and that the sacking of the bed, and every utensil he had in use be also well scoured and exposed to the open air, before they are again used.

Care is to be taken that men with different distempers be not improperly put into the same Ward, that those with contagious diseases be kept apart from all the other Patients, and that every precaution be used to prevent the spreading of infection.

When a remission shall take place in a Patient's disease, and continue so as to prove him to be convalescent, you are to cause him to be removed to a Convalescent Ward, taking care that he have clean clothes, and that every precaution be adopted to prevent his carrying disease to the Ward in which he may be placed; observing that no more Convalescent Wards are to be occupied than shall be absolutely necessary.

As the difficulty of curing Wounds or Sores in Surgical Wards may, in a great degree, be ascribed to the exposure of the Patients to impure air, which affects them in two ways,—first, by the respiration thereof, producing a state of constitution unfavourable to health; and, secondly, by the tainted atmosphere of the foul or sphacelating ulcers coming in con-

tact with the surface of recent or clean Wounds or Sores,—you are, in consequence, to take particular care that all the Wards under your direction be well ventilated, and that no Patient whose wounds may be recent or clean be placed in the same Ward with those who may be afflicted with foul or sloughing Ulcers; observing, also, that when a Wound or Ulcer becomes clean, the Patient is to be removed to a Convalescent Ward, and that all foul bandages, on their being taken off, are to be immediately immersed in boiling water and thoroughly washed, and every sponge and utensil, after being employed in dressing, regularly cleansed in the same manner, taking particular care that each Patient be allowed a sponge exclusively for his own use. Great care is likewise to be taken that every sponge so used be destroyed as soon as the Patients are cured; and if the case has been a foul or sphacelating Ulcer, the sponge is to be destroyed whenever the Sore shall have become clean, that the diseased action may not be renewed; and care is also to be taken that the bedding and clothing of all Patients labouring under Ulcers of any description be so purified as to prevent the possibility of communicating infection. You are further particularly to observe, that all Patients afflicted with Erysipelas be invariably kept in a Ward to be exclusively appropriated for such disease.

15.

It being very desirable that the beds and bedding should be taken out of the Wards for the benefit of fresh air, and each article well shaken and exposed thereto for a considerable time together, you are, whenever you shall judge this to be necessary in any Ward, and the weather be favourable, to make application to the Superintendent, who will give the necessary directions to the Lieutenant on duty to attend to the proper performance of that service, and to place sentinels for the security of the articles.

You are to see that there be a proper number of Nurses, not exceeding the proportion of one to seven Patients, except in cases of necessity ; and you are to prevent by every possible means the occurrence of such necessity. You are particularly to observe that the Nurses are not to be employed in any private attendance or business whatever, nor in any duty not connected with the Wards to which they belong ; and you are not only yourself, but also strictly to enjoin your Assistants and Nurses, to behave with the greatest tenderness and attention to the Patients ; and as sickness generally depresses the spirits, it becomes not only your duty, but that of every person who attends the Patients, to soothe and cheer their minds by the most humane attention,—to bear with patience all their complaints,—to explain and redress, as far as possible, whatever they may think grievances, by every expression of consolatory kindness, which will naturally inspire them with confidence, exhilarate their spirits, and add to their hope of recovery, to which it cannot fail to contribute. And should you consider any of the Nurses to be, from age, infirmity, or other cause, incapable of properly performing their duty, you are without fail to represent the same, with all the circumstances of the case, to the Superintendent, in order that they may be discharged ; and as it is of the utmost importance that none but persons possessing the requisite qualifications should be employed as Nurses, you are to satisfy yourself of the good moral character, health, strength, sobriety, proper age, humane disposition, and general fitness of any Candidate for the Office, before you propose her to the Superintendent for such employment ; but if after due trial any Nurse should be found unfit for the situation, you are to represent the same in writing to the Superintendent, in order that she may be discharged.

Should the number of Patients under your care be at any time greater than, with the assistance allowed, you are capable

of properly attending, you are to represent the same to us, through the Superintendent, and state what additional assistance you may deem necessary; and that the Sick may have the undivided benefit of the services of your Assistants, their duties are to be considered strictly of a professional character, and, consequently, wholly confined to their attendance on the Patients, under such regulations and directions as you may think proper; and they are not to be absent at any time without the permission of the Superintendent, previously sanctioned by your consent, which you are to grant only when the Service will admit of the indulgence, taking care, however, that the Wards be never left without proper Medical assistance, for which you will be held responsible; and you are to report to the Director-General any neglect or inattention to their duties which you may discover, and not to grant Certificates to them unless fully satisfied with their conduct. You are also to report whenever it shall appear to you that their number may be reduced without injury to the Service, so that every unnecessary expense may be prevented.

18.

The whole economy of the Wards being committed to your charge, you are to see that they, and the Utensils, &c., therein, be kept in a state of the most perfect cleanliness,—that the distance of four feet be preserved between each Cradle when the Service will permit, but never less than two feet;—and in order to avoid the incurring of unnecessary expense, you are to see that no more Wards be occupied than are really necessary, and that those appropriated to the reception of Patients with similar complaints be fully occupied, agreeably to the space allowed, before another Ward be used. Officers are to be accommodated in as few Wards or Cabins as their rank, the nature of their complaints, or other circumstances will warrant, observing, however, that you are not to place Officers in the same Ward or Cabin who are not accustomed to mess and associate together on board Her Majesty's Ships, nor

Officers who walk the Quarter-deck in the same Ward with inferior Patients. You are, whenever you may require any fresh Ward to be prepared for the reception of Patients, to apply to the Superintendent, in writing, who will give orders accordingly. And as all the Wards in the Hospital are, if possible, to be occupied in rotation for a limited period during each year, so that none of them may sustain injury from damp or neglect, you are to take the most effectual means for adopting such a course with the least possible delay or inconvenience to the Patients, observing that you are always to have two Wards in complete readiness, with the exception of bed-linen, one for Physical and one for Surgical Patients, in the event of any sudden influx of Patients or other contingency.

19.

No. 57. All Officers sent to the Hospital as Patients are, if their health will admit, to be surveyed by you, in the presence of the Superintendent or one of the Lieutenants ; and you are to submit in writing to the Superintendent, for his approval and transmission to us, your reasons for receiving or rejecting them, as the case may be. And upon the death of any Commissioned or Warrant Officer, the Medical Officer under whose care the event may occur is forthwith to transmit a detailed statement of the case to the Director-General, as well as of the cases of such Surgeons and Assistant-Surgeons as may be discharged cured or uncured. And all Officers sent to the Hospital to be surveyed are also to be examined by you, as before directed ; and whatever may be the result of the survey, a Report of the case, signed by you and detailing the cause, if found incapable of service, on the Form as per margin, is to be delivered to the Superintendent for transmission to us ; a copy thereof is also to be sent to the Commanding Officer at the Port, if the survey should have been held at his desire ; and if he be a Medical Officer, a Report is to be sent to the Director-General. You are also to report to the Superin-

tendent the cases of such old and infirm Officers as you may consider to be, from age, disease, &c., incapable of further service, in order that application may be made to the Commander-in-Chief for a survey to be held on them. But you are not on any account to grant Certificates, except in cases requiring serious operation or treatment, and coming under your own immediate cognizance, or when they shall be required by the proper authority.

20.

A regular scheme of Diet having been established for the Sick, showing the species and quantity of Provisions constituting each Diet, you are to prescribe such of these as in your judgment may be proper for the respective cases. And you are to have in each Ward a Diet Book, in the form annexed, wherein you are, at each morning visit, to prescribe the proper Diet for the Patients for the following day, noting the whole number in the Ward, and the number to be victualled on each Diet, with the quantity of Coals and Candles you may think requisite, according to the season of the year, the necessity for fires and lights during the night, &c. And as the Scale admits, in particular cases, the substitution of such quantities of Fish, Fowl, Veal, &c., as, with due regard to economy, you may think necessary for the recovery of any Patients, you are, whenever you may prescribe any of those articles, to make out a List, in the annexed Form, of the Patients for whom the same are intended, with the quantity of each, which list, with the Diet Book of the Ward, you are to send by a Nurse immediately to the Agent's Office, that he may arrange his demands accordingly, observing that you are not to prescribe for such Men as are to be discharged on the following day, but to fill up the discharge column in the Entry and Discharge Book, and send it also to the Agent, that he may get their Tickets ready, and victual them for Breakfast and Dinner. When Patients are received into the Hospital who have been previously victualled for the day, and the Diet Books of the Ward

in which they may be placed have been made up, you are to prescribe the Diet for them for the following day on the part of the Form for Casualty Diet; but if they shall not have been previously victualled, you are to prescribe Diet for them immediately for that day also in the said Form, which is to be sent to the Agent as soon as possible, that he may issue or provide the same. And you are occasionally to examine the Provisions and other articles allowed to your Patients, and to ascertain that they be good in quality, well dressed, and properly served; and should there be any neglect or want of attention in any of the persons appointed to perform or superintend this essential duty, you are to report it to the Superintendent.

21.

No. 41. You are to report to the Superintendent, every Monday morning, in the annexed Form, the names and diseases of such of your Patients as you may consider proper objects for being surveyed, with your reasons for the same; but should there not be any Patients for survey, you are still to report the fact, that he may have full information on that head; and whenever a survey shall be held on any men under your care, you are to be present, and assist the Surveying Officers with every information in your power respecting the cases.

22.

The Surgeon and Medical Storekeeper being directed to deliver to you in proper time lists of such medicines and necessities as may be required for the service of the Hospital, you are to examine, adjust, and if judged proper, approve the same, and they are then to be delivered to the Superintendent for his approval and transmission to the Director-General. But should an immediate necessity occur for any particular articles of medicines, &c., the Surgeon and Medical Storekeeper will deliver

to you a List thereof, and state whether the whole or any part can be spared from the other branch of the service in his charge, and you are, if satisfied of the necessity, to transmit such List to the Superintendent, that he may give orders accordingly ; but you are to observe, that procuring a supply by purchase is never to be resorted to except in cases of real emergency, and that the Medical Storekeeper is not to supply any of the articles in his charge, except such as are inserted in your Prescription Tickets or Demands ; and whenever you may require any articles not supplied from the Dispensary, you are to represent the same, in writing, to the Superintendent, that he may, on your responsibility, give orders for such articles being either regularly demanded, or, if immediately required, procured on the spot. It is also to be observed that bread is never to be used for poultices, a mixture of linseed meal and pollard answering the purpose equally well.

Nos. 48
and 49.

23.

One of the principal Medical Officers is to visit the Dispensary daily, at the most convenient hours, to inspect the mode of compounding the medicines, and see that the prescriptions be carefully made up, and that the whole business of the Dispensary be carried on by the Surgeon and Medical Storekeeper with the strictest propriety and economy ; and when medicines, &c., are received in the Dispensary, you are, in conjunction with him, carefully to examine the quality and quantities thereof by the invoices ; and should there be no objection to their being received, the particulars are to be entered in the Book kept by him for that purpose, to which No. 1. entry your joint signatures are to be affixed. But should any of the articles, on inspection, be found not to correspond with the invoice, or be of a quality unfit to be received, he is to make a report thereof, which is also to be jointly signed, and delivered to the Superintendent for his information and directions. And as the Superintendent will, at stated periods, with the assistance of such Medical Officers as he may think

proper, examine the account of the Receipts and Issues of Necessaries, &c., you are, when so directed, to attend, and give him every assistance in your power.

24.

In all critical cases, or in such as may demand a capital operation, the Medical Officer under whose care the Patient may be is to consult the whole of the Principal Medical Officers of the Hospital, who are to assemble as soon as possible for that purpose, and by the opinion of the majority he is to be guided ; but if the voices be equal, the Medical Officer under whose care the Patient may be is to have the casting vote, and a copy of the consultation is invariably to be sent, signed by the respective Officers to the Director-General. And whenever you may be directed to join in the survey of Officers or Men either at the Hospital or on board any of Her Majesty's Ships, or in any survey on Medicines, Stores, or Necessaries, and any difference of opinion should exist between you and the other Surveying Officers, such difference is to be explained on the Report.

25.

- No. 42. You are to make a daily Report to the Superintendent, in the annexed Form, of the Patients under your care, noting the Wards in which they are placed, and filling up the different columns in conformity with the headings, together with such remarks as you may consider necessary. You are also
- No. 43. to deliver to him a Weekly Statement in the annexed Form, showing the number of Patients under your care, the diseases they are each afflicted with, and the names of the Ships, Division, or Service to which they respectively belong, together with the names, rank and diseases of the Officers, with your opinion of the probable time in which they may be again fit for service ; observing that this statement is to be made out in sufficient time for being delivered to the Agent, to enable him to fill up the Abstract, which he is to

forward in time to arrive at our Office on every Monday morning. And in order that the Director-General may have the earliest intelligence of fever, or other epidemic breaking out, or of any unusual influx of Patients on any occasion, you are *immediately* to report the same, with all the circumstances relating thereto, to the Superintendent, who will at once forward the Report to the Director-General.

26.

A Weekly Report is to be made by you, in the annexed No. 44. Form, of the names of all the Patients, including those belonging to the Police Force, Sick Servants, &c., who have been twenty-eight days under cure, which Report and the Abstract on the back, showing the changes that have taken place, you are to fill up in the manner pointed out thereon, with the number of Nurses employed by each Medical Officer respectively, stating particularly the causes for any employment of additional Nurses or other extra assistance for the Patients, which Report and Abstract, after being fairly written out, is to be delivered to the Superintendent for being transmitted, so as to arrive at our Office on Monday. Each Medical Officer is, therefore, to fill up and sign in good time such part of the said Report and Abstract as relates to the Patients under his care; and at the expiration of every Quarter a joint Report of the state of the Hospital, in the Form annexed, is to be transmitted to the Director-General, No. 45. together with the Prescription Tickets of such Patients as may have died during that period.

27.

You are to make out and transmit to the Director-General a Weekly Return, in the form annexed, of all Persons, for No. 46. whom you may have judged it proper to prescribe Wine, Porter, and other necessaries, noting therein the names, rank, and cases of those Patients for whom you may have found it necessary to prescribe more than a pint of Wine or a quart of Porter daily.

Whenever your assistance shall be required by the Superintendent, the Officers, their Families, or Servants, you are to afford them the same professional aid as to the Patients in the Hospital, and prescribe Medicines for them, to be supplied from the Dispensary, reporting to the Superintendent when you have under your care any Officers, &c., belonging to the Establishment, not usually received into Wards, who may be unable to attend their duty, and reporting to him from time to time, the state of their health during their continuance under your care, and informing him when they return to duty ; and should any of the principal Medical Officers be confined by illness, and unable to attend his Patients, and be absent from his duty three days, a report of his case is to be made by the Medical Officers attending him to the Superintendent, who will transmit the same to us. But you are to observe that no Wine, Porter, or necessaries are to be allowed from the Hospital Stores to any of the principal Officers, their Families, or Servants, when sick. These Articles may, however, be supplied to the Assistant-Surgeons, Clerks, and others below that rank, when they are actually confined by illness, and require the same as a Medicine, but not to their Families.

It being deemed of essential importance that the Junior Medical Officers should, as early as possible after their entrance into the service, obtain a knowledge of the diseases more particularly incident to Seamen, and it being also desirable that those of longer standing should have an opportunity of renewing their knowledge on the same points, you are to deliver alternately, on the Wednesday in each week, during the months of April, May, June, and July, a clinical lecture on such diseases as may have been

under your care, to the Medical Officers of the Fleet and Hospital who may be able to attend, and a book is to be kept by each lecturer, in which are to be inserted the heads and principal points treated of, which book is to be laid before the Director-General when he visits the Hospital; and should it at any time appear that improvements may be made in any branch of physical science, or in the mode of treatment of Patients at the Hospital, so as to be productive of benefit to the service, you are, without fail, to report the same for the consideration of the Director-General.

30.

When surgical operations are necessary, they are to be performed by one of the principal Medical Officers; and the particulars of such operations as are of an important nature, together with all interesting cases of disease (whether physical or surgical) which may occur amongst the Patients under your charge, with the commencement, progress, and termination of each case, and the mode of treatment adopted, are to be fully recorded in the books supplied to you for that purpose, which you are distinctly to understand are to be regarded as public property, and not be removed by you, or in any way mutilated by cutting out leaves or otherwise, under any pretence whatever; and the cases are to be entered in such a neat and scientific manner as will render them not only useful to your successors but creditable to the Institution. And if any contagious or epidemic malady should prevail during your service, you are to prepare and insert a general account, comprehending its origin, symptoms, progress, and method of cure, so far as the same may have come under your observation; and in order to show the progress of these records, you are to insert in the Quarterly Report a list of the cases in question during that period. You will also be furnished with two blank books, in one of which you are

No. 45.

to enter an exact copy of all letters which you may have occasion to write on the public service, and in the other to insert a full description of all newly-invented instruments sent to the Hospital for trial, with an account of the purpose for which they were intended, and the result of the experiments to which they have been subjected ; and on your retirement from the service of the Hospital, you are to obtain a receipt from your successor for the Books of Records, Letters, &c., transferred to him, and deliver it to the Superintendent, in order that he may transmit it to this office. And when the Director-General shall visit the Hospital, you are to exhibit the said records to him, and state in writing every circumstance which you may think likely to be productive of comfort to the Patients, or advantage to the service in general. Assistant-Surgeons, also, are to keep clinical journals of important cases, which must be produced when they shall apply to be examined by the Director-General as to their qualification for the office of Surgeon.

31.

You are to deliver to the Superintendent every Monday and Thursday, for the information of the Agent, a list of such men as it may be proper to be discharged on the following Tuesdays and Fridays; but these established discharge-days are not to prevent men in a fit state from being discharged on any other day.

32.

Should you at any time be ordered to visit a ship whose crew may be sickly, you are to make a Report to the Superintendent on the particular nature of the disease existing on board, and whether, in your opinion, it has been caused by mismanagement, or a want of attention to cleanliness, &c. ; and if so, to whom such mismanagement or want of attention is to be attributed, in order that such

Report may be transmitted to us. In the mean time, you are to recommend to the commanding officer of the ship such measures as may appear to you best calculated to check the malady, from whatever source it may have arisen.

33.

And as it is desirable that the practice of Vaccination should be as general as possible throughout Her Majesty's Navy, you are to afford every facility in your power to promote this important object, and to advise all such Persons to be Vaccinated as you may consider fit subjects for it, whether they may have had small-pox or otherwise; explaining to the parties the harmless nature of the operation and its subsequent advantages, and keeping a register of the same.

34.

If at any time you should deem the temporary assistance of Labourers for your Patients necessary, you are, in order that they may not suffer the slightest inconvenience by delay, to require from the Lieutenants on duty the immediate assistance of such a number as you may consider proper; and you are to take care that such Labourers do return to the current duty of the Hospital so soon as their assistance can be dispensed with; observing that they are never to be employed on any private or domestic business whatever.

35.

In order that your attention may not be diverted from the care of the Patients, whether in the Hospital or Sick Quarters, or of the Officers of the Establishment, their families, &c., you are strictly forbidden to exercise any professional practice whatever, except what may be required by your public duties before stated, unless in cases of sudden and accidental emergency, and you are to impress a similar prohibition on the minds of your Assistants.

36.

- The Medical Officer in whose charge the Surgical Instruments for the service of the Hospital are placed is to be accountable for their safe custody and preservation in a serviceable state; and he is therefore to report to the Director-General whenever any of them may be worn out or in want of repair, for his directions, and to make timely demands on him for such as may be absolutely required for the service; and on the 30th of June in each year, a Survey is to be held by two principal Medical Officers on the whole in his charge, the Report of which, on the Form as per margin, is to be delivered to the Superintendent,
- No. 8. together with the Annual Account of the Receipt and Expenditure thereof on the annexed Form, for transmission to the Director-General, observing that such Instruments as may be condemned as unserviceable are to be sent to the Director-General with those requiring repair, accompanied by a List thereof; and at the end of each Quarter you are to forward to the Director-General a report of the state of
- No. 47. the Instruments under your care, in the Form noted in the margin.
- No. 65.

37.

You will be furnished with such printed Forms, &c. as are established by us for the service of your Department, by making a demand on the Agent, approved by the Superintendent; and you are by every precaution to prevent any of them from being wasted or appropriated to any other purpose than that for which they are intended; and when used, to see that all the columns are properly and correctly filled up.

38.

You are not to have any Extra Allowance for travelling while employed on any services within the limits of the Port; but should you be sent on duty beyond those limits, you will be allowed at the rate of 15s. a-day if absent all

night; or 7s. 6d. a-day if not absent all night, or if afloat; with the addition in both cases of the actual Carriage-Hire.

39.

Lastly.—The foregoing Instructions define your general Duties so far as previous experience suggests, and circumstances can be anticipated; but in the concerns of the important Situation you fill, occurrences must take place for which no specific Instructions can previously be given; you are therefore to obey, with the utmost attention, every Order which may be given to you by the Superintendent or Lieutenant, by his authority, excepting in cases that are purely Medical, taking care that in like manner the Assistant-Surgeons, and all persons employed under you, do strictly perform the duties assigned to them; that the best economy be observed on all occasions, and that every means in your power be adopted to prevent the embezzlement of public property, or the smallest abuse in any part of the service with which you are intrusted. You are also to assist to the utmost of your abilities in carrying into effect all the Regulations which now are, or may hereafter be, established for maintaining good order within the walls of the Hospital, reporting every difficulty or obstruction you may meet with in the performance of any part of your duty, in the execution of which it is expected that you set a good example by exhibiting constantly a due degree of zeal and interest for Her Majesty's service, and exerting yourself to fulfil not only the letter but the spirit of these Instructions, as well as of all such as you may from time to time receive; and in cases for which no particular directions can be furnished, you are to use all possible diligence and attention to expedite and promote the welfare of the public service to the utmost of your power.

INSTRUCTIONS

FOR THE

DEPUTY - INSPECTOR IN CHARGE OF THE
LUNATIC ASYLUM AT THE ROYAL NAVAL
HOSPITAL AT HASLAR.

ARTICLE 1.

YOU are to have the charge and superintendence of the Patients in the Lunatic Asylum; and although you are not to be called upon to perform any of the general duties of the Hospital, except in cases of sudden and accidental emergency, you are to consider that the duties pointed out for the Inspectors and Deputy-Inspectors, in the Articles of their Instructions, are strictly applicable to you; and you are, therefore, to discharge such duties as are therein contained, in conjunction with those Officers.

2.

That you may meet with no impediment in your duty, and to ensure implicit obedience to your directions, you are to have the entire selection, appointment, and control of the Attendants and Nurses, and are invested with power to grant them leave, or discharge them whenever you think proper, reporting, however, to the Superintendent the names of such Persons as you may grant leave to, as well as those whom you may from time to time employ or discharge, in order that they may be entered on or discharged from the books of the Hospital.

3.

When a Patient is sent for admission into the Lunatic Asylum, if he should come from any of Her Majesty's Ships, Hospitals, Marine Divisions, &c., you are to require from the Medical Officers a full and distinct account of the origin and

progress of the case ; and should the Patient be sent under other circumstances, you are to collect all possible information relative thereto, and insert the same in the Journal. You are then carefully to examine into his case, and if it be one of long-standing and decided insanity, he is to be placed, of course, with the insane Patients ; but if the case be one of a recent date, or if there be any doubt of the character of the disease, he is to be placed in a probationary ward, where he is to remain as long as, in your judgment, may be necessary, making

No. 5. a Weekly Report of his state to the Director-General.

4.

You are to visit the Day and Bed Rooms, as also the Airing Grounds, regularly every morning and evening, and when a Patient is found to labour under an acute or chronic disease, so as to require physical or particular surgical attendance, he is to be removed into a ward appropriated for sane Patients, and placed under the care of an Inspector or Deputy-Inspector, as the case may require ; and you are to be unremitting in your attention to every means likely to increase the comfort or promote the recovery of the Patients under your charge, and, if possible, to improve the practice in a disease for the cure of which very much still remains to be discovered.

5.

At each morning's visit you are carefully to examine all such Patients as may have been recently admitted into the Asylum, as well as those whose cases are of longer standing, to enable you to select such as appear at all likely to derive benefit from curative measures : and you are then to prescribe on a Ticket such physical and moral treatment as you may judge proper for each case. From these Tickets a regularly detailed statement of every case is to be inserted in a Book or Journal, to be kept in the Hospital, and from which Reports may be made when required of the effects of the remedies, together with the variations that may occur in the disease or mode of treatment.

6.

A copy of the case of each Lunatic is to be transmitted to the Director-General within three weeks after the Lunatic is received into the Asylum; and a Special Report, together with a Nominal List of the several Lunatic Patients and their cases, distinguished by the Letters inserted in the said Report, is to be transmitted on the Form, as per margin, at No. 54. the expiration of each Quarter, separate from the general Medical Report of the Hospital.

7.

The Lunatics in general are to be victualled agreeably to the Scale herewith; but should any of their cases in your opinion require it, you are at liberty to place them on the respective diets of the Hospital, according to the Scheme No. 29, also herewith, and to prescribe for them such Wine, No. 29. Porter, and other comforts, as you may judge necessary.

During the time of Meals you (or your Assistant) are to be present to examine the state of the Provisions as to cooking and cleanliness, and to ascertain that equality be observed in the distribution, and that the Patients be not defrauded of any part of their Allowance by the Attendants or Nurses; and you are to take care likewise that the Meals be served up in as decent and comfortable a manner as circumstances will admit, furnishing for the use of the Patients at their Dinner such Articles only as have been provided for that occasion; and as a Kitchen has been established exclusively for the use of the Asylum, it is to be occasionally visited by yourself or your Assistant, when Provisions are served out, with a view to prevent any irregularity therein, observing that no Supplies of any sort (excepting Provisions) are to be issued for the use of the Asylum without a Requisition signed by you or other Medical Officer in charge for the time being.

8.

The Patients are to be arranged in divisions, and mustered at least twice a-day, and inspected by yourself or your Assistant; and the Attendant of each Division is to be held

responsible for the cleanliness of his men and neatness of their dress, but mechanical restraint is not to be resorted to unless in cases of the most urgent necessity.

9.

Divine Service is to be performed in the Asylum every Morning and Evening by the Chaplain or yourself; and under his and your approval and regulation a sufficient number of religious and miscellaneous Books are to be provided for the Patients, who are also to be allowed, under proper observation, to go into the Library and Grounds of the Hospital, upon your application for that purpose; and those mildly afflicted are to be permitted, entirely under your own responsibility, to take walks by turns in the surrounding country, accompanied by an Attendant, who is to be in every way qualified for such a service, and who is to be furnished with such instructions as may best ensure the advantages intended for the Patients, and they are to take recreation in the Boat, which has been placed entirely under your management for that purpose, at such times as you may consider most likely to be conducive to the relief of their malady.

10.

No means having been found more effectual for restoring insane Patients to a state of sanity than exercise or moral treatment, every encouragement and facility should be afforded to those Patients whose malady will admit of their being employed in any kind of labour, occupation, or innocent recreation; and for this purpose Paper, Pens, Ink, Drawing Materials, and Musical Instruments will be furnished for their use at your discretion; and in addition to the Tobacco already allowed, a portion of Snuff will be placed at your disposal for such individuals as may prefer it; and as a stimulus to industry in any works they may be employed on, they should have a small reward in proportion to their merit.

11.

Patients in a state of Convalescence are to be placed among

the convalescent sane Patients under the Inspector, in order that the completion of their recovery may be more fully ascertained, unless the Inspector and yourself shall deem such removal likely to act prejudicially on the mind of the Patient, and in that event he may remain under your care until he is considered in a fit state to be discharged from the Hospital, when the Inspector and yourself are to make a joint Report of his case to the Director-General.

12.

On the decease of a Patient you will be permitted to examine the body in the Operation-room, or other suitable part of the Hospital, in order to add to the case such further remarks as you may deem requisite either for explaining or improving the practice ; and should he be a Commissioned or Warrant Officer, a detailed statement of his case is to be forthwith transmitted to the Director-General; and on the discharge of a Patient in a sane state, you are to furnish him with such instructions as you may conceive best calculated for preventing a relapse.

13.

Finally, you are to observe that no individual of the Establishment is to interfere, directly or indirectly, with you in your medical or moral treatment of the Patients under your charge, whether such treatment shall consist in innocent recreation and amusement, or any coercive measures, which you in your professional judgment shall think proper to adopt for their benefit ; but should any officer have a proposition to offer regarding your Patients, such proposition is to be made by him to the Director-General through the Superintendent only, in order that the subject may have due consideration.

(During the absence of the Deputy-Inspector, the charge of the Asylum is to devolve upon the Surgeon appointed to assist him, to whom also, and to any other Medical Officer who may be so placed, the aforesaid Instructions are to apply.)

*Royal Hospital
at Haslar.* }

[illegible]

Mustard . . .	4 drs.	} For each Officer, on Thursdays, being the Weekly Allowance for themselves, and for seasoning their Stews.
Pepper . . .	3 "	
Milk	{	For Tea, $\frac{1}{2}$ of a Pint, Morning and Afternoon, for each Officer.
		in the Afternoon, for each Man.
Tobacco . . .	{	For "Oatmeal" Porridge, $\frac{1}{2}$ Pint in the Morning "
		At the discretion of the Deputy Inspector } For Officers and Men.
Snuff	{	
For Plain Suet Puddings on Mondays and Saturdays . . .	{	Flour . . . 2 oz. } For each Officer.
		Suet . . . $\frac{1}{4}$ "
		Milk . . . In the same proportion as for Plum Puddings.

for each LUNATIC PATIENT.

WEDNESDAY.		THURSDAY.		FRIDAY.		SATURDAY.		
Beef Soup.		Corned Pork and Peas.		Beef Stew.		Mutton Stew.	Beef Soup.	
Officers.	Men.	Officers.	Men.	Officers.	Men.	Officers.	Men.	
12 ea.	12 ea.	12 ea.	12 ea.	...	12 ea.	
...	12 ea.	...	
...	...	6 ea.	6 ea.	
1 ea.	1 ea.	1 „	1 „	1 ea.	1 ea.	1 ea.	1 ea.	
1 „	...	1 „	...	1 „	...	1 „	...	
1 „	1 ea.	$\frac{1}{2}$ „	$\frac{1}{2}$ ea.	1 „	1 ea.	1 „	1 ea.	
$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\left\{ \begin{array}{l} \frac{1}{2} „ \\ \frac{1}{4} „ \\ \text{For Pea Soup.} \end{array} \right\}$	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\left\{ \begin{array}{l} ... \\ \text{For the Officers' Stew.} \end{array} \right\}$	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\left\{ \begin{array}{l} ... \\ \text{For the Soup.} \end{array} \right\}$
...	...		$\frac{1}{2}$ „	
$\frac{1}{2}$ ea.	$\frac{1}{2}$ ea.		...	$\frac{1}{2}$ ea.		...	$\frac{1}{2}$ ea.	
$\frac{1}{2}$ „	$\frac{1}{2}$ „		...	$\frac{1}{2}$ „		...	$\frac{1}{2}$ „	
1 „	1 „	1 „	1 „	
12 „	12 „	12 „	
...	1 „	...	1 ea.	...	1 ea.	...	1 „	For Breakfast.
3 ea.	1 $\frac{1}{2}$ „	3 ea.	1 $\frac{1}{2}$ „	3 ea.	1 $\frac{1}{2}$ „	3 ea.	1 $\frac{1}{2}$ „	$\left\{ \begin{array}{l} \text{Officers, Morning and Evening} \\ \text{Men, Evening only.} \end{array} \right\}$
14 „	...	14 „	...	14 „	...	14 „	...	$\left\{ \begin{array}{l} \text{For Tea, Morning and Evening} \end{array} \right\}$
...	7 ea.	...	7 ea.	...	7 ea.	...	7 ea.	For Tea in the Evening.
1 ea.	1 „	1 ea.	1 „	1 ea.	1 „	1 ea.	1 „	
$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	

For Plum Puddings on Tuesdays, Wednesdays, Fridays, and Sundays

Flour	. 1 $\frac{3}{4}$ oz.	} For each Officer.
Suet	. $\frac{1}{4}$ „	
Raisins	. $\frac{1}{4}$ „	
Egg	. 1 No.	} For every four Officers. When the number cannot be divided without a remainder, no allowance to be made for such remainder.
Milk	. $\frac{1}{2}$ pint	

For Fruit Pies, in the Season, on Sundays, instead of Plum Pudding

Fruit	. 8 oz. (or as may be found necessary)	} For each Officer.
Flour	. 1 $\frac{3}{4}$ „	
Butter	. $\frac{1}{4}$ „	
Sugar	. $\frac{1}{4}$ „	

A SCHEME of DIET for PATIENTS in the ROYAL

	FULL.	HALF.	Low.
	Bread . . . 1 lb.	Bread . . . 1 lb.	Bread . . . 8 ozs.
	Beef or Mutton 1 lb.	Beef or Mutton 8 ozs.	Herbs for Broth 12½ drs.
	Potatoes or Greens 1 lb.	Potatoes or Greens 8 ozs.	Barley . . . 7 drs.
	Herbs for Broth 25 drs.	Herbs for Broth 25 drs.	Salt 8 drs.
	Barley . . . 14 drs.	Barley . . . 14 drs.	Tea 4 drs.
	Salt 8 drs.	Salt 8 drs.	Sugar . . . 16 drs.
	Vinegar . . 16 drs.	Vinegar . . 16 drs.	Milk for Tea . ⅔ pint.
	Tea 4 drs.	Tea 4 drs.	Milk for Diet 1 pint.
	Sugar . . . 16 drs.	Sugar . . . 16 drs.	Broth . . . ½ pint.
	Milk for Tea . ⅔ pint.	Milk for Tea . ⅔ pint.	
	Broth 1 pint.	Broth 1 pint.	
Home.	Beer (small) 2 pints.	Home. { Beer (small) 1½ pint.	
	or Strong 1½ pint.		
	Beer for Servants	Foreign. { Wine at the	
	Nurses . . . 1½ pint.		
Foreign.*	Overseers of Wash- ers, Washers, and Attendants on Lu- natics }		} 1 pint. Surgeon's dis- cretion, not exceeding . }
	2 pts.		
	Wine { at the Sur- } 1 pint.		
	or { geon's dis- } 1½ pint.		
	Porter { cretion, not } { exceeding . }		
	Veal } Such Quantities, in lieu of Beef and Mutton		
	Fowls } as the Medical Officer may prescribe.		
	Fish }		
	Rice or Flour Pudding at the discretion of the Medical Officers to Patients on		

N.B.—As this Scale provides liberally for each class of Patients, Medical the Sick may permit.—Such Patients (not exceeding six) as may be inclined, the morning, and serving them out when cooked.

* Labourers, Seamstresses, and Scrubbers, &c., to have 2d. a day, in lieu of Beer, and

29.

NAVAL HOSPITALS and MARINE INFIRMARIES.

FEVER.	NOTE.
Bread 8 ozs. or Sago 4 ozs.	Two Drachms of Souchong Tea, Eight Drachms of Muscovado Sugar, and 1-6th part of a Pint of genuine Milk, to be allowed to each Patient for a Pint of Tea, morning and evening.
Tea 4 drs.	
Sugar 20 drs.	The Meat for the Full and Half Diet is to be boiled together, with Fourteen Drachms of Scotch Barley, Eight Drachms of Onions, One Drachm of Parsley, and Sixteen Drachms of Cabbage for every <i>Pint of Broth</i> , or at the discretion of the Medical Officers, Eight Drachms of Carrots and Eight Drachms of Turnips, in lieu of the Cabbage, which will make a sufficient quantity of good Broth, to allow a pint to each on Full and Half Diet, and Half a Pint to each on Low Diet :—
Milk for Tea . . $\frac{2}{6}$ pint.	
Milk for Diet . . $\frac{1}{4}$ pint.	

Officers are carefully to avoid all deviations from it, as far as their Duty towards are to be permitted to attend the Weighing, Measuring, &c. of the Provisions in

the Matron, Porter, and Butler, 10d. a day, in lieu of rations.

INSTRUCTIONS

FOR THE

SURGEONS AND MEDICAL STOREKEEPERS OF
THE ROYAL NAVAL HOSPITALS AT HASLAR
AND PLYMOUTH.

ARTICLE 1.

YOU are to have charge of all the Medicines, Utensils, Necessaries, Sponge, Bandages, Trusses, and such other materials supplied for the use of the Patients in the Hospital (excepting the Surgical Instruments, which are in charge of the Senior Deputy-Inspector), as also the Medicines, Utensils, Bottles, Medicine-Chests, &c., for the service afloat. You are, therefore, upon entering on the duties of your Office, to make application in writing, to the Superintendent, for a survey to be taken on all such articles as may be in store; and you, as well as the Surveying Officers, are to take an account thereof, and the particulars of the Survey, in the form as per margin, is No. 8. to be forthwith transmitted to us, the quantities therein being considered as your first charge, observing that those intended for the service afloat are to be surveyed separately from the Hospital Stores, there being distinct accounts for the two services, and that you are not to issue any Articles for one service that were intended for the other, except as hereafter directed; you will also bear in mind that you are to be responsible not only for the care and preservation but for the economical and faithful expenditure thereof, and for keeping such accounts of the same as are now or may hereafter be directed.

2.

The Inspector and Deputy-Inspector being directed daily to superintend in rotation the duties of the Dispensary, and to inspect all articles supplied for its use, you are therefore to give timely notice when any stores are received at the Hospital, and, in conjunction with the Medical Officer on duty, carefully to examine the quality and compare the quantities with the invoices or bills of parcels, and should there be no objection to their being received, you are to enter them in a

- No. 1. Book to be kept by you, and with the examining Officer, to sign the same as well as the bills of parcels, which you are to deliver to the Superintendent, with a statement that the articles received are of a proper quality, and in quantity as invoiced, or point out any defect or deficiency that shall be discovered ; which statement, with the bills of parcels, are to be transmitted without delay for the information of the Director-General. And on receiving Wine, Spirits of Wine, Porter, or other liquors in casks, which it may not be proper immediately to draw off and measure, you are to represent the same to the Superintendent, that he may direct a qualified person to gauge the contents thereof, to mark the same on the head of each cask, and to give it, under his hand, that you and the other Medical Officer may certify accordingly.

3.

- No. 40. You are to issue Medicines and Necessaries, for the use of each Patient, agreeably to the prescription tickets of the Medical Officers, in the annexed form, and it is your particular duty to see that all prescriptions be made up with the greatest care and correctness ; you are also to supply such Sponge, Bandages, Trusses, &c., as they may demand for the use of their Patients, observing that no article whatever is to be issued from the Dispensary unless demanded by ticket or note ; and whenever any of the above articles can be of further use, you are to receive them back and re-charge yourself therewith. The various Medicines, Utensils, &c., in your charge are to be examined at short intervals, to prevent them from getting

damaged by damp, by vermin, or by any other cause ; and whenever the other Medical Officers shall inspect the Stores and Medicines in your charge, you are to give every explanation in your power thereon, and you are to lay your accounts before them when required, at all seasonable hours, for the purpose of examining how far your expenditure of Medicines, Necessaries, &c., agrees with their prescriptions and demands.

4.

To prevent the dangerous consequence of Patients receiving wrong Medicines, you are to be very careful that the covers of the Prescription Tickets and the Tallies of the Medicine Baskets have constantly the number of the Ward to which they belong marked thereon in large figures; that every Patient's Medicine be separately made up, and his name distinctly written thereon in words at length, and that the Medicines when put into each basket be compared with the Prescription Tickets, by you or your Assistants, whose initials shall be signed in a column on the outside of the cover thereof, to show that this essential inspection has taken place.

5.

You are to take care that the utmost economy be observed with respect to the expenditure of Bottles, Phials, Gallypots, &c., and when returned, that they be properly washed for future use, every precaution and check in your power being observed to ensure the Nurses returning all such articles when no longer required for the Patients; and should any of the Nurses neglect this duty, you are to represent the same to the Superintendent, noting the value of the articles not returned, that it may be deducted from their wages, if it be deemed proper. You are also to direct that all broken Bottles and Phials of every description be saved and delivered to the Agent, to be sold with other unserviceable stores.

6.

Nos. 48
and 49.

At the end of every quarter you are to make demands in the annexed forms, to replace the Medicines and Necessaries expended in the Hospital during the preceding three months, which Medicines are to be arranged alphabetically, with the chemicals apart from the galenicals, and when the demands are filled up as pointed out on them, they are to be delivered to the Inspector and Deputy-Inspector who are to examine them, and consult together on the necessity of the supply; and having adjusted the lists to their satisfaction, and signed them, you are to deliver them to the Superintendent for transmission to the Director-General. If, however, any Article should be required between the periods of making the regular demands, you are immediately to demand the same on Form No. 27, but if the case be urgent, and you cannot transfer from one Store to the other the Article required, the same is to be represented to the Superintendent, that he may authorize the purchase thereof. You are also to demand from the Agent, with the approval of the Superintendent, sufficient quantities of old linen for bandages, &c., to meet the demands of the Medical Officers, or for any other purposes for which it can be used with advantage; observing, that you are never to issue new linen for any service where old linen will answer.

7.

- No. 50. You are to keep a book, in the annexed form, wherein you are daily to insert, from the Prescription Tickets, the name of every person for whom Wine and Porter have been prescribed, with the quantity for each, from which Book, and the Account of the daily issues of Sugar, Sago, Rice, Spices, and other necessaries, prescribed by the Medical Officers, and of the quantities of Calico, Linen, Lint, Flannel, &c., demanded by them, you are to make out a Quarterly Abstract, in the annexed Form, and deliver it to the Superintendent, that it may be examined by him and such Medical Officers as he may think proper, and transmitted to the Director-General.

8.

A Book is to be kept in which you are to insert an account of all the Utensils and Stores in use in the Dispensary, and of those furnished by the Agent for the same purpose, as well as of the expenditure thereof, applying to the Superintendent, as occasion may require, for a survey to be taken on such as may be considered unserviceable ; and should any be condemned, others are to be supplied in lieu upon your making a proper demand for them ; those condemned are to be delivered to the Agent, for sale with other old Stores, and you are to take his Receipt as a Voucher to your Accounts, which will be examined by the Superintendent.

9.

The Surgeons of ships fitting will apply for a proportion of Medicines, &c., upon their taking charge, when you are, with the approval of the Superintendent, to issue such quantities as are laid down in the Scale No. 1, Appendix to their Instructions, or as may hereafter be directed by the Director-General, accompanying the same with an Invoice of the quantities ; the No. 59. Surgeons are also required to produce, for your inspection, their Surgical Instruments, according to the second Article of their Instructions, and on being satisfied with the condition and number, you are to grant a Certificate in the No. 3. annexed form ; or should you deem it proper to withhold Service afloat in- it, your reasons for so doing are to be stated in writing to structions. the Superintendent, for the information of the Director-General. You are also from time to time to complete the Medicines, &c., on receiving demands, as per margin, signed by the Captains and Surgeons, specifying the remains and the quantities required to complete. And whenever you shall be ordered to send articles of any description to ships not in port, or to any other establishment, you are carefully to pack and deliver them to the Agent, properly No. 59. addressed, enclosing an Invoice of the quantities intended for each ship, that he may forward them to their destination,

and take proper receipts from the person to whom he intrusts them, one of which you are to receive and transmit, as a voucher to your Quarterly Account. And in all cases when Medicines, Utensils, Medicine-Chests, &c., are returned to you from Her Majesty's Ships, they are to be surveyed by you and such other Officer as the Superintendent may appoint; and your joint report of the condition in which you find the Articles, and of the probable cause of any portion having become in an unserviceable state, is to be made for the information of the Director-General, and you are to be particular in debiting yourself with the exact quantities of the Articles you may so receive. At the end of every quarter of a year, you are to transmit a demand to the Director-General, in the

- No. 52. Form as per margin, to replace the Articles so issued in the preceding three months, and to complete the proportions to be kept in Depôt; taking care not to demand any Articles that can be prepared on the spot. You are also to keep a Quarterly Account, in the annexed Form, of the receipts, issues, and remains, of the aforesaid Medicines, &c., which is to be transmitted for the information of the Director-General, with the receipts of the Surgeons, &c., as vouchers, and a distinct return of the unserviceable Articles to be made as directed thereon.

10.

- No. 7. No man with rupture only is to be received into the Hospital as a Patient, except under the circumstances stated in Article 2, Inspector and Deputy-Inspector's Instructions; but he may be fitted with a Truss, if required. You are, therefore, on receiving a written demand from the Medical Officer on duty, to supply such ruptured man with a proper Truss, and to take his receipt at the foot thereof, attested by the Officer who conducted him to the Hospital, and take credit for the expenditure of such Truss, as well as those issued to the Patients, in the Annual Account of Necessaries.

11.

A survey will be taken on 30th June in each year, by such Officers as may be appointed for that purpose, on all the Hospital Medicines, Utensils, Stores, and Necessaries, remaining in your charge; and you are to afford those Officers all the assistance in your power in taking the same, and in making out the Report thereof, in the usual form, which, when signed by the Surveying-Officers, is No. 8. to be delivered by them to the Superintendent, in order that it may be transmitted with your Annual Account of No. 7. Hospital Medicines, Necessaries, &c. The Medicines, &c., for the service afloat are also to be surveyed at the same time, and the Report forwarded with the Midsummer Accounts; observing that all demands are to be transmitted within one week, and all accounts within fourteen days No. 53. after the termination of the period to which they relate, with the vouchers and all necessary documents properly numbered and endorsed.

12.

From your rank of Surgeon in the Navy, you are to be considered as one of the principal Medical Officers of the Hospital, and you are to take charge of the Inspector or Deputy-Inspector's Patients, in the absence of either of those Officers from indisposition or other cause, upon receiving the directions of the Superintendent, preserving the tickets on which you prescribe in the cover with No. 40. those of the other Medical Officers, as forming part of the Patient's case, and conducting yourself agreeably to the established Hospital Instructions. You are also, when your other duties will permit, to be present at all surgical operations, and to assist the other Medical Officers in all their consultations on the cases of the Patients, and may at any time visit the Wards with the Inspector or Deputy-Inspector.

13.

Your Assistants are to be constant in attending to their duties, and never to be absent without your consent ; and any neglect or improper conduct on their part is to be reported to the Director-General, and your certificate is to be withheld when there may be good cause for so doing. You are also to report to the Director-General whenever you may consider the service will admit of a reduction in the number of the Assistants in the Dispensary.

14.

You will be furnished by the Agent with such printed forms, &c., as are established for the use of your Department, by a demand on him, approved in the usual manner ; and you are to take every precaution to prevent any of them from being unnecessarily expended, wasted, or appropriated to any other purpose than that for which they are intended, and when used, to see that all the columns be properly and correctly filled up.

15.

You are not to have any extra allowance for travelling while employed on any service within the limits of the port, but should you be sent on duty beyond those limits, you will be allowed at the rate of fifteen shillings a-day, if absent all night ; or seven shillings and sixpence a-day, if not absent all night, or if afloat, with the addition in both cases of the actual carriage-hire.

LIBRARY AND MUSEUM.

ARTICLE 1.

THE Library and Museum being under the care and superintendence of the Inspector and a Deputy-Inspector each Officer is to keep a memoranda of his proceedings, in the form of a journal ; and also, in a separate form, meteorological observations, for which last purpose proper philosophical instruments will be provided ; and all observations, whether they relate to cases, preparations, or any other matters connected with the Museum, are to be fairly written in a book to be kept for that purpose ; and every important subject is to be communicated to the Director-General.

The Curator of the Museum is to receive from all contributors such specimens of Morbid Anatomy, or subjects of Natural History, &c., as may be offered, and to arrange and classify them agreeably to their respective natures ; and the names of the contributors are, if possible, to be conspicuously inserted in the labels attached to such specimens, &c., and also entered in a register-book to be appropriated to that purpose, together with every other information which may be afforded relative to the respective articles, or the place from whence they have been obtained.

The Arrangement of all the specimens or preparations is to be made after the most approved existing system ; and a List is to be furnished, Quarterly, to the Director-General of all the preparations made at the Hospital, or contributed to the Museum by other persons.

2.

The Inspector and Deputy-Inspector will have the exclusive care and custody of all the books and drawings in the Library, as well as of the philosophical instruments, preparations, specimens, casts, &c., now there, or which may be supplied or presented to the Institution hereafter. The books will consist of such standard works on Anatomy, Surgery, Medicine, Chemistry, Natural History, and Natural and Experimental Philosophy, as the Director-General may decide upon; and of these a correct catalogue is to be formed, and digested with such order as to afford the readiest reference to any given subject.

Should any of the principal Medical Officers of the Hospital be desirous of the addition of any particular book to the Library, the same is to be signified to the Director-General in the next quarterly requisition for books.

3.

Not any of the books, preparations, or philosophical instruments are to be taken from the Museum or Library, except such books (not exceeding two at a time) as the Superintendent, or principal Medical Officers may desire to peruse at home, for which proper application is to be made; the titles of the books, and the date of the delivery from the Library are to be inserted in a register to be kept for that purpose, with the initials thereto of the party accommodated: they are not, however, to keep any book from the Library more than a week; and to be answerable for any injury it may sustain whilst in their possession; and in the event of the book being required for any particular purpose at the Library, it is to be immediately returned.

4.

Medical Officers of the Navy and Army, whether on half-pay or otherwise, are to be freely admitted at the proper hours to the benefits of the Institution, a register being kept in which the name and rank of all the Medical Officers of both services, who may avail themselves of the privilege of

admission to the Library and Museum, are to be entered by themselves.

5.

Though not any books, preparations, philosophical instruments, or subjects of Natural History, are permitted to be taken from the Library or Museum, except as pointed out in Article 3, such a free inspection of them is to be allowed, to all persons admitted, as is consistent with their safety and preservation, as well as to such literati as may be engaged in scientific pursuits; and artists may be allowed to take such drawings of the preparations of Natural History, or of Art, as may contribute to the advancement of science or the extension of professional knowledge, on proper application.

admission to the Library and Museum, are to be entered by
the Librarian.

Though not any longer a philosophical inquiry
into the nature of the human mind, the present work is
taken from the Library of the University of London, and is
Article B, and a list of the names of the authors is
attached to the title. It is a translation of the original
work, and is intended to be a complete and accurate
translation of the original work, and is intended to be
a complete and accurate translation of the original work.
It is a translation of the original work, and is intended
to be a complete and accurate translation of the original
work.

The following is a list of the names of the authors
of the works in the Library of the University of London,
and is intended to be a complete and accurate translation
of the original work. It is a translation of the original
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INSTRUCTIONS

FOR THE

JOINT DUTIES OF AGENTS AND STEWARDS OF
THE ROYAL NAVAL HOSPITALS AT HASLAR
AND PLYMOUTH.

ARTICLE I.

THE Superintendent being invested with full authority over all Officers and other persons, in all matters relating to the general economy, discipline, and good order of the Hospital, and with control of the disbursement of public money, and the receipt and expenditure of all Stores, Provisions, and Necessaries of every kind, and being responsible for seeing that all Officers and other persons belonging to the Hospital do faithfully and punctually perform their respective duties, and that regularity and due subordination be maintained therein; you are therefore to obey his directions in every instance; and when on any occasion such directions shall be contrary to these Instructions, or any other standing Regulations which you may be under at the time, you are to inform him thereof in writing; but if, notwithstanding, he shall deem it proper to persist in the order he has given, you are immediately to comply therewith, and represent in the usual manner the circumstances of the case to us. And as Lieutenants are appointed to assist the Superintendent in his public duties, you are to consider them as being next in authority to him; and you, as well as all the Clerks and persons employed under you, are to behave with proper respect to them, and attend to

such directions as they may give, by the authority of the Superintendent, for the punctual execution of all Orders and Regulations established for the government of the Hospital.

2.

In order that the Superintendent may have a complete knowledge of the concerns of the Hospital, all orders and letters relative thereto will be sent under cover to him, and all communications, of whatever nature, from you are to be delivered unsealed to him, that he may forward them with such remarks as he shall judge necessary. Your periodical Accounts, and Reports of every description, and all Vouchers connected with them, are also to be laid before him for his examination and approval; and as he is to have access to your public Accounts and Books whenever he shall think proper, you are to produce the same, and to give him every information he may require in explanation thereof.

3.

You are to have the care of all the Provisions, Stores, Furniture, Bedding, and Necessaries supplied for the use of the Hospitals, as well as of the Effects of Patients, the Slop-clothing, &c., and also of all the Bedding and Necessaries in Depôt for the Service afloat. You are therefore, upon entering on the duties of your Office, to make application in writing to the Superintendent for a survey to be taken on all such Articles as may be in store; and you, as well as the

No. 8. Surveying Officers, are to take an account thereof; and after entering the same on the Form numbered in the margin, you are to transmit it to us, and consider the Articles so particularized as your charge. You will be held responsible for the care and preservation, as well as for the economical expenditure, of every Article committed to your charge, and for keeping such Accounts as now are or may be hereafter established.

In all cases when Medical Stores, Packages, &c., are returned to the Hospital by the Surgeons of Her Majesty's ships they are to be surveyed by you and the Lieutenant on duty, and a joint Report of their state and condition is to be made, as well as the probable cause of any portion being in an unserviceable state, for the information of the Director General.

4.

The Superintendent will appoint a Lieutenant to attend with you the receipt of all Provisions and other Articles brought for the daily service of the Hospital, and in conjunction with him you are to see the whole carefully weighed, counted, or measured; and to take care that the quality of every kind of Provisions, Vegetables, &c., be agreeable to the Contract or equal to the sample or description by which they are to be supplied, rejecting them if otherwise, and purchasing others in lieu thereof under the authority of the Superintendent, taking care to abate any excess of cost from the Certificates granted to the Contractor, or from the amounts due to him, and charging yourself with the amount of such penalties as may be recovered.

The stores for the Service afloat, and those for Hospital use, are to be kept distinct; and whenever any are brought to the Hospital for either Service in your charge, you are to report the same to the Superintendent, who will order a Lieutenant, or Medical Officer, as may be necessary, to attend with you the inspection and receipt thereof; and you are jointly to examine the same, and see that the quantities agree with the Invoices, and, as far as practicable, that they are of a proper quality; and should there be no objection, you are to sign the Bills of Parcels and deliver them to the Superintendent, together with a statement that the Articles received are of a proper quality, and in quantity as invoiced, or point out any defect or deficiency that may be discovered; which Report, with the Bills of Parcels, are to be immediately transmitted for the information of the Director-General.

5.

Immediately on the receipt of Provisions or Stores, you are, in the presence of the Officer attending that service, to
 No. 1. enter an exact account thereof in a Book in the annexed Form, to be kept in the Office of the Superintendent, which you and the attending Officer are to sign, and the Book is then to be returned to the said office, its intended purpose being to enable the Superintendent to check your Accounts of the receipt of Provisions and Stores.

No. 1. You are to keep two Books in the aforesaid Form, in one of which you are to enter an account of all Provisions, and in the other of all Stores, received as above.

From these Books, and others for Issues, to be kept by you, you will be enabled to make out the prescribed Returns that are to be transmitted.

6.

Upon application to you by Surgeons of Her Majesty's ships fitting, you are with the approval of the Superintendent to issue to them the Bedding, Necessaries, &c., in your charge for
 No. 58. the Service afloat, with an Invoice of the quantities, agreeably to the Scale, No. 2, of Appendix to their Instructions or as may hereafter be directed by the Director-General; and you are to
 No. 7. complete such Stores on receiving demands, as per margin,
 App. Surgeon's In- signed by the Captains and Surgeons, specifying the remains
 structions. and the quantities required. You are also to keep a Quarterly
 No. 2. Account, in the annexed Form, of the Receipts, Issues, and Remains of the before-mentioned Stores, which is to be transmitted for the information of the Director-General, with the Receipts of the Surgeons, &c., as Vouchers; also a distinct Return of the unserviceable Articles as directed thereon; and
 No. 3. at the end of every quarter of a year you are to transmit a Demand, in the Form as per margin, to replace the Articles issued in the preceding three months, and complete the proportions to be kept in store. But should unforeseen causes render any particular Articles for either Service necessary in

the intermediate time, you are immediately to demand them on Form No. 27, stating the reason for so doing. If, however, No. 27. there should not be time for a regular demand, you are to be guided by the directions in the 39th Article ; and whenever Stores are ordered for other Departments or Services, you are to superintend the shipment, and to make out four Bills of Lading in the annexed Form, to be signed by the No. 4. Officer in whose charge they are placed, one of which is to be left with him ; one to be immediately transmitted to the Director-General, together with one addressed to the party to whom the Stores are consigned, and the other to be forwarded with your Accounts, or delivered to the Officer by whom the Stores were supplied, to be forwarded with his Accounts.

7.

You are to supply the Patients with such slop-clothing as the Superintendent shall by a note direct, observing that Marines are only to be supplied when absolutely necessary, but in no case beyond the value of eight shillings ; taking particular care to charge each Patient with the amount of such supplies in your Muster-book, and to insert it with the amount of stoppages, &c., on his ticket, when discharged from the Hospital ; accounting for the receipt and issue thereof on a part of your Hospital Bedding Account ; and on requiring No. 38. a supply you are to make a regular demand for the same on No. 27. the Director-General.

8.

You are to keep a Book in the Form annexed, in which you No. 6. are to enter an exact account of the Issue and Expenditure of all the Hospital Stores in your charge, from which and your Receipt Book, you are, on every 30th of June, to make out No. 1. an Account in the annexed Form, of the total quantity of each No. 7. article in store on the 1st of July preceding, the quantities received and expended during the year, together with the articles remaining, which latter are to be surveyed by such Officers as may be appointed for that service ; and any they

may consider to be unfit for their original purposes are to be so noted, and the manner they can best be disposed of, either by being converted to other uses, or sold for the benefit of the public, is to be stated thereon. The report of survey is to be made out in your office, in the usual form, and signed by the surveying Officers; and, with the account as above, is to be delivered to the Superintendent, for the information of the Director-General.

The Stores for the service afloat are also to be surveyed at the same time, and the Report transmitted with the Midsummer Account.

9.

You are to keep a Complete Book of the Establishment, in the annexed Form, to contain the names of the Superintendent, Officers, Clerks, and Servants of every description belonging thereto, with their entries and discharges, together with their services in any other capacity or establishment, their rates of salaries or wages, and no person is to be either entered or discharged without an order from the Superintendent, nor borne under one denomination and employed on the duty of another, observing, however, that the latter direction is not to apply to those employed in the Lunatic Asylum. At the beginning of each year you are to transmit a copy of this Book to the Director-General, and make out a new one of the Establishment, omitting the names of such persons as had been discharged during the preceding year. You are also to keep an Alphabetical Register on the same Form, of the whole establishment of the Hospital; and if any person should be discharged for misconduct, the particulars thereof are to be stated in the proper column, and the party is never to be employed again, nor suffered to enter the Hospital.

Upon the entry or discharge of any person on salary, or of an Assistant-Surgeon, a return thereof on the prescribed Form is to be immediately transmitted to the Accountant-General of the Navy.

10.

From the above-mentioned Complete Book you are, at the commencement of every month, to make out a Daily Muster or Check-book, in the annexed Form, which is to contain the names of all Servants and Working People borne on the Establishment. By this Book the Labourers and other Men Servants are to be mustered by you or your Clerk every morning on coming to work, and on leaving off in the evening, to enable you to keep an exact account of their time, and to estimate correctly their wages at the end of the month. Every person who shall be present is to have a mark thus (/) set against his name; those who may be absent on leave are to be marked (✓); and all such as may be absent without leave, by a cross (×). After such muster a list of all persons who may not have answered to their names, whether absent with or without leave, is to be sent to the Superintendent.

11.

As the Nurses, Washerwomen, Seamstresses, &c., however, from the nature of their duties, cannot attend, or be assembled regularly to be mustered, they are to be accounted for by the superiors in whose department they are employed, and who are directed to muster them daily, and report to the Superintendent, and also to you, the names of such as may be absent, when you are to place the proper mark against them; and, in filling up your Check-book, you are to consider all persons present who shall not be reported to you as absent. And as a further security against any abuse or neglect on the part of those whose duty it may be to make the reports, you are, at uncertain times, when you shall think proper, but at least once a week, to go round the Hospital yourself, or send one of your Clerks, to muster persons of the above description who do not attend at the daily muster.

12.

You are to check, in like manner, all those who may at

any time be represented by the Lieutenants or other Officers to be absent ; and as you are to be responsible for all musters made by your Clerks, it is highly necessary that you should attend as often as your other duties will permit, to see that this service be performed according to the regulations prescribed ; and you are, on all occasions, to report the names of absentees to the Superintendent, and never on any account to take off a check without his authority ; observing particularly, that no Artificer, Labourer, or other Servant of the Hospital is to be employed by the Officers of the Establishment on any domestic or private business whatever.

13.

- You are to keep a separate Muster-book in the annexed
- No. 11. Form, for each class of Patients admitted into the Hospital, viz.: Seamen and Marines from afloat, Marines from Head Quarters, Officers on Half-pay, sick Servants, &c. &c. &c., in which their entries, diseases, discharges, deaths, &c., are to be registered ; observing that every man sent from a ship in commission is to bring with him a Ticket, in the form prescribed by Act of Parliament, signed by the Captain and other signing Officers, as well as a Conduct-list, in the Form
- No. 12. annexed, on which or the Ticket the receiving Medical Officer is to sign his name, as your authority for entering the man on the Muster-book. But should a Conduct-list not be sent, you are to fill up one from the Sick-ticket, and cause it to be signed by the Officer who conducted the Patient to the Hospital, and by the Captain of the ship, if opportunity offer, while it is in your possession. But men sent without either Tickets or Conduct-lists are not to be entered on the Muster-book without the direction of the Superintendent, who is to be immediately informed of the neglect, that he may take the necessary measures to rectify it.

14.

When men are discharged to any of Her Majesty's ships

(except their own), or Marines to Head Quarters, their Sick-tickets are to be delivered to the officer taking them from the Hospital.

Those discharged to their own ships are to receive a Discharge Certificate, as per margin, and their Sick- No. 13. tickets, together with those of dead and runmen, are to be transmitted to us, it first being noted on those of the dead men whether their clothes, &c., had been delivered to their relatives.

Those discharged as unserviceable, whether their ships be paid off or otherwise, are to receive their Sick-tickets with the Discharge Certificate, on which you are to insert the No. 13. cause assigned by the Medical Officer in his certificate, which will be sent to you by the Superintendent for that purpose; and you are personally to inform them, as well as to note it upon their Discharge Certificates, that they are to attend at our Office in London, on the first surveying day following their discharge, in order that their claims to be pensioned may be decided upon; taking particular care, previously to your either delivering or transmitting the tickets, under any circumstances, that the Hospital Discharge, on the back thereof, be filled up, and such charges as the Patient may have incurred for slops, stoppages for subsistence, &c., be inserted and signed by you, and approved by the Superintendent.

15.

The Officers and Seamen belonging to revenue cruizers, received as Patients, are to be charged one shilling and sixpence each per diem for their subsistence, &c.

Officers on half-pay are to be admitted as Patients under special authority, and the sum of ten-pence per diem is to be charged against each for subsistence, &c., to be paid to you at the end of each quarter, or when the party may be discharged; of which payments you are to make a written quarterly return; and, in the event of the death of any half-pay Officer while a Patient, you are to claim the amount due for

- his subsistence from his relations or friends, reporting to us if unsuccessful in your application. Members of the police are to be charged half their pay for subsistence, &c, during the time they may remain in the Hospital, observing that, should they continue sick for twenty-eight successive days, they are, by the Regulations, to be discharged from the force. And when Servants belonging to the Hospital are sick, the Medical Officer receiving them under his care will report the same to
- No. 12. the Superintendent, in the Form (No. 12), which, when approved by him, shall be your authority for entering such Patients on the Muster-book. You will also discharge them on receiving the Superintendent's directions, on the
- No. 13. Form (No. 13), observing that all Servants, received as above, are to be checked of half their pay for the first thirty days; and of their whole pay for the time they may continue sick after that period; observing that extra workmen are not entitled to the half of their pay when absent from duty by hurts.

16.

- To obviate the inconvenience arising from having a separate Muster-book transmitted for each description of Patients,
- No. 11. you are at the end of every month to make out, in the same form, a transcript of the Muster-books referred to in the 13th Article (except for Lunatics), keeping the several classes distinct, and showing the number of rations issued to each, and at the end to form an abstract of the various totals, to show at one view the whole number of rations for which credit will be
- No. 34. taken in the Provision Account; and, when approved by the Superintendent, it is to be transmitted, with the Conduct-lists, &c., to us for the information of the Director-General, together with a list of the Police Patients during the month, showing the amount due from each for subsistence; also the particulars of any changes by admission, death, discharges, &c., that may have occurred in the Lunatic Asylum. And, at the end of every quarter, you are to transmit the following documents :

- A muster-book of Lunatic Patients, classed under the separate heads of Commission and Warrant Officers of the Navy, Officers of the Royal Marines, Greenwich Pensioners, Seamen, and Marines, properly attested, with the necessary documents ;
- A list of Greenwich Pensioners, with the cost of their subsistence, &c. ;
- A list of Patients belonging to the Revenue, to show, No. 11. under the distinct heads of English, Irish, and Scotch Customs, or Excise cruizers, the parties from each remaining, received, discharged, died, &c., during the quarter, with the number of days and the amount due from each for subsistence, &c. ;
- A list of Marines from Head Quarters during the period, No. 22. with the amount due from each for stoppages, &c. ; which is to include such Marines received from ships as have been more than thirty days in the Hospital, and referred to in the 32nd Article, unless they come within the provision of the second paragraph of the 23rd Article.

17.

It being directed that an inventory of the clothes, bedding, and effects of men sent from Her Majesty's Ships to the Hospital, together with the arms and accoutrements of Marines, shall be made on the back of their Sick-tickets or Conduct-list, you are (under such regulations for preventing infection as shall be established and communicated to you by the Superintendent), on receiving such effects into your charge, to compare the same with the inventory ; and, as you will be responsible for them, you are to report to the Superintendent, if at any time such inventory should not be made out, or if it should differ from the effects actually received. You are also to keep an account, in the Bed and Effect Book, of the bedding, clothes, No. 14. watches, money, and other valuable effects of each Patient, whether received from a ship, Head Quarters, or otherwise,

sending back by the Officer any hammocks that may be brought with him ; and for the above purposes, as well as when necessary for making out the Conduct-lists, you or your Clerk are to give immediate attendance whenever men are brought to the Hospital, that the Officers and boats may not be unnecessarily detained ; and, in conjunction with the Lieutenant on duty, you are by every means in your power to prevent the men from taking any money or other effects into the wards. But should they contrive to do so, the Nurses are positively directed, on finding it out, to acquaint the Lieutenant, who will receive and deliver such property to you, to be added to the list of the parties' effects previously entered, and you are to deposit all the money and valuable effects of the Patients in the iron chest of the Hospital, in your office provided for that purpose.

18.

The chests, bedding, bags, &c., of the Patients are to be properly marked or tallied, and lodged in the places allotted for them, and so arranged as to enable you at the shortest notice to deliver to each man, on his discharge, the whole property received with him, which is at all times to be in the presence of the Lieutenant on duty, who is to sign the books as witness thereto. The arms and accoutrements of the Marines are to be kept in the racks prepared for them, and the Serjeant attending occasionally from Head Quarters shall be permitted to inspect them, and take such measures for keeping them in order as the Commanding Officer may direct : and *every man*, on his admission, is to leave all his clothes in the bed-house, and to wear the dress of the Hospital, until his discharge, when his own clothes, &c. are to be returned to him.

You are to cause all the foul linen deposited in the bed-house to be washed as soon as possible, with such of the trowsers and other clothing, bedding, bed-cases, bags, &c. as may require it, that the whole may be returned in a clean and wholesome con-

dition on the Patients quitting the Hospital. The clothes, of every description, belonging to men sent with contagious disorders (excepting such as shall be directed to be burnt) are to be boiled for a quarter of an hour, and then properly washed ; and to this duty you are required particularly to attend, in order to prevent the spreading of infection. You are also to take care that such articles as may have been washed be perfectly dry before they are returned into store.

You are, in conjunction with a Lieutenant, previously to causing the effects of any man to be burnt, to examine the articles by the list entered in the Bed-book, and appraise the No. 14. same, entering the amount in the said book, and jointly signing your names to such valuation ; and on the discharge of the owner, you are to pay him the amount, charging the same to us in your account of disbursements ; but if any Patient, having such Effects, should die, you are to note the value thereof at the foot of the account of the produce of dead men's effects, as hereafter mentioned, that the same may be added to the wages which may have been due to the party deceased.

19.

You are to consider it an important part of your duty frequently to visit the bed-house and store-rooms, and carefully inspect the condition of the effects and stores therein ; seeing that they are arranged in the best possible manner for preventing injury by damp, or from any other cause, and that they be taken out and aired when necessary. A board is to be hung up in each store, with the contents therein marked on it in chalk ; and a Lieutenant will occasionally be ordered by the Superintendent to assist you in these duties, and to report to him whether everything be done for the proper arrangement and careful preservation of the stores. On all occasions, and particularly when Labourers and others may be employed where Fires or Lights are required, you are to use every precaution in your power to prevent accidents ; carefully examining

all the places in which such Fires, &c., have been used, to see that the lights are extinguished, and that all is safe previously to their being shut up.

20.

You are to cause every article of the Public Stores, that will admit of it, to be marked with the broad arrow (\nearrow), or such other mark as may be directed ; and you are never, on any pretence whatever, to send any description of stores out of the Hospital without an express order in writing from the Superintendent for that purpose ; and if it should come to your knowledge that any other person has done so, or intends to do so, you are immediately to make the same known to the Superintendent in writing.

21.

The Patients in the Hospital are to be mustered by you or your Clerk twice a week or oftener, at such times and places as the Superintendent shall direct ; and after their return to their respective Wards in the evening, they are not to be allowed to quit them again until the next morning. And should any Patient leave the Hospital without permission, and be apprehended and brought back, or who may remain absent for three successive days, he is, in either of these cases, with the sanction of the Superintendent, to be marked run on the Books. And in time of War, should the existing Regulations be found insufficient to prevent desertions, &c., such further restrictions will be adopted as we may consider necessary.

22

No. 15. You are to transmit, so as to arrive at this Office on Monday, a weekly Return, in the annexed Form, of the Seamen and Marines, and of the Ships they belong to, noting the names of the Ships in alphabetical order, and showing such as remained by the last return ; the changes during the week ; how the discharged men have been disposed of, and the number remaining

from Ships, Head Quarters, &c., with the numbers afflicted with any particular disease. On the back of this Return you are to fill up the Abstract as prescribed thereon, to show at one view the total number of Patients remaining, received, and discharged during the week, with the additional number that could be received into the Hospital, if necessary : you are also to specify the number of Servants of each description, particularly detailing the manner in which they have been employed ; especially noting the number of Labourers employed in attending on Patients. You are also to add a list of sick Officers, with the opinion of the Medical Officers as to the time when each may again be fit for service, together with a list of such Patients as may have been invalided, but not discharged, with the reason of their remaining, distinguishing those guishing invalided during the week, and the cause thereof. You are also to transmit at the same time a List, in the Form as per Margin, of the Supernumerary Assistant-
No. 62.
Surgeons doing duty at the Hospital. And to enable you to make out the above Abstracts and Lists with accuracy, the Medical Officers are directed to report, in sufficient time every week, to the Superintendent, such particulars as may be necessary for your information.

23.

Petty Officers, Seamen, and Marines, being allowed by Act of Parliament to allot half their growing pay for the maintenance of their Wives, Children, Mothers, &c., you are, without fail, to report to us, in the annexed Form, when any men, who
No. 16.
have allotted their pay, shall have been at the Hospital the number of days allowed for their being Dsq^d. on the Ship's Books ; or when any such man shall have died or deserted, been invalided, or discharged to any other ship than his own, within that time. But it being directed by a further Act of Parliament, that Petty Officers, Seamen, and Marines, if wounded in action with the enemy, shall receive the full amount of their wages until their wounds shall be healed ;

or, being incurable, they shall receive a pension from Greenwich, or be admitted into the Royal Hospital at that place ; you are to distinguish the cases of men so circumstanced in the Reports before mentioned.

24.

- No. 17. You are to fill up the customary Form of Wills, for such Patients as may require it : but neither you nor your Clerk shall, on any account, receive any fee or reward for it ; and you
- No. 18. are to keep a register of such Wills, in the annexed Form, of the name of the Patient, his Ship, the date of the Will, the name, occupation, place of abode, and such other description as the Patient can give of the Person in whose favour the Will is made ; the names of the Witnesses, and the name of the Medical Officer who certified to the proper state of mind of the Patient ; the original is then to be transmitted, under cover, to us, with the notation " Accountant-General," " Inspector of Wills " on the envelope ; and you are to observe, that no Will is to be made by a Patient in favour of any person whatever on the establishment of the Hospital, or employed therein, or in favour of any patient in the Hospital, without the Superintendent's permission.

25.

- No. 11. On the death of any Patient you will receive a note from the Ward-Matron of the precise time it occurred, which you are to transmit with the Muster-book as a voucher ; and every Patient who may die in the Hospital is to be buried at the public expense, in a decent manner, in the burial-ground belonging thereto, which burial shall take place as early in the morning as circumstances will permit, and for that purpose you are to give the Chaplain timely notice, that he may attend accordingly. The amount of the funeral expenses is to be entered in the Muster-book, unless any of the friends of the deceased Patient may wish to bury him at their own expense, which may be granted, with the Superintendent's permission, when you are

to require a certificate of the burial from the Clerk of the parish where it shall take place, and such certificate is to accompany your monthly Muster-book.

The Effects of Patients who may die are forthwith to be collected in the bed-house, and compared with the list in the Bed and Effect-Book, in your presence, by the Lieutenant No. 14. on duty, who is to sign his name thereto preparatory to their being entered in the Sale Book. They are then to be deposited No. 20. in the usual place till disposed of, as hereafter directed. And the names, &c., of such Patients as may die, or run from the Hospital, are to be reported to the Captains of their respective Ships when on the home station.

26.

Should the corpse of any person who may have died while serving on board one of Her Majesty's Ships be sent to the Hospital for interment, it is to be buried in the same manner as Patients who may die therein; and you are to require from the Commander and Surgeon of the Ship a certificate of the disease of which the man died, and all the circumstances relating to his death; and if this certificate shall not have been procured, you are to report the same to the Superintendent.

27.

When any claim shall be made for the effects of Seamen or Marines received from Ships, invalided or discharged from Head Quarters, who may have died in the Hospital, you are to represent the case to the Superintendent, and receive his directions thereon; and whenever you may be authorized to deliver such Effects to the claimants, they are to sign their names to the delivery, which is to be made in the presence of a Lieutenant, who will sign the Books as a witness thereto.

28.

You are at the end of each month to transmit, in the Form

No. 19. annexed, to the Commandant of Marines, at Head Quarters, a list of the Personal Effects, Arms, Accoutrements, &c., which belonged to such Marines as may have died or run in the course of the month, with their names, and the companies to which they respectively belong. And you are to deliver all such Arms and Accoutrements, together with the Private Effects, of such as were borne on the effective list of the division at the time of their death or desertion, on being claimed by such Officer or other person as the Commandant may authorize to receive the same ; and such delivery is to be acknowledged in the Bed and Effect-Book, by the person receiving them, and attested by the Lieutenant on duty. But should the private Effects not be claimed by the relatives or the Commandant, they are to be disposed of in the manner directed in the following Article.

29.

At the beginning of every month the unclaimed private effects of all Patients, including Marines from Head Quarters, &c., who have been dead or run for more than two months, are, after the Superintendent shall have caused public notice to be given thereof, to be sold by public auction, by you, within the Hospital gates, in the presence of the Superintendent, or of a Lieutenant by his orders in the following manner : they shall be divided into the most convenient lots for inviting competition, and each lot put up at a sum considerably above its supposed value, which sum is to be gradually reduced until some person offers to take the lot. It is not, however, to be then knocked down to him ; but it shall be publicly asked if any one will bid more for it, and the best bidder shall be the purchaser, whether it be the person who first offered to take it, or any other ; and he shall be required to pay for the same immediately. Separate accounts shall be kept by you and the Lieutenant, agreeably to the annexed

No. 20. Form, as the sale proceeds, of the number of every lot, of the rate or price at which it was sold, and of the name and descrip-

tion of the purchasers ; observing that no person belonging to the Hospital, nor any person on his or her account, shall be permitted to make any purchase at such sales. Nor are any of the Patients to become purchasers, excepting such as may have the means to pay for their purchase on the spot. You are to transmit to us, after each sale, an account, in the annexed Form, of the net produce of each man's effects, No. 21. including any money he may have left in your charge, signed by you and the Officer attending the sale, and approved by the Superintendent, together with a separate list of the amount of the effects of run men ; and on sending such accounts, you are immediately to debit yourself in your account-current with the amount thereof.

30.

In order that the Store-houses may not, at any time between the general surveys, be encumbered with old or decayed Stores, and that such as may be considered by you unfit for their proper use, may be appropriated otherwise, or disposed of to the best advantage, you are from time to time, whenever any considerable quantity shall have accumulated, to deliver an account thereof to the Superintendent, which he will transmit to us, for the consideration of the Director-General, that a survey may be ordered thereon, if necessary ; and when such survey shall have No. 8. taken place, a report thereof, in the proper Form, is to be made, showing what may be condemned as unfit for their original purposes, and pointing out in what manner they can be best appropriated or disposed of ; this Report, when signed by the Surveying Officers, is to be delivered to the Superintendent for transmission. You are to keep an account of all condemned Stores in your Expense-book, showing whether they have been sold, or re-issued, for any other purposes in the Hospital, with the authority for each, as vouchers, when your accounts are examined by the Superintendent.

When the usual public notice shall have been given, and

you may be directed by the Superintendent to sell any con-
 No. 20. demned Stores, it is to be done, and the account transmitted
 No. 21. in the manner prescribed by the preceding Article, the
 purchaser being required to pay a deposit of twenty-five per
 centum for the same immediately, and the remainder when
 the lot is taken away.

31.

Marines sent sick to a home Hospital being subject to a
 deduction of ten-pence per diem for their subsistence, &c.,
 under the following circumstances, viz. :—

Marines from Head Quarters.	{	During the whole time they may remain in the Hospital, unless discharged in the interim from the service, and then to the date only of the order for such discharge.
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Marines from Ships.	{	After having been thirty days in the Hospital, unless their ship be paid off within that time, and then from the day after such paying off, unless discharged from the service, and then as before stated ; but not any charge to be raised for the time they may remain under cure after being so discharged.
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You are, therefore, for the purpose of enabling the Com-
 manding Officer of Marines at Head Quarters to account for
 the men at the monthly musters, and the Deputy-Paymaster
 to make up a correct account of stoppages, immediately after
 the expiration of each month, to transmit an account, in the
 No. 22. annexed Form, approved by the Superintendent, containing
 the names of all the Marines in the Hospital, particularizing
 such as are subject to stoppages under the circumstances
 described, noting the entries, discharges, deaths, and deser-
 tions during the month, and stating the exact amount of the
 ten-pences to be deducted, with the amount also of such slops
 as may have been supplied to them, observing that Marines

sent sick to a foreign Hospital, or Sick-quarters, are to receive sea-pay for the time they continue there, and for their passage home ; and when they are invalided from abroad, they are to be allowed sea-pay to the day of their arrival in England, whether they go into a home Hospital, or to Head Quarters ; this has reference also to the latter part of the 23rd Article.

32.

You are to be very particular in making out, and transmitting to us, immediately after the termination of every quarter of a year, four lists in the before-mentioned Form, No. 22. approved by the Superintendent, viz., one for each division, to contain the names and particulars of the Marines belonging thereto in the Hospital, or that may have been there within the three preceding months, with their dates of admission, discharges, deaths, or desertions, and the amount of stoppages against each, also how those discharged were disposed of ; observing that when Marines belonging to ships not in port, or the complements of which may be complete, shall be discharged after being thirty days in the Hospital, they are to be sent to Head Quarters ; but if under thirty days they are to be sent to the flag-ship as disposable.

Ports-
mouth,
Plymouth,
Woolwich,
Chatham.

33.

You are, at the end of each month, to make out, in such form as may be furnished for that purpose by the Accountant-General of the Navy, two Pay-lists, one of the Assistant-Surgeons, the other of the inferior Officers and Servants of every description who are upon daily pay ; distinguishing such as are allowed rations or money in lieu, and carefully inserting every particular according to the heading of the several columns ; and after ascertaining each party's time by examining the Daily Muster or Check-book, to pay to the respective parties the sums due to them, in the presence of the Superintendent or of one of the Lieutenants, by his orders ; these monthly

Pay-lists are to be transmitted as Vouchers with your Cash Accounts, noting thereon any persons entitled to wages who were absent at the time of payment ; and taking credit for the aggregate amount of such payments under the proper authorized heads in the established Quarterly Account-current.

At the end of each quarter of a year a complete list of the Superintendent Officers, and all persons on salary (not included in the Monthly Pay-lists), with the amount of salary and allowances due to each respectively, will be forwarded to you by the Accountant-General of the Navy, with instructions to pay the same, and return the List with proper stamped receipts to that Officer as early as possible after payment. You will take credit for the net amount paid in this list as above.

34.

No. 24. You are to pay the poor-rates assessed on the houses of the different Officers, and on such apartments in the Hospital as may be allotted for the residence of Officers and others, transmitting the account thereof in the annexed Form, with the Collector's receipts as vouchers to your cash accounts. But you are to observe that no part of the Hospital appropriated solely to the Patients is liable to the payment of taxes of any description. Whenever you shall require money for the necessary payments, you are to inform the Superintendent of the balance of cash in your hands, and the amount required, which will be forwarded to us, with his approval ; and when you are furnished with imprest bills, you will obtain cash, or Bank of England notes for them, at the Dock Yard, from the Treasurer's Clerks ; care, however, is to be taken not to have in your hands more money at one time than the probable amount of the current expense of the Establishment may require.

35.

You are, at the end of each quarter, to transmit to us a Cash Account, in the form that will be furnished to you,

detailing under their proper heads the whole of the public receipts and disbursements, with all the vouchers relating thereto ; taking care to classify your payments in the body of your Accounts according to the heads of service in the printed Abstract at the end thereof, and to insert the date of authority for each transaction in the column apportioned for that purpose (sending copies of all such orders as do not emanate from the Department of the Accountant-General).

To the correctness of every such Account you are to execute the Declaration at the end thereof.

Particular care is also to be taken that erasures be not made in the Pay Lists or Cash Accounts, but whenever an error may be discovered, or any alteration necessary, the pen is to be run through it, and the correct words or figures inserted over it in red ink.

The established printed Forms of Cash Accounts, Pay Lists, and Vouchers, are to be demanded from the Store-keeper-General of the Navy.

36.

You are to transmit to the Director-General a Quarterly Abstract, in the annexed Form, of the expense of victualling No. 26. all the Patients and Servants of the Hospital, showing also the actual cost of the ration, and, after the 31st of December in each year, a statement, in the Form as per margin, of the total expenses of every kind incurred for the Hospital in the No. 67. course of the preceding year, with the total number of Patients and Servants victualled during that time, as for one day, the same as should appear on your Muster-books.

37.

As you will be furnished with printed Abstracts of the Acts of Parliament regulating the payment of Seamen and Marines of the Royal Navy, you are to see that two or more of such abstracts be hung up, or fixed in some conspicuous part of

the Hospital, where they may constantly be accessible to all persons therein ; and you will receive into your charge, and be answerable for all printed Forms, Account Books, or other printed papers, which may be sent to you for the use of the Hospital and service afloat, which you are to issue to the Officers to whose duties they may relate, in such proportions as they may respectively demand, approved by the Superintendent, who is also to approve the issues to your own Office. You are to enter the receipts and issues of the above articles in your store account, and demand occasional supplies thereof by their current numbers from the Director-General, in the
 No. 27. annexed Form : and you are to take every precaution to prevent them from being unnecessarily expended, wasted, or appropriated to any other purpose than that for which they are intended, and, when used, that all the columns be properly and correctly filled up.

When provisions, necessaries, bedding, or stores of any kind, which are not regularly supplied by Contractors, shall be wanted for the service of the Hospital, or otherwise required on an emergency, and not time sufficient for a demand as per Article 6, you are to report the same to the Superintendent, stating the remains in store, the quantity required, and what part can be procured on the spot (with the prices), or transferred with advantage to the Crown from any other store in your charge ; and when you shall have received his orders to procure or transfer such articles, you are to do so without loss of time, the purchases to be made on the most reasonable terms possible, agreeably to the sample or the quality which may be described by the Director-General or the Superintendent ; but you are particularly to bear in mind that only in very urgent cases are purchases to be made, as before pointed out, without the special approval of the Director-General, and due vigilance is to be used by you so that such urgent cases may be avoided as far as possible, as you

will be held personally responsible for any neglect on this particular head.

39.

All provisions or stores required from Contractors or Tradesmen for the use of the Hospital, are to be demanded by you, in the annexed Form, specifying the articles, and the service No. 28. for which they are wanted ; observing that demands of every other description, which you may have occasion to make except for the daily supply of provisions, are to be approved by the Superintendent, and transmitted for the examination and approval of the Director-General, the particulars thereof to be entered by you in a book which you are to keep for that No. 1. purpose.

40.

The victualling room is to be opened at seven o'clock in the morning in the Summer, and eight in the Winter, or as the Superintendent shall direct ; at which time the Nurses will deliver the lists of any dead and run men, that you may deduct the provisions prescribed for them.

The scheme of diet annexed specifies the different articles No. 29. and proportions which constitute the several diets of the Hospital ; and you are in no instance to deviate therefrom, except as hereafter pointed out. The particular diet intended for each Patient will be prescribed by the Medical Officer in the Diet-book of the respective wards, with the quan- No. 30. tities of coals and candles requisite for the following day ; but as they may in particular cases prescribe fowl, fish, veal, and eggs, you will be furnished by them with a list of the No. 60. men for whom those articles have been prescribed in the Diet-book, with the quantity for each, that you may regulate your demands accordingly ; observing that when Patients entitled to be victualled for the day are admitted after the Diet-books are made up, the Medical Officer will include them in the part of the form for casualty diet ; for that day and the following those victualled on board for the day they were received

- No. 30. will in like manner be put on casualty diet, until regularly entered on the diet of a ward. And when men are to be discharged, the Medical Officer will send to your Office on the
- No. 31. previous day his Entry and Discharge-book, with the column for discharges filled up by the date on which it is to take place, in order that you may prepare their tickets, observing that Seamen discharged to the Flag-Ship to rejoin their proper Ships are to have their regular Dinners before they embark, as they are not entitled to be victualled in the Flag-Ship till the day following that of their reception on board.

41.

- The Diet-books, on being filled up by the Medical Officers, are to be immediately delivered into your Office by a Nurse from each ward ; and you are to transcribe the number of
- No. 32. Patients on each diet into the Daily Victualling-book, and calculate from the scheme of diet, and the lists of fish, fowl, &c., what quantity of provisions of the different kinds will be required for each ward, and insert the same in the Victualling-book, opposite the entries made from the Diet-books, adding thereto the number of men received or to be discharged, with the quantity of casualty diet requisite ; you are then to sum up the different quantities of provisions for each ward, and add thereto the proportions for the Servants, who are always to be victualled on full diet, with the quantity of beer expressed in the Scheme of Diet, except otherwise ordered when Patients ; and to demand, without delay, the necessary quantity of each species from the Contractors or others who are to provide the same.

42.

- In order that the Patients may know every allowance to which they are entitled, you are to cause a printed copy of
- No. 29. the Scheme of Diet to be constantly hung in some conspicuous place in each ward. And any number of Patients, not exceeding six, are to be permitted to attend the weighing and

cutting up of the meat, at which you or your Clerk are always to be present, and see it properly and fairly apportioned to each ward, agreeably to the number of Patients therein, and tallied accordingly. You are also to cause the greens, herbs, &c., to be carefully picked and washed before they are put into the copper, and the whole of the provisions and vegetables to be cooked in a clean and proper manner. When the provisions are ready to be issued, a Nurse from each ward, with any Patient who may be inclined, is to attend and receive the allowance for their ward. You are to take great care that no preference be shown to the Servants of the Hospital, by having choice pieces of meat assigned to them; and to this end you are to cause allowances to be cut up from the whole quarters, into as many pieces as may be necessary, which are to be put into a tub covered over, and pricked for by the Servants, in the manner practised in the Navy.

43.

You are to keep a Monthly Account, in the annexed form, No. 33. from the Daily Victualling-book, showing the total number of Patients on the several species of Diet, and the number of Servants victualled in the Hospital on each day, with the whole quantity of Provisions daily issued to them, and received from Contractors or others, and at the end of the month to exhibit the total of every description received and issued in that time, and carry the remains to the next month's account. From the foregoing Monthly Accounts you are to make out a Quarterly Provision Account, in the annexed form, to the correctness of No. 34. which you are to execute the Declaration thereon, and deliver it to the Superintendent, that he may compare the number of Patients stated to be victualled on each species of Diet with the several Ward Diet-books, which are to be produced by you, together with the lists of Fish, Fowl, Veal, and Eggs prescribed during the quarter, to ascertain the correctness of the expenditure of those articles, previously to his signing the

Certificate at the foot of the Account, and transmitting the same for the information of the Director-General.

44.

ndent's Office. Coals, Candles, Bavins, Soap, Ashes, Oil, &c., are to be
 it's ditto. issued to the places and for the services enumerated in the
 ditto. margin, in such quantities as are now or may be hereafter
 Bathing. established, which quantities are not to be exceeded, nor the
 Steward's issues made for any other purpose without the written order
 &c. of the Superintendent; observing that the Soap for the Wash-
 tron for house is only to be supplied on the requisition of the Store
 ouse, &c. Matron on Form No. 35, wherein is to be expressed the num-
 tron for air- ber of Washers employed; and the proportion of Soap for each
 , the Wards. Washer is to be limited to one and a half-pound per day to
 s, Operation, each. You are also to attend to the economical expenditure
 rvey Rooms. of the Oil and Cotton issued to the Labourer for the Lamps,
 for Works in the proportions established for each, and ascertain that the
 mps. Lamps be properly trimmed and kept burning for the requi-
 om. site number of hours, according to the season. You are to
 y. keep a daily account of the expenditure of the above Articles
 oom. on Form No. 64, and at the end of each quarter to transcribe
 Officers. the totals into the Quarterly Account No. 36, which, together
 Cabins. with all Orders, Demands, Notes, &c., you are to lay before
 oves. the Superintendent for his examination, and when approved
 oms. the Account is to be transmitted for the information of the
 and Chapel. Director-General.
 om. Physical Pa-
 gical ditto.
 Room.
 ds.
 ers.
 ants' Cabins.
 e Matron.
 d Matron.

45.

All disbursements on account of the Hospital are to be made by you under the authority of the Superintendent. You are therefore to inform all Contractors and Tradesmen that their bills for Provisions and Stores, or Work performed, are to be made out by them in the forms established, and delivered to you in time to be examined at the expiration of each quarter of the year; and you are carefully to compare the Articles enumerated therein with your Demand and Receipt-Books, to

see that they correspond therewith, when you are to transcribe them, as well as all Bills for Work performed, into a Book as No. 25. per margin ; and having ascertained that they are correct, and that the Bills for Supplies or Work performed for the Department of any other Officer of the Establishment are duly certified by him as to all the particulars, you are to certify as to Quality, Price, &c., and deliver the whole to the Superintendent for his examination ; and on being approved, those for purchases will be returned to you for payment, and those for Work performed are to be immediately transmitted to us for the examination of the Director of Works, who will return them when certified to the Superintendent for payment ; and as all persons receiving money are, by Act of Parliament, bound to pay the stamp-duty on receipts, no charge for stamps will be allowed in your Accounts for money paid by you.

46.

You are from time to time to supply the Ward Matron with such Utensils, Necessaries, &c., as may be requisite for replacing those expended, or for furnishing new Wards, upon your receiving demands from her, approved by the Superintendent or the Lieutenant on duty, if he be authorized so to approve ; observing that the Matron is directed to place the whole of the Stores in each Ward in the charge of one of the Nurses, who is to be answerable for every Article therein, and to return to you the whole, or any part thereof, whenever the Superintendent may order it.

47.

You are to keep separate Inventories, in the annexed Form, No. 37. of the whole of the Stores and Utensils issued to each Ward, which Inventories are to be altered by you from time to time, according to the circumstances ; and the Ward Matron is constantly to be supplied with two Copies of each corrected Inventory, one whereof she will deliver to the Nurse in whose cus-

tody the Stores are placed, and by the other make the necessary surveys to see that none of the Articles are missing. You are particularly to observe that proper attention be paid to the preservation of all Furniture, &c., in the Wards and Cabins, reporting to the Superintendent if you discover any neglect in this respect; and you are every month, before the Servants are paid their wages, to adjust all the Inventories with the Ward Matron, in order that such Articles as may have been lost or destroyed during that period may be accounted for to the satisfaction of the Superintendent, or paid for by the parties to whom blame may attach, should he think proper.

48.

You are also to keep an Inventory of the Fixtures, Stores, and Utensils issued to the Houses, Offices, Cabins, or Apartments of the several Officers and Servants in the Hospital, and deliver to each person a List of the Articles supplied for his use; but the Bedding, Utensils, &c., issued to the Labourers' Hall are to be considered as under the care of the Overseer, who is to be furnished with an Inventory thereof, to be altered as required; observing that each person, on quitting the Hospital, is to deliver up to you, in proper condition, the whole of the Stores contained in the Inventory delivered to him, or account for the same to the satisfaction of the Superintendent.

49.

No. 38. You are at the end of each quarter to complete an Account, as per annexed Form, showing the quantities of Bedding, Clothing, &c., received, issued, and expended for the use of the Hospital, including the issues of Slops referred to in the 7th Article, in order that the whole receipt and issue of such Stores during that period may be seen at one view, which Account is to be transmitted for the information of the Director-General.

No. 39. You are also to transmit a Demand, in the Form as per margin

to replace the Articles expended in the previous three months, as pointed out in Article 6 and 39 ; observing that all Demands are to be transmitted within seven days, and all Accounts within fourteen days (those for cash as much sooner as practicable) after the termination of the period to which they relate, with the Vouchers and all necessary documents properly numbered and endorsed.

50.

You are to have the charge of the Fire-Engines, and to see that they be constantly kept in good order ; for which purpose you are, at least once a month, carefully to inspect them, and represent their state to the Superintendent, requesting his direction for their being worked ; and you are to see that the Buckets, Hoses, &c., be always kept in repair, and fit for immediate service.

51.

You are frequently to visit and carefully examine the unoccupied Wards, to see that they be perfectly dry and properly ventilated ; and whenever you may observe that any part of the Buildings, &c., requires repair, you are to give immediate information to the Superintendent ; bearing in mind that no repairs of any description, nor any alteration, either in the internal arrangement or the external appearance of the Hospital, the Grounds, &c., are to be undertaken without reference being first made to the Director-General, and our express permission ; and all propositions of the kind are to be accompanied by an estimate of the expense : and in all cases, when Artificers or others are employed in the performance of works not done by Contract or Measurement, you are to keep an account of the time they are so employed. It will be your duty also to inspect the quality of the Materials, and keep an account of the quantity expended, requiring from the Contractors or Tradesmen such explanation relative thereto as you shall from time to time find necessary, and affording to the Director of Works every informa-

- tion in your power on this subject when the Artificers' bills are sent to him, so that they may be more accurately examined before he certifies them for payment; and to enable you with certainty to check the time of the Workmen before mentioned,
- No. 10. you are to keep a List of their names in the proper form, and muster them on their coming in the morning, also at uncertain times in the course of the day, and on their leaving the Hospital in the evening, and report to the Superintendent all whom you may discover absent, in order that the Works may not be retarded for want of the requisite number of people being constantly employed thereon; particularly observing that no person is to be allowed to work in the
- No. 66. Hospital who is not sober and industrious, and you are to subscribe to the Weekly Return as per margin.

52.

All Contracts entered into by us for the service of the Hospital will be sent to the Superintendent, and you are to copy the same in a Book to be kept for that purpose, in order that you and all others concerned therein may know whether the several Contractors have faithfully complied with the conditions of their respective Contracts; and a Return is to be made quarterly of the receipt and expenditure of all Stamps on Contracts, Bonds, &c.

53.

Although you are authorized in some cases to depute your Clerks to act for you, you are to observe that you will be considered accountable for their conduct, and for that of the Butler, who is to assist you in the receipt and issue of Provisions and Stores, and to be obedient to you in all other matters. You will be also responsible for the conduct and correct performance of the several duties of every other person employed under you; and you are therefore, as much as possible, personally to attend the duty carrying on, and in case of an excess of service, to give the preference to that which you may consider of the most importance: and when-

ever any unusual occurrence may occasion either an extra expenditure of Stores or Money, or any matter out of the common course, you are to attach an explanation thereof to the account to which the same may relate, and thereby anticipate the necessity of our calling for it.

Your Clerks are to be constant in their attendance to their several duties, and they are never to be absent without the Superintendent's permission, which is not to be asked without your consent.

54.

You are not to have any extra allowance for travelling, while employed on any service within the limits of the port ; but should you be sent on duty beyond those limits, you will be allowed at the rate of fifteen shillings a-day, if absent all night, or seven shillings and sixpence a-day, if not absent all night, or if afloat ; with the addition, in both cases, of the actual carriage-hire.

55.

You are carefully to preserve all original orders and official letters which you may receive, and at the end of every year to cause them to be bound together in one volume. You are to copy in a book all letters which you may have occasion to write on the public service, and to keep a complete alphabetical index to each of the before-mentioned books, in order that reference may at any time be readily had to any subject therein ; and these books, being public property, are to be deposited in your Office for the information of your successors.

56.

The foregoing Instructions define your general duty, so far as experience suggests, or as can be anticipated ; but in the extensive concerns of your Office, circumstances must occur for which no specific instructions can previously be given. You are therefore, to obey with the utmost attention every order

which may be given to you by the Superintendent, or the Lieutenants under the Superintendent's authority; taking care that all persons employed under you do strictly perform the duties assigned to them; that the best economy be observed on all occasions, and that every means in your power be adopted to prevent the embezzlement of public property, or the smallest abuse in any part of the Service with which you are intrusted. You are also to assist to the utmost of your abilities in carrying into effect all the regulations which now are, or may hereafter be, established for maintaining good order, on the part of every person within the walls of the Hospital; and you are to add to these Instructions all such additional orders as you may from time to time receive, of the nature of permanent regulations, in order that the code may be kept complete. It will also be your duty to report to the Superintendent every instance of misconduct or irregularity which may come under your notice, and any difficulty or obstruction you may meet with in carrying on any part of your duty, in the performance of which it is expected that you will set a good example, by constantly showing an interest for Her Majesty's Service, and exerting yourself to fulfil, not only the letter, but the spirit of these or any other Instructions you may receive; and should any case arise for which no particular directions have been provided, it will be incumbent upon you to use all possible diligence and attention in expediting and promoting the welfare of the public service, to the utmost of your power.

57.

FINALLY.—As you will be held responsible not only for the proper disposal of the Provisions and Stores in your charge, but for the correct disbursement of the money intrusted to you, as well as the transmission of the necessary Accounts for the same, you are, in addition to the usual affidavit and personal bond in three times the amount of your salary, to enter into another bond, with two sufficient securities, in the sum of one

thousand pounds, for duly accounting for all Moneys and Stores committed to your charge; and in the event of the death, insolvency, or other cause of disqualification of one or both of your Sureties, you are immediately to acquaint the Superintendent therewith, and to name another person or persons as your Sureties instead, that the necessary steps may be taken for the security of the Crown: and on the 1st of January in each year you are to report to the Superintendent the state and circumstances of your Sureties for our information.

INSTRUCTIONS

FOR THE

CHAPLAINS OF THE ROYAL NAVAL HOSPITALS
AT HASLAR AND PLYMOUTH.

ARTICLE 1.

YOU are, according to the Liturgy of the Established Church of England, to perform Divine Service, with due solemnity, in the Chapel of the Hospital, twice on every Sunday throughout the year; and also on Christmas-day, Good Friday, and all days appointed for public Fasts and Thanksgivings, and to preach a sermon, both in the morning and afternoon, on Good Friday, and on every Sunday from Lady-day to Michaelmas-day, and on all Fasts and Thanksgiving days which shall occur within that period; but during the remainder of the year, you are required to preach in the morning only. The Service is regularly to commence at eleven o'clock in the forenoon, and at three in the afternoon. You are also to read prayers in the Hospital Chapel on every day in Passion-week, on Easter Monday and Tuesday, Ascension-day, and on Monday and Tuesday in Whitsun-week; and you are to administer the Sacrament in the Chapel, on Christmas-day, Easter Sunday, and at least on two other Sundays in each year, and Prayers and a short Service are to be read by yourself or Deputy-Inspector of the Lunatic Asylum in that establishment, every morning and evening.

2.

You are to be careful to adapt your discourses and instructions to the capacity of the generality of your congregation, in order that they may be intelligible to all who hear you.

2

You are, on all occasions, to give such assistance and instructions in religious matters to the Patients, as you may see necessary, and if at any time you observe any immorality of conduct in them, it is your duty to endeavour to reclaim them by every persuasive argument in your power ; and to such as may be dangerously ill, and may desire your attendance, you are to administer every spiritual comfort, not only to the Patients, but to the Officers, their families, and all other persons belonging to the Hospital, whenever you may be called upon.

4.

You are to perform, with the usual solemnity, the Burial Service over the corpses of all persons who may die in the Hospital, or that may be sent thither for interment ; and to conduct yourself in every respect becoming the character of a clergyman and the sacred functions of your office ; and in the event of your absence, from leave, sickness, or other cause, you are to procure some proper person in holy orders, who shall be approved by the Superintendent, to officiate for you.

INSTRUCTIONS

FOR

THE STORE MATRONS AT THE ROYAL NAVAL
HOSPITALS AT HASLAR AND PLYMOUTH.

ARTICLE 1.

YOU will be furnished by the Agent with a sufficient quantity of linen and clothing of every description, for the use of the Patients in the Hospital, the account of which he will enter in a book which you are to keep in your possession ; and you are to take charge, and be responsible for the due care and preservation, of the articles enumerated therein, observing that they be perfectly dry before they are stowed away, and that they be frequently aired, to prevent mildew or other damage, issuing for the service of the Wards only such as are in good condition and perfectly fit for use. When you may require a supply, you are to make a demand on the Agent, with the approval of the Superintendent, and when any are returned, you are to send a list with them to the Agent, that he may regulate your book.

2.

You will receive from the Agent an Inventory of all the Bedding, Furniture, and Utensils issued for the use of the Washers, Seamstresses, or others employed under you in the Wash-house, the Store-room, or for any other service in your department ; you are, by every means in your power, to prevent any of those articles from being injured or lost ; and

as you are accountable for the same, you are, once a week, to compare the several articles with the Inventory thereof in your possession, and carefully inspect their condition.

3.

No. 56. You are to supply the Ward-Matron with such articles of Linen and Dresses as may be required for the use of the Wards, on her entering the particulars in the Ward Linen and Clothes Book, keeping an account thereof. She will send the foul Linen, &c., daily to you, with the particulars inserted in the Book, signed by her; and you are immediately to return an equal quantity of clean Linen, &c., by the Nurse attending to receive it, and sign the Book also. She will also insert the Linen and Clothes belonging to the Patients sent to the Wash-houses, which you are to cause to be washed and returned to the several Wards. You are also to supply the Agent with such dresses, &c., as he may demand, for the use of Patients received into the Hospital.

4.

You are not to have in your custody any quantity of Stores beyond what may be sufficient for the current service, but to return to the Agent all such as, by the reduction of Patients, &c., may become surplus; and on the accumulation of articles which you may consider unserviceable, a report is to be made to the Superintendent, that he may order a survey by the Lieutenant, Agent, and Ward-Matron, to be held thereon, and such as may be condemned are to be returned to the Agent and disposed of as the Superintendent shall direct. But you are not to cut up any article whatever before it shall have been regularly surveyed and condemned as aforesaid.

5.

No. 55. You are to regulate and superintend the washing of Linen and Clothes, and to keep an account in the annexed Form, of all articles daily sent to be washed, with the names of the

Washers, the number of articles given to each, and the quantity of soap, &c., required for the same, sending a demand on the Agent by the Overseer of the Wash-house, in the annexed Form, for the whole quantity of soap required, enumerating the articles and the number of Washers. The Overseer of the Wash-house is to deliver to each Washer the proportion of soap, as directed in the copy which you are to give her; and as you will be answerable for any abuse, you are frequently to visit the Wash-house, and inspect the conduct of the Overseer, and all other persons employed therein, to see that no waste be made of firing, soap, or any other article. No. 35.

6.

The Seamstresses and persons employed in picking hair being under your orders, you are to keep an account of the duties they perform; and on receiving Linen, &c., from the Wash-house, it is to be carefully examined, and such articles as may require repair selected and repaired accordingly, and when necessary, you are to demand from the Agent such old linen, thread, and other materials as you may require.

7.

You are to keep a list of all Washers, Seamstresses, and others employed under your immediate superintendence, and muster them daily, reporting to the Superintendent and the Agent the names of any who may be absent, or who may not duly perform the task required of them, that proper notice may be taken thereof; observing most particularly that they are not to be employed on any private business whatever, nor on any service that does not strictly apply to the public duties of the Hospital.

8.

You are to make application to the Superintendent for the number of Washerwomen, Seamstresses, and others, requisite

to perform the necessary duty; and you are, without fail, to report to him when the service will at any time admit of a reduction in the number of any description of persons employed under your orders; also when any of them, from old age, infirmity, or other cause, appear to you incapable of performing the duties required of them.

9.

You will be informed by the Ward-Matron when any part of the stores charged to you is either lost or stolen; and you are without delay to require the Agent to alter your books accordingly. But should any of the articles be lost or injured, through the misconduct or neglect of any person employed in the Hospital, you are immediately to report the same to the Superintendent, that such stoppage may be made from the wages of the offending person as he shall consider proper.

10.

You are, on all occasions, to observe the utmost vigilance and caution to prevent accidents, by fire or otherwise, in any part of the Hospital; and to strictly examine every place in which the Washerwomen, Seamstresses, or others, may have been employed, to see that every fire and light be extinguished, and that all be safe, previously to such places being shut up.

11.

You are not, either directly or indirectly, to have any interest or concern whatever, in any provisions, or other articles or effects, whether belonging to Government or to the Patients; nor are you, by any ways or means whatever, to be interested in or to make any advantage of articles supplied for the use of the Patients and others in the Hospital; nor are you, or any person for you, to demand or receive any perquisite, fee, gratuity, or reward, from any person whatever. To this effect you are to execute the usual affidavit, and to give bond in three times the amount of your salary.

12.

As the foregoing Instructions contain only a general outline of your duty, you are, on all occasions, to obey, with the utmost diligence, every order given to you by the Superintendent, the Lieutenants, principal Medical Officers, or Agent; taking care that all persons employed under you do strictly perform the duties assigned to them, that the best economy be observed, and every means taken to prevent embezzlement, or the smallest abuse. You are also to assist, to the utmost of your ability, in carrying into effect all regulations which now are or may hereafter be established for your Department, reporting to the Superintendent any difficulty or obstruction you may meet with in the performance of your duty, and every instance of misconduct or irregularity which you may discover in any person employed under you.

As the foregoing instructions contain only a general outline of your duty, you are on all occasions to obey with the utmost diligence every order given to you by the Superintendent, the thoroughly practical technical training or Agent; taking care that all persons employed under you do strictly perform the duties assigned to them, that the best economy be observed, and every means taken to prevent embezzlement, or the smallest abuse. You are also to assist to the utmost of your ability in carrying into effect all regulations which may be or may hereafter be established for the improvement, reporting to the Superintendent any dissipation or neglect on the part of any man with the exception of your help, and every instance of misconduct or irregularity which may be observed in any person employed under you.

INSTRUCTIONS

FOR

THE WARD MATRONS AT THE ROYAL NAVAL
HOSPITALS AT HASLAR AND PLYMOUTH.

ARTICLE 1.

YOU are to take charge of all the linen, dresses, stores, utensils, and necessities of every description issued for the use of the respective Wards, and as you will be responsible for the same, you are to keep regular accounts thereof as hereinafter directed, taking care that none of them be damaged or removed to other Wards; and when any of the articles, from accident, use, &c., shall require to be exchanged, you are to forward a request to that effect to the Store-Matron or the Agent, as the case may be, observing that all demands must be approved by the Superintendent, or one of the Lieutenants by his authority; and when any part of the furniture of a Ward shall be no longer required, you are to return it by a list to the proper Officer, on receiving the Superintendent's directions.

2.

You are to keep a Book, in the annexed form, for the entry of the linen and dresses supplied for each Ward, which is always to be double the quantity in use, that a sufficiency may always be at hand for shifting the Patients, &c.; and when a supply is required, the particulars are to be entered in the book and sent by a Nurse, as a demand on the Store-Matron; and any alteration in the number of these articles is to be noted in the spare columns for that purpose. You

are daily to note, in the proper place, the foul linen and clothes in each Ward, which are to be sent, at such hour as may be fixed, to the Store-Matron, who will return an equal number of clean articles for them: the dirty linen and clothes belonging to the Patients sent to the Wash-house are also to be noted, that she may cause them to be washed and returned to the Wards. You are always to sign the books in the proper columns; and on the Store-Matron returning clean linen, &c., she will sign her name also; and you are to ascertain that the number of articles returned be correct.

3.

You are to consider it a most important part of your duty to visit the Wards daily, to see that they be clean, and ventilated according to the directions of the Medical Officers, and that the persons, the bedding, &c., of the Patients be kept perfectly clean and decent; that their sheets be changed once a fortnight, and their body-linen twice a week, or oftener, if the Inspector or Deputy-Inspector should direct, taking great care that it be perfectly dry and well aired; you are also frequently to visit the unoccupied Wards, to see that they be clean, well ventilated, and in all respects fit to be furnished for the immediate reception of Patients.

4.

You are to take care that the making of the Patients' beds be duly attended to; that the mattresses be daily turned, where the state of the Patient will admit of it; that they have the number of blankets established, or that, from circumstances, may be required; that the sacking of the cradles, the beds, mattresses, blankets, coverlets, &c., be kept clean and in good order, sending such as may require it to the Agent to be exchanged, as in Article 1.

5.

You are to superintend, most strictly, the conduct of the

Nurses employed in the several Wards, and see that they attend the Patients with the utmost assiduity and kindness, and that they, on all occasions, behave themselves with propriety ; you are, under the directions of the Inspector and Deputy-Inspectors, to assign to each the services upon which she is to be employed, and to take care that the duty be faithfully performed. You are to keep a list of their names, with the Wards to which they respectively belong, and to muster them at least once a day, reporting to the Superintendent and to the Agent the names of such as may be absent, or who shall in any manner neglect their duty, in order that they may be checked or discharged, as the case may require. You are to issue the most positive orders for them to report to the Lieutenant on duty, or other Officer, the absence of any Patient from his Ward in the evening the moment such absence is discovered ; they are also to report any Patient who may have brought money or other property with him into the Ward ; and you are also to caution them not to be in any way concerned in, or to connive at, the introducing of spirits or other unauthorized articles into the Hospital, or defrauding the Patients of their property or allowances ; but that they take the utmost care that the wine, porter, &c., which may be prescribed for any Patient, be not drank by any other person. You are also to enjoin them to be very careful to return to the Dispensary all bottles, phials, gallypots, &c., so soon as they shall be empty, as on proof of any abuse in these respects they will be immediately discharged, or otherwise punished, as the case may deserve ; and you are to use your utmost vigilance to detect offences of the above nature.

6.

You are not to allow any of the Nurses to be employed in private business, or in any matter not relating to the public duties of their respective Wards, to which their services are to be solely confined ; and if, at any time, you should consider their number to be greater than the service requires, you are to inform the Inspector or Deputy-Inspector there-

of, that measures may be taken for reducing them. You are also to report the names of such as may appear to you, from age, infirmity, or other causes, incapable of performing the duties required of them.

7.

You are, every evening, carefully to examine the Wards and the Nurses' cabins, and not to suffer any stranger to remain therein, without the permission of the Superintendent or principal Medical Officers; using, at all times, the most effectual means in your power to preserve regularity, and to prevent accident by fire or otherwise.

8.

You will be furnished by the Agent with an inventory in duplicate, of the stores, utensils, and necessities of every description issued as furniture for each Ward, one of which, with the stores specified therein, you will commit to the charge of a trusty Nurse. And as you are to be accountable for them, you are, at least once in every fortnight, as well as upon the discharge or removal from the Ward of such Nurse, to examine all the articles intrusted to her, noting any deficiency, and the cause thereof, which you are immediately to report to the Superintendent, that he may direct the value thereof to be deducted from the wages of the said Nurse, unless satisfactory reasons be given. And you are to observe that none of the Nurses will be allowed to quit the Hospital before the stores in their charge shall have been examined by you and the Agent's Clerk, and a joint certificate given to them that the articles in question are correct.

9.

In the event of a Patient deserting and carrying away any of the Hospital clothing, &c., you are to send a list thereof, with the man's name, to the Agent and the Store-Matron, and, on all occasions, to make strict inquiry when the parties' absence was first discovered, and what steps had been taken thereon by the Nurses; also, whether any of them had been

aiding in the escape, or in any way accessory thereto, and report the particulars of your inquiry to the Superintendent.

10.

When any Patient shall die in the Hospital during the day, the Nurses are to give you immediate notice; and you are, without delay, to repair to the Ward, and, in their presence and two of the Patients, to take an account of any articles the deceased may have had therein; but should the death occur in the night, the information is to be given you very early in the morning, when you are to proceed as above; this account you are to sign and deliver to the Agent, with the articles, in the presence of a Lieutenant, together with a note of the precise time the death occurred; and, on the removal of the corpse, you are to cause the bed, bedding, linen and clothes, wherein it lay, to be immediately taken out of the Ward, and returned to the Agent and Store-Matron.

11.

You are not, either directly or indirectly, to have any interest or concern whatever in any provisions or other articles or effects, whether belonging to the Government or to the Patients; nor are you, by any ways or means whatever, to be interested in, or make advantage of, articles supplied for the use of the Patients and others in the Hospital. Nor are you, or any person for you, to demand or receive any perquisite, fee, gratuity, or reward from any person whatever. To this effect you are to execute the usual affidavit, and give bond in three times the amount of your salary.

12.

As the foregoing Instructions contain only a general outline of your duty, you are on all occasions to obey, with the utmost diligence, every order given to you by the Superintendent, the Lieutenants, principal Medical Officers, the Agent, or others, your superiors, taking care that all persons employed under you do strictly perform the duties assigned to them; that the best economy be observed, and every

means taken to prevent the smallest abuse ; you are also to assist, to the utmost of your ability, in carrying into effect all the regulations that now are, or may hereafter be established for your Department, for maintaining good order on the part of the Patients and Nurses, and for the kind treatment, comfort, and speedy recovery of the sick, reporting to the Superintendent any difficulty or obstruction which you may meet with in the performance of your duty, and every instance of misconduct or irregularity which you may discover in any person employed under you.

INSTRUCTIONS

FOR THE

PORTERS AT THE ROYAL NAVAL HOSPITALS
AT HASLAR AND PLYMOUTH.

ARTICLE 1.

YOU are to have charge of the gate of the Hospital, making the lodge or apartments allotted for you your constant residence, in order that you may be at all times in readiness to execute the duties of your station, and to obey all orders you may receive from the Superintendent or Lieutenants; and you are never to be absent without the Superintendent's permission.

2.

You are not, on any consideration, to suffer a Patient, whether Officer, Seaman, or Marine, to go out at the gate without orders from the Superintendent or Lieutenant on duty; nor are you to allow any Workmen, Labourers, Nurses, Washerwomen, or others who reside in the Hospital, to go out without producing an order from the Superintendent or one of the Lieutenants, countersigned by the Agent, whereon you are to note the time of their going out and of their coming in, which orders you are, on the ensuing morning, to deliver to the Superintendent; but such Labourers and other Servants as do not reside in the Hospital are to go out after the evening muster, according to the established Regulations. The Officers of the Hospital, their families and servants, the Officers of the Guard, Sentinels, &c., are to pass

and repass the gate by day and night, agreeably to such directions as you may receive from the Superintendent on that subject. Making your nightly reports on the Form No. 63. annexed.

3.

You are not to suffer any spirituous liquors, wine, or beer of any kind, to be carried into the Hospital for sale ; and you are to be very particular in searching all persons who may, in the smallest degree, be suspected of bringing such, or any other improper articles, into the Hospital, reporting to the Superintendent or Lieutenant on duty the names of such persons as may be detected in attempting it ; all carts, parcels, bags, bundles, and luggage of every kind, are also to be carefully searched by you on entering or quitting the Hospital, as far as it is practicable, without inconvenience to the service, except such as may be going to or from the officers' houses ; and you are to take particular care that no article, however trifling, belonging to the Public or to the Patients, be carried out under any pretence whatever, without authority from the Superintendent or Lieutenant on duty ; and if upon viewing any packages or parcels you shall have suspicion that their contents do not correspond with the permit or statement thereof, you are to examine them ; and in case you should discover any deception, you are to stop such packages, &c., and also the persons in charge of the same, until the circumstance shall have been investigated by the Superintendent, and his directions given thereon.

4.

You are never to admit any stranger, either to visit the Hospital, or for the purpose of seeing the Patients, except Officers in their uniform, without the sanction of the Lieutenant on duty, always observing most strictly such directions as you may receive from him or the Superintendent on this subject ; and should any suspicious or unknown person present himself

for admittance, to see any of the Officers on business or otherwise, a confidential person is to attend him from the gate to the Officer's house, and prevent his going into the interior of the Hospital. You are particularly to observe, that persons who may have been discharged for misconduct are not to be admitted into the Hospital.

5.

You are not to suffer any Workman, Labourer, Washer-woman, or other person employed by the day in the Hospital, to come in after the General Muster in the morning without directions from the Lieutenant on duty, noting the precise time of their entrance, which you are to lay before the Superintendent the following morning.

6.

When Patients are received into the Hospital, you are to be very attentive in assisting to enforce all the prescribed regulations with respect to the receipt of their effects ; but you are not to allow any of the boats' crews to come within the gate without the direction of the Lieutenant on duty.

7.

When men are discharged, you are not to permit them to go out of the gate until you shall be directed by the Lieutenant on duty to allow them to pass ; and on those occasions you are to be very watchful that none go out but such as shall actually be discharged.

8.

You are constantly to use your utmost diligence to prevent the desertion of any of the Patients ; and you are not to suffer any pedlars, publicans, slop-sellers, bum-boat people, beggars, children, or idle persons of any description, to be hovering near the gate of the Hospital, or to have any communication whatever with the Patients.

9.

You are to make yourself acquainted with the persons of all the Artificers, Labourers, Nurses, Washerwomen, and others employed in the Hospital, in order that you may prevent, as far as may be practicable, any stranger or improper person from entering, and to detect any of the Patients who may attempt to go out of the Hospital, disguised as any of those persons.

10.

You are, every evening, after the return of the Patients to their respective Wards, to lock all the external doors of the Hospital: you are then to walk all round withinside the boundary-walls thereof, and inspect every place in which men might be concealed, carefully observing whether there be holes or contrivances of any kind for getting over the wall, or in any way making their escape, or for introducing spirituous liquors or other improper articles into the Hospital, which you are to prevent by every means in your power.

11.

When the Artificers, Labourers, or others, are leaving the Hospital after work in the evening, you are, with the assistance of the Overseer of Labourers, most carefully to observe them, and to prevent, to the utmost of your power, anything, however trifling, the property of Government or of the Patients, from being carried away; and if any person should be suspected of having any concealed about them, you are to search them, and to detain all on whom anything improper should be found, until the directions of the Superintendent be obtained.

12.

You are not, either directly or indirectly, to have any interest or concern whatever in any provisions, or other articles or effects, whether belonging to Government or to

the Patients ; nor are you, by any ways or means whatever, to be interested in, or make any advantage of, articles supplied for the use of the Patients and others in the Hospital ; nor are you, or any person for you, to demand or receive any perquisite, fee, gratuity, or reward, from any person whatever. To this effect you are to execute the usual oath, and give bond in three times the amount of your salary.

13.

As the foregoing Instructions contain only a general outline of your duty, you are on all occasions to obey, with the utmost diligence, every order given to you by the Superintendent or Lieutenants relative to the duties of your station, always behaving with proper attention and respect to all Officers belonging to the Hospital, and to all persons who may visit it on duty or otherwise, strictly observing the conduct of such of the sentinels as may be placed near the gate, and using every means in your power to prevent the smallest abuse in any part of the service with which you may be intrusted. You are also to assist, to the utmost of your ability, in carrying into effect all the regulations that now are or may hereafter be made by the Superintendent for preventing desertion among the Patients, the introduction of articles of an improper nature into the Hospital, and the embezzlement of property, reporting to the Superintendent any difficulty or obstruction which you may meet with in the performance of any part of your duty, and every instance of misconduct or irregularity which you may discover in any person employed in the Hospital, or any sentinel on duty.

INSTRUCTIONS

FOR THE

OVERSEERS OF LABOURERS AT THE ROYAL
NAVAL HOSPITALS AT HASLAR AND
PLYMOUTH.

ARTICLE 1.

YOU are to make the cabin or apartment allotted you in the Hospital your constant residence, in order that you may at all times be in readiness to receive and execute all orders relating to the duties of your station ; and you are never to be absent from your duty without the permission of the Superintendent.

2.

You are to superintend and be responsible for the good conduct of the Labourers and working people of every description belonging to the Hospital, or employed by the day therein ; and you are to be constantly present at the mustering of them on their coming to and leaving off work ; taking care that one man does not answer for another, that the mustering Clerk may not by such imposition mark any as mustered, excepting such as shall actually be present and do their duty.

3.

When the Labourers and others shall have been mustered in the morning, you are to be very attentive in setting them immediately to work on the different services allotted them, and you are to keep a list of their names, that you may muster

the different parties yourself occasionally whilst at work, or when you may suspect any of them to be absent, as you are to be answerable for keeping them constantly employed, and for seeing that they perform their work in a proper manner, and with all possible expedition and economy; observing that no man is to be employed on any private service, or in any matters not relating to the public duties of the Hospital, faithfully reporting to the Superintendent and Agent any abuse in these respects, or any idleness or misconduct which you may discover in any of the people under your directions; you are also to report to the Superintendent when the service will at any time admit of a reduction in the number of Labourers and others employed under you, or when any of them shall, from old age, infirmity, or other cause, appear to you incapable of performing the work expected of persons in their situation.

4.

You are to attend at the gate when the working people go out of the Hospital, to assist the Porter in his duty of examining them, and preventing any of the property of Government from being carried away, as all persons who may be suspected of having any concealed about them are to be searched, and detained if detected in that offence, until the Superintendent's directions thereon shall be given.

5.

You are to take care that the drains, necessities, staircases, colonnades, gravel-walks, and all parts of the airing-ground, be kept in good repair and perfectly clean; that everything offensive to the smell or sight be removed, and that all things intrusted to your inspection be constantly in good order, making such reports to the Superintendent, the Lieutenant on duty, or other Officers, as you may from time to time see necessary.

6.

You are, on receiving directions from the Lieutenant on duty, to superintend the airing and purifying of bedding and clothes of every description, and to see it most carefully done by such labourers as may be ordered to perform that duty; and you are, on all occasions when any duty is carrying on where fires or lights are required, to use every precaution in your power to prevent accidents, carefully examining every place in which they may have been used, to see that the lights are extinguished, and that all is safe previously to their being shut up.

7.

You will be furnished by the Agent with an inventory of all the bedding, furniture, and utensils issued for the use of the Labourers, for the safety of which you will be held responsible; you are, therefore, by every means in your power, to prevent any of the articles from being injured or lost; and once a week you are to examine the whole in your charge by the inventory thereof.

8.

You are not, either directly or indirectly, to have any interest or concern whatever, in any provisions or other articles or effects, whether belonging to Government or to the Patients; nor are you, by any ways or means whatever, to be interested in, or to make any advantage of articles supplied for the use of the Patients and others in the Hospital; nor are you, or any person for you, to demand or receive any perquisite, fee, gratuity, or reward, from any person whatever. To this effect you are to execute the usual oath, and give bond in three times the amount of your salary.

9.

As the foregoing Instructions contain only a general outline of your duty, you are on all occasions to obey, with the

utmost diligence, every order which may be given to you by the Superintendent, the Lieutenants, the Agent, or any other in the Hospital, your superior, in whose department Labourers are generally or occasionally employed, thereby setting an example of obedience and attention to all those whose conduct you are to superintend, taking care that they do strictly perform the duty assigned them, that the best economy be observed on all occasions, and using every means in your power to prevent the smallest abuse in any part of the service with which you may be intrusted; you are also to assist, to the utmost of your ability, in carrying into effect all the Regulations that now are or may hereafter be made by the Superintendent for maintaining good order and discipline on the part of the Patients, Nurses, Servants, and people of all descriptions within the walls of the Hospital, and for the confinement or punishment of any refractory or mischievous persons, reporting to him any difficulty or obstruction which you may meet with in the performance of any part of your duty, and also making known to him every instance of misconduct or irregularity which you may discover in any person employed under you in the Hospital.

APPENDIX,

CONTAINING THE

SPECIMENS OF THE PRINTED FORMS

REFERRED TO IN THE PRECEDING INSTRUCTIONS.

APPENDIX

SPECIMENS OF THE PRINTED FORMS

REFERRED TO IN THE PRECEDING INSTRUCTIONS

LIST OF THE FORMS.

No.

- 1 Entry Book of Provisions, Stores, Medicines, &c.
- 2 Quarterly Account of Bedding, &c. for the Service Afloat.
- 3 Quarterly Demands to complete ditto.
- 4 Bill of Lading, or Receipt for Stores.
- 5 Weekly Return of Lunatic Patients.
- 6 Book for Issues and Expenditure of Stores, Medicines, &c.
- 7 Annual Account of Hospital Medicines, Stores, Necessaries, &c.
- 8 Report of Survey on Medicines, Stores, &c.
- 9 Form of Complete Book, Pay Lists, &c.
- 10 Daily Muster and Check Book of Servants, Labourers, &c.
- 11 Muster Book of Patients.
- 12 Conduct Lists.
- 13 Discharge Certificates.
- 14 Entry Book of Patients' Beds and Effects.
- 15 Agent's Weekly Abstract.
- 16 Allotment List.
- 17 Patients' Wills.
- 18 Register of Ditto.
- 19 A List of the Effects of Marines, Dead or Run.
- 20 Sale Book of Patients' Effects, Condemned Stores, &c.
- 21 Return of the Sums received for ditto.
- 22 ——— Marines in the Hospital, their Stoppages, &c.
- 23

No.

- 24 ——— Poor's Rates and Taxes paid.
- 25 Book for entry of Tradesmen's Bills.
- 26 Quarterly Abstract of the Victualling.
- 27 Demand for Forms and Sundries.
- 28 ——— on Contractors for Provisions or Stores.
- 29 Scheme of Diet.
- 30 Ward Diet Book.
- 31 Surgeon's Entry and Discharge Book.
- 32 Daily Victualling Book.
- 33 Monthly Victualling Account.
- 34 Quarterly Provision Account.
- 34* Ditto ditto ditto (Haslar only).
- 35 Store Matron's Demand on the Agent for Soap, &c.
- 36 Quarterly Account of Coals, Candles, &c.
- 37 Inventory of Stores in the Wards.
- 38 Quarterly Account of Hospital Bedding, 'Clothing, &c.
- 39 ——— Demand to complete ditto.
- 40 Prescription Ticket.
- 41 Surgeon's Weekly Report of Patients for Survey.
- 42 Daily State of the Wards.
- 43 Surgeon's Weekly Report of Patients under cure.
- 44 Ditto ditto of Patients more than 28 days under cure.
- 45 Quarterly Nosological Report.
- 46 Weekly Return of Wine, Porter, &c.
- 47 Annual Instrument Account.
- 48 Quarterly Demand for Hospital Necessaries.
- 49 Ditto ditto for Hospital Medicines.
- 50 Book for Daily Issues of Wine and Porter.
- 51 Quarterly Abstract of ditto and Necessaries.
- 52 ——— Demand for Medicines for Service Afloat.
- 53 ——— Account of Medicines for Service Afloat.
- 54 Nosological Report of Lunatic Patients.
- 55 Statement of Linen sent to be washed.
- 56 Ward Linen and Clothes Book.
- 57 Report of Survey on Officers.
- 58 Invoice of Necessaries for Service Afloat.
- 59 ——— Medicines, Utensils, Bottles, &c. for ditto.
- 60 List of Patients on Diet of Fish, Fowl, &c.
- 61 Acknowledgment of Letters, Orders, &c.
- 62 Weekly Return of Supernumerary Assistant Surgeons.
- 63 Porters' Nightly Reports.
- 64 Expenditure of Coals, &c., during the Month.
- 65 State of Surgical Instruments.
- 66 Weekly Return of Employment of Artificers, &c.

No.

67 No. of Patients received, &c., in the Year.

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No. 1.

[illegible]

No. 2.

RECEIPTS AND ISSUES OF BEDDING AND NECESSARIES

FOR THE

SERVICE AFLOAT

at

in

Quarter, 18 .

By Mr.

The undermentioned Documents, endorsed and numbered as in the Account, are to be transmitted with it, viz.—

Vouchers to Receipts,	-	-	in No.	-
Ditto to Issues,	-	-	in No.	-
Ditto to	-	-	in No.	-

No.

RECEIPTS and ISSUES of BEDDING and
in

[illegible]

[illegible]

Receipts and Issues.			Partly Unserviceable.					Wholly Unserviceable.									
Date.	Whence.	Officers', &c., Names.	Double Trusses, old make.	Crates.	Hampers, Mats, and Baskets.	Empty Wine Bottles.	Quinine Vials.										

I, _____, Agent of the Naval Hospital at _____, do solemnly and sincerely declare, to the best of my knowledge and belief, that the whole of the Articles brought on charge as remaining or received, and those taken credit for, as expended in the Establishment, or issued to Her Majesty's Ships and Vessels, or to other Departments in my annexed account of the Receipt, Issue, and Expenditure of Bedding, Necessaries, &c., for the Service Afloat, between the day of _____, 18____, and the day of _____, 18____, are correct, and that no advantage, directly or indirectly, has been derived by me, or by any person on my behalf, from the said Receipts and Issues. And I make this declaration conscientiously believing the same to be true, and in pursuance of an Act of 6th Wm. IV., cap. 62, for the Abolition of Oaths.

Attested by me _____
at _____, this _____ day of _____, 18____, _____ {

The Space below is to be reserved for Official Purposes.

Service Afloat.	}	Account of Bedding, Necessaries, &c., in	Quarter, 18____.	DIRECTOR-GENERAL'S DECISION.
-----------------	---	--	------------------	---------------------------------

No. 3.

A QUARTERLY RETURN

Of the BEDDING and NECESSARIES in Store for the SERVICE
AFLOAT, with a Demand to replace the Issues and Expenditure.

No. 3.

A Quarterly Return of the Bedding, &c.—(*concluded.*)

	Canisters, Third Class.					Canisters, Fourth Class.					Chloride of Lime.
	Tea.	Sago.	Rice.	Pearl Barley.	Truss.	Tea.	Sago.	Rice.	Pearl Barley.	Truss.	
* Last supply received on the } by the	No.	N ^o .	No.	No.	No.	No.	No.	No.	No.	No.	lbs.
Remains in Store.											
Articles demanded on the* but not yet } received - - - . }											
Quantities now required to complete											
the											
Establishment, to be kept in Store for } Men, per Order, } dated											
Surplus - - - -											
<p>* The blanks are to be filled up with the date when demanded or received, and by what conveyance.</p>											

Naval Hospital } the day of 18 .
at }

the undermentioned Articles by order of
dated

viz.

An Account of the Receipt, Issue, Expenditure, &c. of the following
Hospital Stores, in charge of Mr. _____ of the
Naval Hospital at _____ between
the _____ day of _____, and _____ together
with the Remains per Survey on the latter day.

[illegible]

Note.—This Account is to contain the whole of the Articles in the charge of the Officer by whom it may be transmitted, with the exception of such as are included in the regular Quarterly Accounts, Nos. 34, 36, 38, and 51, for Hospital Service, and Nos. 2 and 53 for the Service Afloat.

I, _____ of the Naval Hospital
at _____ do solemnly and sincerely declare, That
to the best of my knowledge and belief, the foregoing Account of
the Receipts, Issues, and Expenditure of the Articles enumerated
therein, between the _____ and the _____
is correct. And I make this declaration, conscientiously believing
the same to be true, and by virtue of the Provisions of an Act
made and passed in the Sixth Year of the Reign of His Majesty
William IV., cap. 62, for the Abolition of Oaths.

Attested by me at _____ *this*
day of _____ 18 .

This Space is to be reserved for Official purposes.

Director-General's Decision.

Name	Age	Sex
John Smith	25	Male
Mary Smith	22	Female
James Smith	18	Male
Elizabeth Smith	15	Female
William Smith	12	Male
Sarah Smith	10	Female
Robert Smith	8	Male
Anna Smith	6	Female
Thomas Smith	4	Male
Margaret Smith	3	Female
Charles Smith	2	Male
Elizabeth Smith	1	Female
John Smith	0	Male
Mary Smith	0	Female
James Smith	0	Male
Elizabeth Smith	0	Female
William Smith	0	Male
Sarah Smith	0	Female
Robert Smith	0	Male
Anna Smith	0	Female
Thomas Smith	0	Male
Margaret Smith	0	Female
Charles Smith	0	Male
Elizabeth Smith	0	Female
John Smith	0	Male
Mary Smith	0	Female
James Smith	0	Male
Elizabeth Smith	0	Female
William Smith	0	Male
Sarah Smith	0	Female
Robert Smith	0	Male
Anna Smith	0	Female
Thomas Smith	0	Male
Margaret Smith	0	Female
Charles Smith	0	Male
Elizabeth Smith	0	Female
John Smith	0	Male
Mary Smith	0	Female
James Smith	0	Male
Elizabeth Smith	0	Female
William Smith	0	Male

the Naval Hospital at

for the

[illegible]

ABSTRACT OF THE COMPLETE BOOK.

An ABSTRACT, showing the Total Amount paid in SALARIES, WAGES, &c. to the Officers and Servants, included in the preceding List, during the Year ending 18

Parties.	Number.	Total Amount of			
		Salaries and Wages.	Pensions.	Allowances.	Abatements.
Officers					
Inferior Ditto, Nurses, Labourers, &c.					
Total					

No. 10.

A DAILY MUSTER AND CHECK BOOK

Of the Servants, Artificers, Labourers, &c., employed at the
Naval Hospital at

Naval Hospital, } A DAILY MUSTER and CHECK BOOK of the Servants,
at } , 18 .

[illegible]

Artificers, Labourers, &c., employed at this Establishment in the Month of

[illegible]



No. 11.

HOSPITAL MUSTER BOOK.

Naval Hospital

at

For

18 .

How disposed of.			No. of Days.		Charges for				Allotments.		Whether Victualled for the Day received, Remarks, &c.	
D., D. D., or Run.	When.	If Dis- charged, whither.	Victualled.	Checqued.	No. of Days.			Funerals.	Total Charge.	Date & Amount.		When reported to the Admiralty.
					Stoppage at 10d. per Diem.	Subsistence at per Diem.						
									£ s. d.			

No. 11.—(continued.)

An Abstract of the several Classes included in the preceding Book that have been Victualled in this Establishment, as Patients, in the Month of 18 , with the Number of Rations issued to each Class.

Numbers.	Officers.	Half-Pay Officers.	Seamen and Marines.	Marines from Head Quarters.	Sick Servants.	Revenue Men.	Police Force.	Yards.	Men by Admiralty Order.	Invalids.			General Total.
Remains from last Month . . .													
Received since .													
Total . .													
Discharged . .													
D. D.													
Run													
Deduct Total . .													
Carried to next Month													
Number of Rations issued to . .													
Funerals of . .													

Approved,

Agent.

No. 12.

CONDUCT LIST.

THE Persons undermentioned belonging to Her Majesty's
 requiring Hospital Treatment, have been sent to the at
 for that purpose, this 18 day of .

No. on the Ship's Books.	Division of Marines and No. of Company.	Names.	Quality or Rating.	Disease or Hurt.	Remarks.			
					Time of quitting the Ship.	Time of arriving at the Hospital.	Whether Victualled on Board the day sent.	Whether Victualled at the Hospital the day received.
					H. M.	H. M.		

Note.—The number of Men is to be in words, and the List to be signed by the Officers annexed, or the Commandant of Marines, and the Officer who attended them to the Hospital. The Division, &c. of all Marines to be noted, as well as their Nos. on the Ship's Books.

To the _____ Captain.
 of the Naval Hospital, _____ Lieutenant.
 at _____ { Officer who
 attended the Men.

No. 12.—(continued.)

A LIST of the BEDDING, EFFECTS, &c., belonging to the undermentioned Patients sent to this Establishment, as expressed on the other side.

Names.	Cash.	£ s. d.
Beds.		
Pillows.		
Pillow Cases.		
Blankets.		
Coverlets.		
Sheets.		
Chests.		
Bags.		
Great Coats.		
Coats.		
Waistcoats.		
Flannel Waistcoats.		
Jackets.		
Trousers.		
Frocks.		
Drawers.		
Boots.		
Shoes.		
Stockings.		
Garters.		
Shirts, No.		
Handkerchiefs.		
Hats.		
Caps.		
Books		
Canteens.		
Knapsacks.		
Arms.		
Watches.		

Note.—The above is to be carefully filled up in all cases where a Sick Ticket is not sent with the Patient.

Captain,
or
Lieutenant.
Surgeon.

HOSPITAL DISCHARGE CERTIFICATE.

THIS is to certify, that the Bearer
 was received at _____ Hospital, from Her
 Majesty's _____ upon the _____ day
 of _____ 18 _____, for the cure of
 and was discharged hence this _____ day of _____ 18 _____,
 he being _____ to

Agent of the Hospital.

The Inspector or Deputy Inspector is to state underneath the
 Disease for which the Individual was sent to the Hospital;
 whether the same was occasioned by the Service; whether he has
 been cured or not; and whether, in his opinion, the party is fit
 for further Service at Sea.

Inspector
or
Deputy Inspector } *of the Hospital.*

The aforesaid _____ is _____ years old,
 and _____ feet _____ inches high.

Approved _____

Agent.

{ *Deputy*
 { *Inspector.*

BED and

Ships' Names, or whence received.	
Men's Names.	
Time when received.	
D., D. D. or R.	
Time when.	
No.	Beds.
No.	Pillows.
No.	Pillow Cases.
No.	Blankets.
No.	Coverlets.
Prs.	Sheets.
No.	Chests.
No.	Bags.
No.	Great Coats.
No.	Coats.
No.	Waistcoats.
No.	Flannel Waistcoats.
No.	Jackets.
Prs.	Trousers.
No.	Frocks.
Prs.	Drawers.
Prs.	Boots.

No. 15.—(continued.)

An Abstract of the State of the Hospital.

Description.	Patients.		Fluctuation of the Week.					Patients.		Number of Wards open.
	Remaining, per last Return.	Received into the Wards.	Cured.	Not cured.	Dead.	Run.	Remaining at this Date.	What further Number the Hospital can contain.		
Officers from Full Pay - - -										
Ditto from Half Pay by Ad- miralty Order - - - }										
Seamen - - - - -										
Marines from Ships - - -										
Marines from Head Quarters - - -										
Revenue Men - - - - -										
Men from Yards, &c. - - -										
Invalids - - - - -										
Servants of the Hospital - - -										
Men admitted by Admiralty Order										

Distribution of the Hospital Servants.

Quality.	Number in the Hospital.	Number in the Asylum.	In whose Department employed.
Labourers - - - - -			
Nurses - - - - -			
Washers - - - - -			
Sempstresses - - - - -			
Scrubbers - - - - -			
Keepers - - - - -			
Gardener - - - - -			

Particulars of the Invalids included in the foregoing Abstract now remaining in the Hospital, distinguishing those Invalided since last Return.

Ships' Names.	Men's Names.	Quality.	Invalided previous to last Return.		Invalided in the course of the Week.	
			Time when Invalided.	If still in the Hospital, the cause of remaining.	Original Entry.	Reason of unfitness.

No. 15.—(continued.)

Particulars of the Officers included in the foregoing Abstract.

Whence Received.	Name.	Quality.	Date of Admission.	Disease.	How disposed of.			Opinion of the Medical Officers, when each may be again fit for Service.
					D. or D. D.	Time when.	If Discharged, whither.	

Particulars of the Half-Pay Officers, Out-Pensioners, and others, admitted by Admiralty Order, and included in the foregoing Abstract.

Whence Received.	Names.	Quality.	Pensioner or not.	Date of Admission.	Disease.	If likely to derive benefit from longer Treatment.

No. 16.

Naval Hospital,

at

the

of

18

} A LIST of Men who appear by their Sick Tickets to have allotted part of their Wages.

[illegible]

Naval Hospital at

In the Name of God, Amen.
of

I,
Majesty's Ship
now a patient in
being of sound and disposing mind and memory, do hereby
make this my last Will and Testament: that is to say, I
give and bequeath unto my
all such Wages, Prize Money, Allowances, and other Sum or
Sums of Money as now are, or hereafter may be due to me
for my service on board the said Ship, or any other Ship or
Vessel of the Royal Navy, together with all other my Estate
and Effects whatsoever and wheresoever situate,

And do hereby nominate, constitute, and appoint
Executors of this my last Will and Testament, hereby re-
voking and making void all other and former Wills by me
heretofore made; and do declare this to be my last Will and
Testament. In Witness whereof I have hereunto set my
hand and seal, this day of , in the
year of our Lord one thousand eight hundred and
 and in the year of the reign of
our Sovereign by the grace of God of the
United Kingdom of Great Britain and Ireland
Defender of the Faith.

Signed, sealed, published and declared by the _____
said
as and for his last Will and Testament, in the
presence of
and
who have hereunto subscribed their names as
Witnesses, in the presence of each other and
of the said Testator, on the day of the date
above-written.

Witnesses

Note.—WILLS made in the Royal Naval Hospitals, Marine Infir-
maries, Sick Quarters, &c., must be executed in the pre-
sence of, and attested by any two of, the undermentioned
Officers, or by any one of them, and one other disinterested
person, viz.,—The Admiral or Captain Superintendent, the
Inspector, Deputy Inspector, Assistant Surgeon, Agent, or
Chaplain of such Hospital, Marine Infirmary, Sick Quar-
ters, or Hospital Ship; or by the Physician, Surgeon,
Assistant Surgeon, Agent, Chaplain, or Chief Officer, of
any Military or Merchant Hospital.

An ENTRY BOOK of WILLS executed

Ships' Names.	Men's Names.	Dates of Wills.	By whom Witnessed.

by Patients in the Naval Hospital at

By whom filled up.	Particulars—In whose favour made, &c.	Name of the Medical Officer who certified to the Sanity of the Patient.

Naval Hospital at
the } **A LIST of the PERSONAL EFFECTS, ARMS, ACCOUTREMENTS, &c., belonging to**
of } **the undermentioned Royal Marines of the**
18 . } **Division, who have Died or**
 } **Run in the course of**
 } **Quarter.**

Note.—State on the other Side how the Articles have been disposed of, and if sold the particulars.

Agent.

No. 20.

Naval Hospital { **SALE-BOOK of UNSERVICEABLE STORES and the EFFECTS of DEAD and RUN MEN in charge**
of the Agent, and Sold by Auction, at this Hospital, on the 18 ,
by Mr. Auctioneer, agreeably to the Order of

[illegible]

Naval Hospital } An ACCOUNT of the PROCEEDS arising from the Sale of UNSERVICEABLE STORES, and the
at } EFFECTS of the undermentioned Patients who have DIED or RUN, between the
the of 18 . } and following, and with the Amount of Cash left in the hands of the Agent.

[illegible]

No. 22.

A LIST OF ROYAL MARINE PATIENTS

Belonging to the
in the Naval Hospital at

Division subsisted
during

Quarter, 18 .

Naval Hospital { An ACCOUNT of Sick and Wounded Royal Marines b
at { Head Quarters between the day of 18 , ar
 Subsistence and such Slops as may have bee

No. of the Company.	Whence received.	Names.	Rating.	Disease or Hurt.	When received.

[illegible]

No. 26.

QUARTERLY ABSTRACT OF THE VICTUALLING.

at *Naval Hospital* }

A QUARTERLY ABSTRACT of the VICTUALLING, showing the Quantity Number of Rations on each Species of Diet; the Cost of each Ration, and the average Cost, including all Expenses except Medicines and

Articles of Provisions, &c.					Quantity.		Price.	Amount.		
					lb.	oz.		£	s.	d.
Beef	-	-	-	-						
Mutton	-	-	-	-						
Fowls	-	-	-	-						
Fish	-	-	-	-						
Veal	-	-	-	-						
Eggs	-	-	-	-						
Flour	-	-	-	-						
Suet	-	-	-	-						
Raisins	-	-	-	-						
Rice	-									
Cinnamon	-									
Ginger	-									
Potatoes	-	-	-	-						
Herbs	-	-	-	-						
Onions	-	-	-	-						
Carrots	-	-	-	-						
Greens, &c.	-	-	-	-						
Scotch Barley	-	-	-	-						
Pepper	-	-	-	-						
Salt	-	-	-	-						
Mustard	-	-	-	-						
Vinegar	-	-	-	-						
Butter	-	-	-	-						
Cheese	-	-	-	-						
Pease	-	-	-	-						
Tea	-	-	-	-						
Sugar, Moist	-									
Ditto, Lump	-									
Oatmeal	-	-	-	-						
Bread	-	-	-	-						
Milk	-	-	-	-						
Beer	-	-	-	-						
Tobacco	-									
Snuff	-									
Wine, Red	-									
Ditto, White	-									
Porter	-									
Arrow Root, in lieu of	-									
N.B.—Should the price of any article not be known, application must be made to the Director-General, unless it can be obtained from the Victualling Store-keeper.					Total carried forward.					

Foreign Establishments.

Between the

and the

and Value of the Provisions, &c., issued to Patients and Servants; the
and the average Cost; the Cost of each Patient on the respective Diets,
the Salaries, &c., of Superior Officers.

Continued.					Amount.		
					£	s.	d.
The preceding quantities have been issued in _____							
Rations, amounting to - - - - -							
viz.—							
No. of Rations.	Diet.	Cost per Ration.	Amount.				
			£	s.	d.		
	Full - -	at - -					
	Half - -	” - -					
	Low - -	” - -					
	Fever - -	” - -					
	Cheese - -	” - -					
	Servants - -	” - -					
		Loss by Fractions					
Total	Averaging		per Ration.*				
Amount of Rations to Servants							
Allowance to ditto, in lieu of full Rations, and of Beer only -							
Wages to Nurses, Washers, Seamstresses, Labourers, &c. -							
Value of the Articles expended in the Coal, &c., Account, } No. 36 (Home) - - - - - }							
Value of the Wood, Coals, Candles, Oil, and Soap, expended in } the Victualling Account, No. 34 (Foreign) - - - }							
Value of the Articles expended in the Account of Necessaries, } No. 51 - - - - - }							
Estimate of the Wear and Tear of the Articles included in the } Bedding Account, No. 38 - - - - - }							
Estimate of the Articles expended in the Annual Store Account, } No. 7 - - - - - }							
Rent, Rates, Taxes, &c. - - - - -							
Incidental Expenses - - - - -							
Which Sum, divided by the Number of Rations } to Patients, and the Product added to the } Cost of each of the Diets, will show the full } Value to be as follows :—							
viz.—							
Full diet	- each.	Bring down and add the Cost of the Rations } as above, exclusive of those to Servants - }					
Half ditto	- ”	GENERAL TOTAL, which includes every Ex- pense except Medicines and the Salaries, &c.,					
Low ditto	- ”	of Superior Officers; and, divided by the					
Fever ditto	- ”	whole Number of Rations to Patients during					
Cheese ditto	- ”	the Quarter, will show the average Cost of					
		each to be - - - - -					

FOR THE SERVICE.

Royal

at

the

of

18

A Demand for the under-mentioned

for the above Service.

[illegible]

Royal
at
the *of* , 185 .

} Mr. I have to request
 } that you will supply immediately for
 } the use of this Establishment, the
 } under-mentioned Articles, viz.:

Species.	Quantity.	Remarks.

No. 29.

SCHEME OF DIET.

A SCHEME of DIET for PATIENTS in the ROYAL

Full.	Half.	Low.
Bread - - - 1 lb.	Bread - - - 1 lb.	Bread - - - 8 Ounces
Beef or Mutton - 1 lb.	Beef or Mutton - 8 Ounces	Herbs for Broth 12½ Drams
Potatoes or Greens 1 lb.	Potatoes or Greens 8 Ounces	Barley - - - 7 Drams
Herbs for Broth - 25 Drams	Herbs for Broth 25 Drams	Salt - - - 8 Drams
Barley - - - 14 Drams	Barley - - - 14 Drams	Tea - - - 4 Drams
Salt - - - 8 Drams	Salt - - - 8 Drams	Sugar - - - 16 Drams
Vinegar - - - 16 Drams	Vinegar - - - 16 Drams	Milk for Tea - ⅔ Pint
Tea - - - 4 Drams	Tea - - - 4 Drams	Milk for Diet - 1 Pint
Sugar - - - 16 Drams	Sugar - - - 16 Drams	Broth - - - ½ Pint
Milk for Tea - ⅔ Pint	Milk for Tea - ⅔ Pint	
Broth - - - 1 Pint	Broth - - - 1 Pint	
Home { *Beer (Small) 2 Pints or Strong - 1½ Pint Beer for Servants Nurses - 1½ Pint Overseers of Washers, Washers, & Attendants on Lunatics } 2 Pints	Home { Beer (Small) 1½ Pint or Strong - 1 Pint Foreign { Wine at the Surgeon's discretion, not ex- ceeding } 1 Pint	
Foreign† { Wine or Porter } at the Surgeon's discretion, not ex- ceeding { 1 Pint 1½ Pint		
Veal } Fowls } Such Quantities, in lieu of Beef and Mutton, as the Fish } Medical Officer may prescribe.		

Rice or Flour Pudding at the discretion of the Medical Officers to Patients on Low or

N.B.—As this Scale provides liberally for each class of Patients, Medical Officers are care-
Patients (not exceeding six) as may be inclined are to be permitted to attend the weighing,

* See Circular of the 1st June 1854, regarding the issuing of Beer.

† Labourers, Seamstresses, and Scrubbers, &c., to have 2d. a day in lieu of

NAVAL HOSPITALS and MARINE INFIRMARIES.

Fever.

Bread	8 Oz., or Sago,	4 Oz.
Tea	- - -	4 Drams
Sugar	- - -	20 Drams
Milk for Tea	-	$\frac{3}{8}$ Pint
Milk for Diet	-	$\frac{1}{4}$ Pint

NOTE.

2 drams of Souchong Tea, 8 drams of Muscovado Sugar, and one sixth part of a pint of genuine Milk, to be allowed to each patient for a pint of Tea, morning and evening.

The Meat for the full and half diet is to be boiled together, with 14 drams of Scotch Barley, 8 drams of Onions, 1 dram of Parsley, and 16 drams of Cabbage, for every *Pint of Broth*; or at the discretion of the Medical Officers, 8 drams of Carrots and 8 drams of Turnips, in lieu of the Cabbage, which will make a sufficient quantity of good Broth, to allow a pint to each on full and half diet, and half a pint to each on low diet:—

Rice Pudding.
Each to contain

Rice	- - -	3 Oz.
Sugar	- - -	1 Oz.
Milk	- - -	$\frac{3}{4}$ Pint
Eggs	- - -	1 No.
Cinnamon	- - -	1 blade

Flour Pudding.
Each to contain :

Flour	- - -	4 Oz.
Sugar	- - -	1 Oz.
Milk	- - -	$\frac{3}{4}$ Pint
Eggs	- - -	1 No.
Ginger	- - -	a few grains

Fever Diet only.

fully to avoid all deviations from it as far as their duty towards the Sick may permit. Such measuring, &c., of the Provisions in the morning, and serving them out when cooked.

Beer, and the Matron, Porter, and Butler, 10*d.* a day in lieu of Rations.

No. 30.

WARD DIET BOOK.

No. 31

INSPECTOR, OR DEPUTY INSPECTOR'S ENTRY AND DISCHARGE BOOK.

Date of Entry.	Number of the Ward.	Patients' Names.	Ship, or whence received.	Disease.	D., D.D., or R.	Date when.	Whether Cured or not.	Medical Officer's Signature.

No. 32.

DAILY VICTUALLING BOOK,

of

The Naval Hospital at

Commencing

No. 31

INSPECTOR, OR DEPUTY INSPECTOR'S ENTRY AND DISCHARGE BOOK.

Date of Entry.	Number of the Ward.	Patients' Names.	Ship, or whence received.	Disease.	D., D.D., or R.	Date when.	Whether Cured or not.	Medical Officer's Signature.

No. 32.

DAILY VICTUALLING BOOK,

of

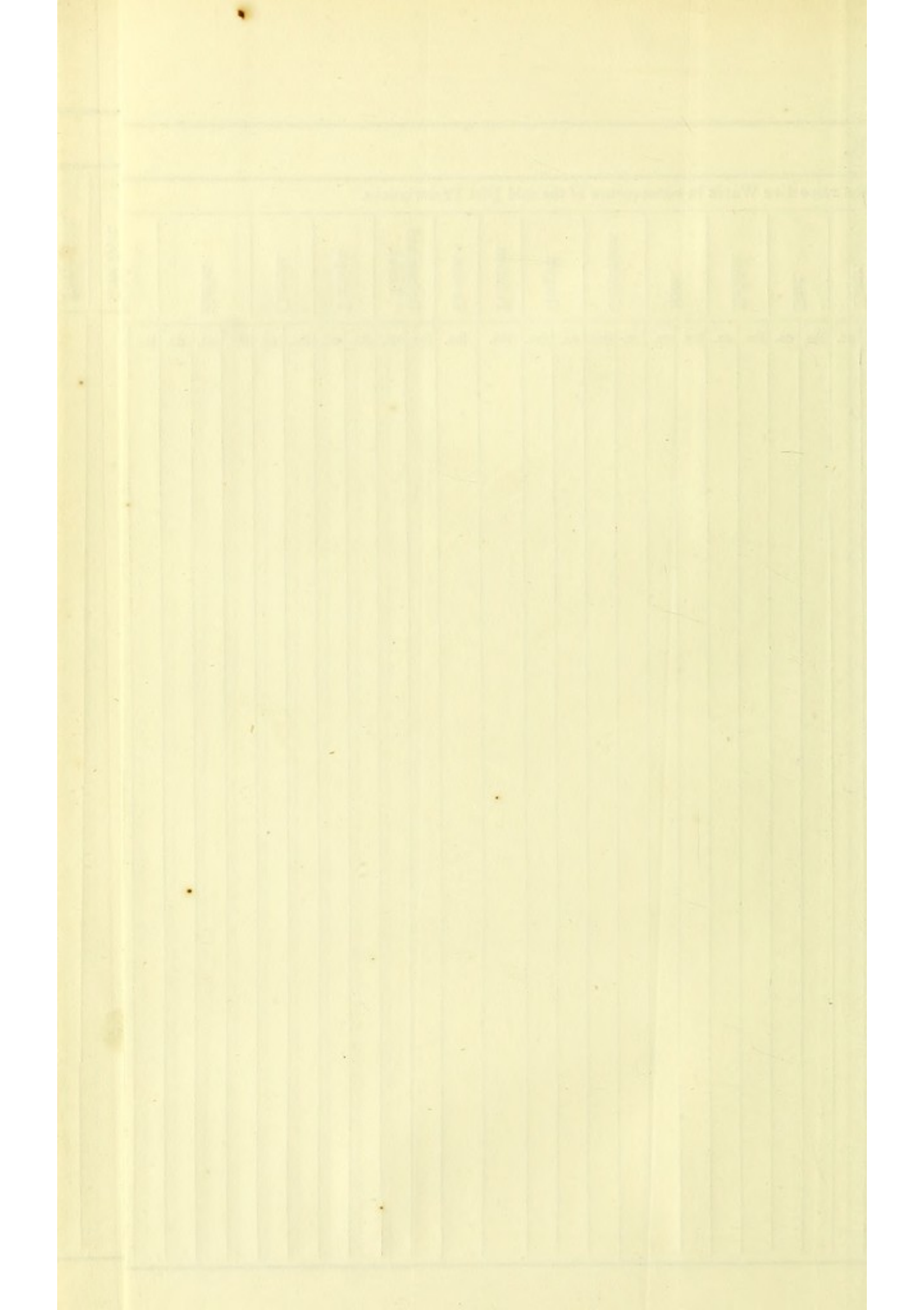
The Naval Hospital at

Commencing

[illegible]

sent to the respective Wards in consequence of the said Diet Prescriptions.

Eggs.	No.	lbs.	oz.
Flour.	lbs.	oz.	
Suet.	lbs.	oz.	
Raisins.	lbs.	oz.	
Rice.	lbs.	oz.	
Cinnamon.	drs.	oz.	
Ginger.	drs.		
Potatoes.	lbs.		
Greens.	lbs.		
Onions and Leeks.	lbs.	oz.	
Turnips.	lbs.	oz.	
Carrots.	lbs.	oz.	
Herbs.	lbs.	oz.	
Scotch Barley.	lbs.	oz.	
Pepper.	lbs.	oz.	
Salt.	lbs.	oz.	
Mustard.	lbs.	oz.	
Vinegar.	Gal.	Pts.	oz.
Butter.	lbs.	oz.	
Cheese.	lbs.	oz.	
Tea.	lbs.	oz.	
Muscovado Sugar.	lbs.	oz.	
Bread.	lbs.		
Milk.	Pts.		
Beer.	Gal.	Pts.	



No. 33.

MONTHLY VICTUALLING BOOK,

of

The Royal Hospital at

Commencing

at

[illegible]

[illegible]

No. 34.

AN ACCOUNT of the Receipt and Expenditure of Provisions, &c.,
at the Royal Hospital,

at

in

Quarter 18 .

Mr.

Agent.

I, _____, Agent of the Royal Hospital at _____, do solemnly and sincerely declare, that to the best of my knowledge and belief, that the several Quantities taken credit for as expended in Victualling the Patients, Servants, &c., according to the different Diets noted on the back hereof, or issued persons on my behalf, and I make this Declaration, conscientiously believing the same to be true, and by virtue of the provisions of an Act made and passed in the Sixth

Attested by me at _____ this _____ day of _____ 18 .

I have examined the above Account in all its details,

received and issued in _____ Quarter 18

[illegible]

The above contains a just and true Account of all Provisions received into my charge, between the _____ and the _____ and _____ to other Departments, were actually so expended, or issued, without any benefit or advantage whatever, either directly or indirectly, to me, or to any person or _____ Year of the Reign of His Majesty William IV., chap. 62, for the Abolition of Oaths.

and find it to be correct _____ *Agent.*

No. 34.

A STATEMENT showing the Number of Patients and Servants victualled according to the different Diets.

A STATEMENT showing the Number of Patients and Servants virtualled according to the different Diets.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
Quarter 18	Total Number of Rations.	Full Diet.					Half Diet.					For Diet.						Low Diet.	Fever Diet.	Casualty Diet.					No. on Pudding of		Servants on Full Diet.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
		Total.	On Beef.	On Mutton.	On Fowls.	On Fish.	On Veal.	Total.	On Beef.	On Mutton.	On Fowls.	On Fish.	On Veal.	Wine.						Porter.	Total.	On Beef.	On Mutton.	Low.	Fever.	Flour.	Rice.	Total.	Beef.	Mutton.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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I have examined the above Statement by the Muster Books and Ward Diet Lists, and find it to be correct

The space below is to be left blank for Official purposes.

Royal Hospital
at

Provision Account for

Quarter 18

DIRECTOR
GENERAL'S DECISION.

No. 34*.

AN ACCOUNT of the Receipt and Expenditure of Provisions,
&c., at the Royal Hospital at in

Quarter 18 .

Mr.

Agent.

Received and issued in _____ Quarter 18 .

[illegible]

a just and true Account of all Provisions received into his charge between the _____ and the _____ and that the several Quantities were actually so expended, or issued, without any benefit or advantage whatever, either directly or indirectly, to this Deponent, or to any Person or Persons on his behalf.

_____ Agent.

_____ and find it to be correct

and find it to be correct _____

Superintendent.

A STATEMENT showing the Number of Patients, Lunatics, and Servants victualled according to the different Diets.
HOSPITAL PATIENTS.

Quarter, 18	Total Number of Rations.	Full Diet.						Half Diet.						Low Diet.	Fever Diet.	Casualty Diet.					No. on Pudding, of		Discharged Men on Bread and Cheese.	Servants on Full Diet.		
		Total.	Beef.	Mutton.	Fowls.	Fish.	Veal.	Eggs.	Total.	Beef.	Mutton.	Fowl.	Fish.	Veal.	Eggs.	Total.	Beef.	Mutton.	Low.	Fever.	Flour.	Rice.		Total.	Beef.	Mutton.
Total - -														No.	No.											

Quarter, 18	Total Number of Rations.	LUNATICS.																		Servants on full Diet.					
		Of whom there were,		Daily Diet, with the Total Number thereon.										On Hospital Diet.								Total.	Beef.	Mutton.	
				Beef.				Mutton.				Pudding.													
		Officers.	Men.	Roast.	Soup.	Stewed for		Soup.	Stewed for		Pudding.														
						Officers.	Men.		Officers.	Men.	Plain.	Plum.	Fruit &c.												
Total - -																									

I have examined the above Abstracts by the Muster Books and Ward Diet Lists, and find them to be correct.

Superintendent.

Royal
at
the

of 18 .

I have to request that you will deliver to the
 Bearer the Quantities of Soap,
 &c., as specified below, for Washing the
 under-mentioned Articles.

[illegible]

To Mr.

of the Royal

at

Store Matron.

No. 36.

ROYAL

at

the

day of

18 .

AN ACCOUNT of the Receipt and Expenditure of Coals, Candles,
&c., at this Establishment,

in

Quarter, 18 .

Mr.

Agent.

Royal

at

A QUARTERLY ACCOUNT of the Receipt and Ex-
penditure of Coals, Candles, Bavins, Soap, Wood-
ashes, Pearl-ashes, Oil, &c., between the day of
and the day of 18 .

[illegible]

I have examined the above Account in all its details, and find it to be correct.

Captain Superintendent.

INVENTORY OF STORES in the Ward No.

Articles.	Original Supply.	On Charge at the Periods under-mentioned.
Bedsteads, Iron		
Ditto, Field		
Cradles, Iron		
Ditto, Screwed		
Sackings		
Beds, Hair		
Ditto, Feather		
Mattresses		
Bolsters, Hair		
Ditto, Feather		
Pillows, Feather		
Ditto Cases, Linen		
Blankets, Pairs		
Sheets, Ditto, Linen		
Coverlets, Woollen		
Ditto, Cotton		
Bed Curtains		

No. 37—(continued.)

Articles.	Original Supply.	On Charge at the Periods under-mentioned.
Dishes, Earthern		
Plates, ditto		*
Ewers, ditto		
Water Pans, ditto		
Wash-hand Basin, ditto		
Feeding Cups, ditto		
Urinals, ditto		
Spitting Pots, ditto		
Bed Pans, ditto		
Chamber Pots, ditto		
Stool Pans, ditto		
Table Knives		
Ditto Forks		
Pewter Hand Basins		
Ditto Chamber Pots		
Brass		
Copper		
Metal Spoons, Table		
Iron Coal Sifters		
Ditto Fenders		
Ditto Fire Shovels		
Frying Pans		

Articles.	Original Supply.	On Charge at the Periods under-mentioned.									
Iron Grates											
Ditto Gridirons											
Ditto Pokers											
Ditto Snuffers											
Ditto Stove ()											
Ditto Tea Kettles											
Ditto Tongs											
Tin Candlesticks											
Ditto Kettles											
Ditto Mess Basins											
Ditto Pots, Gallon											
Ditto ditto, Quart											
Ditto ditto, Pint											
Ditto ditto, Half-pint											
Ditto Saucepans, Gallon											
Ditto ditto, 2 Quarts											
Ditto ditto, Quart											
Wood Baskets, Bread											
Ditto ditto, Medicine											
Brooms, Hair											
Brushes, Clothes											
Ditto Hearth											
Ditto Hand-scrubbing											
Ditto House ditto											

No. 37—(concluded.)

Articles.	Original Supply.	On Charge at the Periods under-mentioned.									
Wood Buckets											
Ditto Chairs											
Ditto Coal Trays											
Ditto Forms, Long											
Ditto ditto, Short											
Ditto Mopsticks											
Ditto Stools, Close											
Ditto Tables, Long											
Ditto ditto, Short											
Books—Bible											
Ditto—Common Prayer											
Ditto—On the Sacrament											
Ditto—Secker's Duties											
Ditto—Testaments											
Ditto—Wilson's Maxims											

No. 38.

AN ACCOUNT of the Receipts, Issues, and Expenditure of
Bedding, Clothing, Furniture, and Utensils, at the Naval Hos-
pital, at _____ by Mr _____ the Agent
in _____ Quarter, 18 ____.

A Quarterly Account

[illegible]

Declaration to No. 38.

I, _____, Agent of the Naval Hospital
at _____, do solemnly and sincerely declare, to the
best of my knowledge and belief, that the whole of the Articles
brought on charge as remaining or received, and those taken credit
for, as expended in the Establishment, or issued to other Depart-
ments in my annexed account of the Receipt and Expenditure of
Bedding, Clothing, &c., between the _____ day of
_____ 18____, and the _____ day of
_____ 18____, are correct, and that no advantage, directly or indirectly,
has been derived by me, or by any person on my behalf, from the
Receipt and Issue of the said Store. And I make this declaration,
conscientiously believing the same to be true, and in pursuance of
an Act of 6th William IV., cap. 62, for the Abolition of Oaths.

Attested by me, at

this _____ day of _____ 18____

Agent,

No. 39.

at *Naval Hospital,* }
the *of* 18 }

A QUARTERLY RETURN of the BEDDING, CLOTHING,
&c., in Store for Hospital Service, with a Demand to Replace
the Issues and Expenditure.

No. 39.

Naval Hospital at } A QUARTERLY RETURN of the BEDDING, CLOTHING, &c., in Store for Hospital
the of 18 } Service, with a Demand to Replace the Issues and Expenditure.

	Iron.		Sacking Bottoms.	Beds.		Bolsters.		Pillows.			Blankets.	Sheets, Linen.	Coverlets.		Hair, Curled.	Feathers.	Caps, Linen.	Coats, Cloth.	Waistcoats.	
	Bedsteads.	Candles.		Hair.	Cases, Linen.	Hair.	Cases, Linen.	Feather.	Linen.	Ticken.			Woollen.	White Cotton.					Cloth.	Flannel.
	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	Pair.	No.	No.	lbs.	lbs.	No.	No.	No.	No.
Last Supply received on the* by the																				
Remains in Store Articles demanded on the* but not yet received Quantities now required to complete the																				
Establishment to be kept in Store for Patients, per Order dated Surplus																				
* The blankets are to be filled up with the date when demanded or received, and by what conveyance.																				

* The blankets are to be filled up with the date when demanded or received, and by what conveyance.

No. 39—(concluded.)

A QUARTERLY RETURN of the BEDDING, CLOTHING, &c., in Store for Hospital Service, with a Demand to Replace the Issues and Expenditure.

	Trousers.		Drawers, Flannel.	Shirts.		Gowns, Flannel.	Worsted Stockings.	Table Cloths.		Towels.	
	Cloth.	Serge.		Linen.	Flannel.			Long.	Short.	Long.	Short.
	Prs.	Prs.	Prs.	No.	No.	No.	Prs.	No.	No.	No.	No.
Last Supply received on the* by the											
Remains in Store Articles demanded on the* but not yet received Quantities now required to complete the											
Establishment to be kept in Store for Patients, per Order dated Surplus											
* The blanks are to be filled up with the date when demanded or received, and by what conveyance.											

Royal Hospital, } A WEEKLY REPORT of Patients under the
at the of 18 . } Care of , whom he
considers fit objects for being surveyed.

[illegible]

To

Medical Officer.

[illegible]

Royal

the

of

at

18

A WEEKLY STATEMENT of the Patients under my care ; showing the whole number received from each Ship or Place, the names of Sick Officers, Pensioners, &c., the nature of their Complaints, and the probable Time when, according to my judgment, each may be again fit for Service.

[illegible]

[illegible]

A List of Sick Officers from Ships and Head Quarters.

Names.	Rank.	Com- plaint.	When likely to be fit for Service.	Names.	Rank.	Com- plaint.	When likely to be fit for Service.

A List of Half-pay Officers and others admitted by Admiralty Orders.

From whence Received.	Names.	Quality.	Date of Admission.	Disease.	Whether likely to derive Benefit from longer Treatment.

To

Medical Officer.

Royal Hospital { A WEEKLY REPORT of such Patients as have been
at the { more than Twenty-eight days under Cure; showing
of 18 . { also the whole Number of Days they have been
in the Hospital, the nature of their Complaints,
&c.

From whence received.	Patients' Names.	Quality.	No. of Days in the Hospital.	Disease.	Inspector's Patients, with his opinion whether and when likely to be again fit for Service.

From whence received.	Patients' Names.	Quality.	No. of Days in the Hospital.	Disease.	Deputy Inspector's Patients, with his opinion whether and when likely to be again fit for Service.

Naval Hospital }
at

MEDICAL AND SURGICAL REPORT.

Diseases Nosologically arranged.	No. remaining from last Account.	Received since.	Discharged cured.	Invalided.	D. D. or R.	No. now in the Hospital.
<p style="text-align: center;">PYREXIÆ.</p> <p>Ord. I. Febres.</p> <p><i>Intermittentes.</i> Tertianæ - - -</p> <p>Quartana - - -</p> <p>Quotidianæ - - -</p> <p><i>Continuæ.</i> Typhus - - -</p> <p>Synochus - - -</p> <p>Ord. II. Phlegmasiæ.</p> <p>Phlogosis - - -</p> <p>Ophthalmia - - -</p> <p>Cynanche - - -</p> <p>Pneumonia - - -</p> <p>Hepatitis - - -</p> <p>Rheumatismus - - -</p> <p>Ord. III. Exanthemata.</p> <p>Variola - - -</p> <p>Rubeola - - -</p> <p>Erysipelas - - -</p> <p>Vaccina - - -</p> <p>Ord. IV. Hæmorrhagiæ.</p> <p>Hæmoptysis - - -</p> <p>Phthisis incipiens - - -</p> <p>Phthisis confirmata - - -</p> <p>Ord. V. Profluvia.</p> <p>Catarrhus - - -</p> <p>Dysenteria - - -</p> <p style="text-align: center;">—</p>						
<p style="text-align: center;">NEUROSES.</p> <p>Ord. I. Comata.</p> <p>Apoplexia - - -</p> <p>Paralysis - - -</p> <p>Ord. II. Adynamiæ.</p> <p>Dyspepsia - - -</p> <p>Hypochondriasis - - -</p> <p>Ord. III. Spasmi.</p> <p>Trismus - - -</p> <p>Colica - - -</p> <p>Cholera - - -</p> <p>Diarrhœa - - -</p> <p>Ord. IV. Vesaniæ.</p> <p>Mania - - -</p> <p>Amentia - - -</p>						

MEDICAL AND SURGICAL REPORT—*continued.*

Diseases Nosologically arranged.				No. remaining from last Account.	Received since.	Discharged cured.	Invalided.	D. D. or R.	No. now in the Hospital.
CACHEXIE.									
Ord. I. Marcores.									
	Tubes	-	-	-					
	Atrophia	-	-	-					
Ord. II. Intumescentiæ.									
	Hydrothorax	-	-	-					
	Ascites	-	-	-					
	Hydrocele	-	-	-					
Ord. III. Impetigines.									
	Scrofula	-	-	-					
	Syphilis	-	-	-					
	Icterus	-	-	-					
	Scorbutus	-	-	-					
LOCALES.									
Ord. I. Dysæsthesiæ.									
	Amaurosis	-	-	-					
	Caligo	-	-	-					
Ord. II. Dysorexiæ.									
	Anorexia	-	-	-					
Ord. III. Dyscinesiæ.									
	Aphonia	-	-	-					
	Contractura	-	-	-					
Ord. IV. Apocenoses.									
	Enuresis	-	-	-					
	Gonorrhœa	-	-	-					
Ord. V. Epischeses.									
	Ischuria	-	-	-					
	Obstipatio	-	-	-					
Ord. VI. Tumores.									
	Aneurisma	-	-	-					
	Scirrhus	-	-	-					
	Sarcoma	-	-	-					
Ord. VII. Ectopiæ.									
	Hernia	-	-	-					
	Prolapsus	-	-	-					
	Luxatio	-	-	-					
Ord. VIII. Dialyses.									
	Vulnus	-	-	-					
	Ulcus	-	-	-					
	Fractura	-	-	-					
	Psora	-	-	-					

Note.—The Remarks made by each of the Medical Officers are to be signed by those Officers respectively.

NO. 42

MEDICAL AND SURGICAL REPORT—*concluded.*

ABSTRACT OF THE NUMBER OF PATIENTS, &c.

[illegible][illegible]

No. 48.

A QUARTERLY RETURN

Of WINE, PORTER, and DISPENSARY NECESSARIES in Store
for HOSPITAL SERVICE, with a Demand to replace the
Issues and Expenditure.

No. 49.

Naval Hospital at the } A QUARTERLY RETURN OF MEDICINES, &c., in Store for Hospital Service, with a Demand to
18. } replace the Issues and Expenditure.

[illegible]

No. 50.

ENTRY BOOK OF DISPENSARY NECESSARIES

at the

NAVAL HOSPITAL AT _____

Naval Hospital at } *An ACCOUNT of the Receipts, Issues, and*
the *of* 18 . } *and Medical Storekeeper* *between*

Date.	Month.	Receipts.	Wine.				Porter.		Spirits.		Sugar.				Rice.	
			Red.		White.				Brandy.	Gin.	Lump.		Muscovado.			
			Gals.	Pts.	Gals.	Pts.	Gals.	Pts.	Gills.	Gills.	lbs.	oz.	lbs.	oz.	lbs.	oz.
		Remains from } last Account }														
		From - -														
		” per														
		Total - -														
		ISSUES.														
		—														
		To Patients -														
		To - -														
		To - -														
		Total - -														
		Carried for- } ward remains }														

I hereby certify, that I have, with the assistance of
and found the Expenditure of the same to correspond with the several

No. 52.

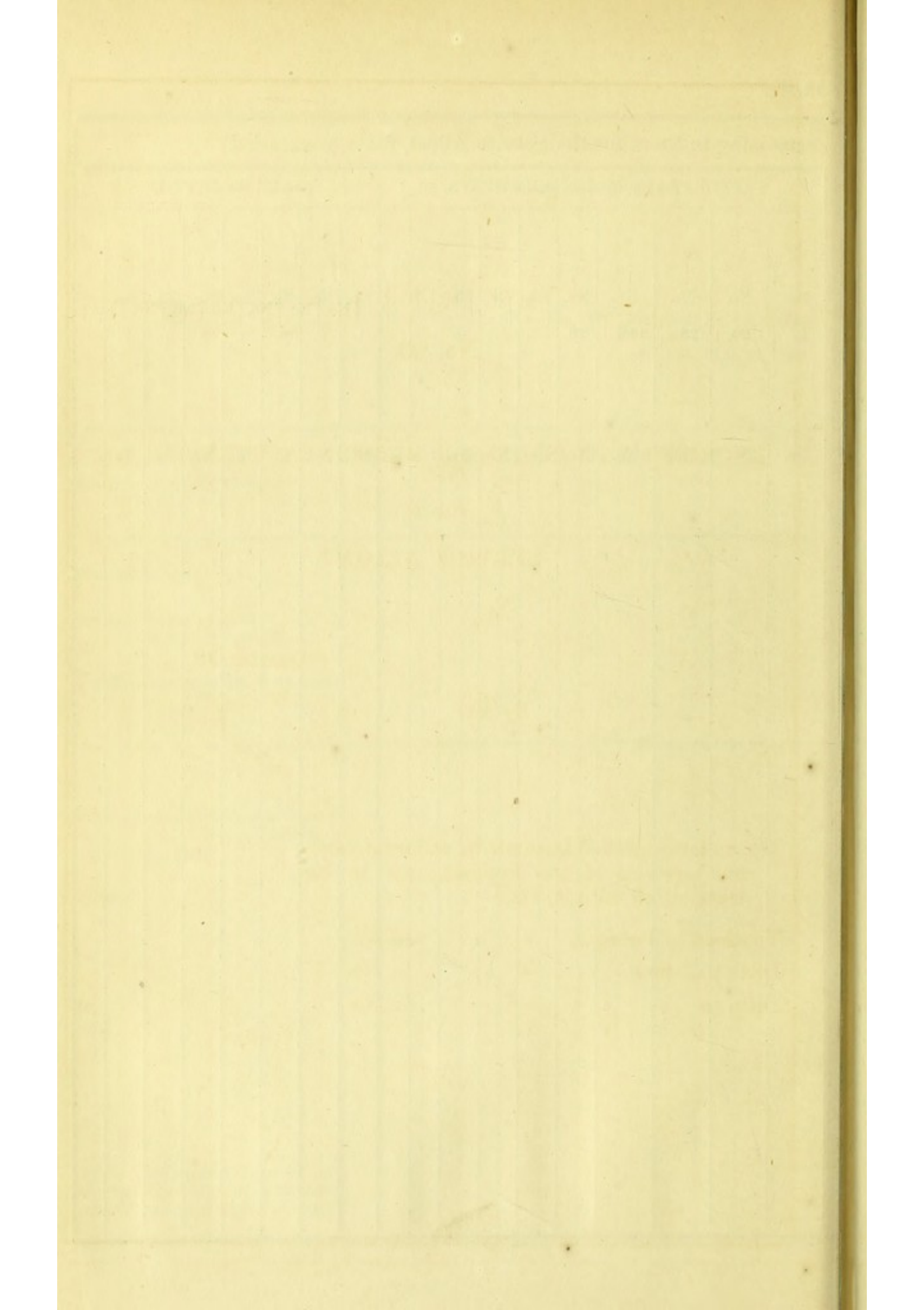
A QUARTERLY RETURN

Of MEDICINE, UTENSILS, &c., remaining in Store for the
SERVICE AFLOAT, with a Demand to replace the Quantities
Issued and Expended in Quarter, 18 .

A Quarterly Return of Medicines, Utensils, &c.

	GALENICALS.									
	Liquoris.		Olei.							
	Plumbi Diacetatis.		Croton Tyglij.		Menthæ piperitæ.		Olivæ.		Ricini.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.
Last Supply received on the* by the }										
Remains in Store - - -										
Articles demanded on the* but not yet received - - }										
Quantities now required to complete										
the										
Establishment, to be kept in Store for Patients, } per Order, dated										
Surplus - - - - -										

* The blanks are to be filled up with the date when demanded or received, and by what conveyance.



No. 53.

RECEIPTS AND ISSUES OF MEDICINES, UTENSILS, &c.

FOR THE

SERVICE AFLOAT

at

in

Quarter, 18 .

By Mr.

The undermentioned Documents, endorsed, (and numbered as in the Account,) are to be transmitted with it, viz.—

Vouchers to Receipts,	-	-	in No.
Ditto to Issues.	-	-	in No.
Ditto to	-	-	in No.

for the Service Afloat.—(*continued.*)

Hyd. Bichloridi.		Hyd. Chloridi.		Ipecac. Rad. Pulv.		Ipecac. Pulv. Comp.		Jalapæ Rad. Pulv.		Lini Seminis.		Liquoris Ammoniac.		Liquoris Potassæ Arsenitis.		Liquoris Plumbi Diace- tatis.		Liquoris Volatilis Cornu Cervi.		Magnes. Carbonatis.		Magnes. Sulphatis.		No. of the Line.
lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	
																								1
																								2
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																								39

Receipts and Issues of Medicines, Utensils, &c.

[illegible]

for the Service Afloat.—(continued.)

Quinae Disulphatis.		Quassiae Ligni.		Rhei. Rad. Pulv.		Sennae Foliorum.		Speciei Pro. Conf. Opii.		Spiritus Aetheris Nit.		Spiritus Rectificati.		Sulphuris Loti.		Tinct. Catechu.		Tinct. Cinnam Comp.		Tinct. Colechici.		Tinct. Digitalis.		No. of the Line.
lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	
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Receipts and Issues of Medicines, Utensils, &c.

[illegible]

Receipts and Issues of Medicines, Utensils, &c.—(*continued.*)

Receipts and Issues.			Unserviceable Medicines, &c.											
Date.	Whence.	Officers', &c. Names.												

I, _____, of the Naval Hospital at _____, do solemnly and sincerely declare, to the best of my knowledge and belief, that the whole of the Articles brought on charge as remaining or received, and those taken credit for, as expended in the Establishment, or issued to Her Majesty's Ships and Vessels, or to other Departments, in my preceding account of the Receipt, Issue, and Expenditure of Medicines, Utensils, &c., for the Service Afloat, between the day of _____ 18____, and the day of _____ 18____, are correct, and that no advantage, directly or indirectly, has been derived by me, or by any person on my behalf, from the said Receipts and Issues. And I make this declaration conscientiously believing the same to be true, and in pursuance of an Act of 6th Wm. IV., cap. 62, for the Abolition of Oaths.

Attested by me, at _____ { Surgeon and Medical
this day of _____ 18____ { Storekeeper.

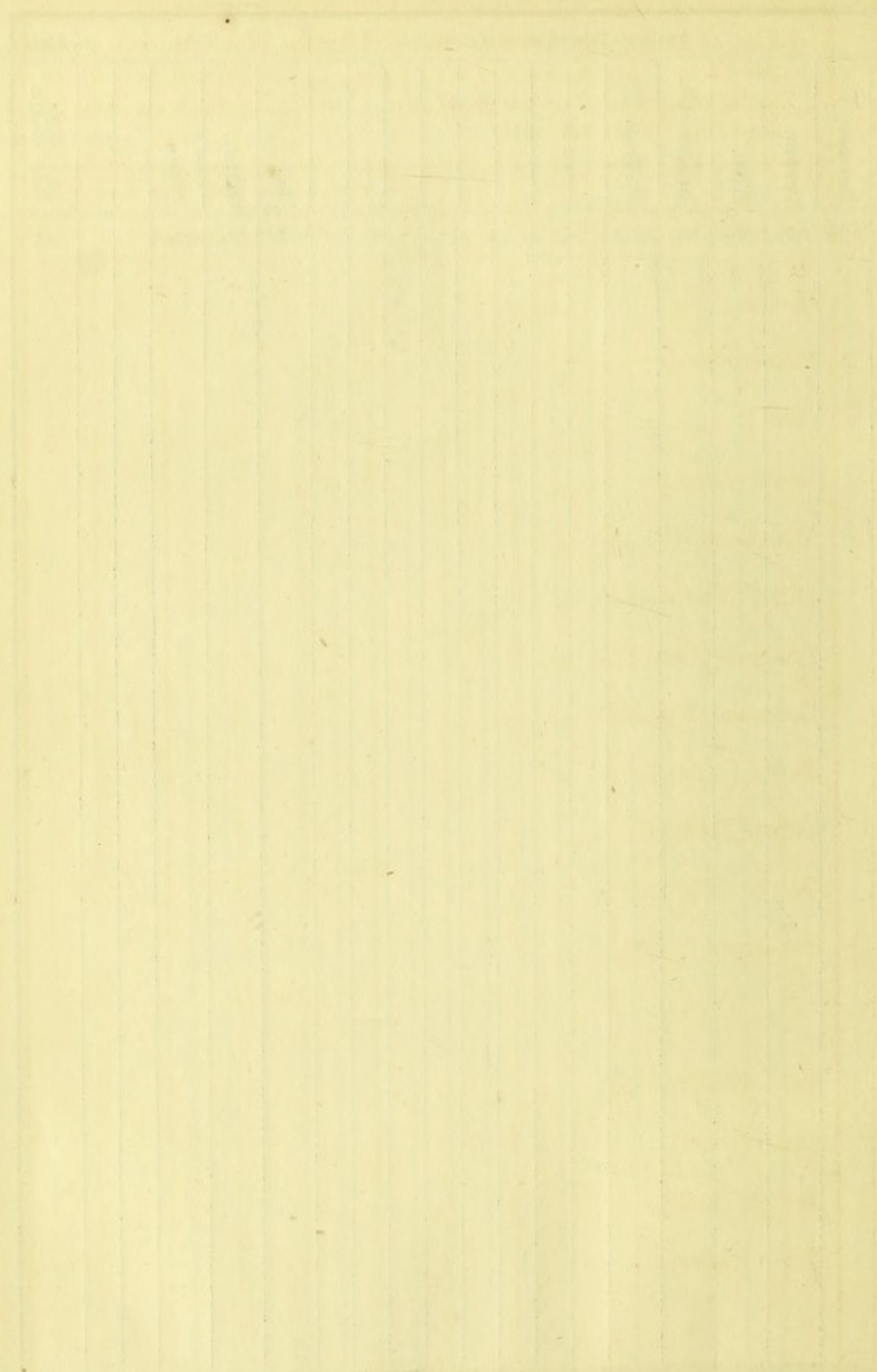
The Space below is to be reserved for Official Purposes.

Service Afloat. } Account of Medicines, Utensils, &c., in } Director-General's
Quarter, 18____ } Decision.

Royal Naval Hospital, } MEDICAL REPORT of the Lunatic Patients for
at } Quarter 18 .

DESCRIPTION OF THE PATIENTS.	Number.	Labouring under						Of which Number are			Of whom are				
		<i>a.</i> Dementia.	<i>b.</i> Melancholia.	<i>c.</i> Mania.	<i>d.</i> Imbecility.	<i>e.</i> Incoherence.	<i>f.</i> Idiocy.	<i>g.</i> Probably Incurable.	<i>h.</i> Probably Curable.	<i>i.</i> Under Medical Treatment in Asylum.	Discharged cured.	Run.	Dead in Asylum and Inspector's Wards.	<i>k.</i> Under Trial, or Medical Treatment in Inspector's Wards.	Remains.
Remains from last Quarter . .															
Received since															
Total Number of Patients															

GENERAL REMARKS.



A List of Linen and Dresses required by the Ward Matron, from the Store Matron, for the use of the Ward, which are to be placed in the charge of the Nurse, who is to be accountable for the same.

Articles required.	Number of each.	Such Alterations as may from time to time be made in the Charge are, with the dates, to be noted in these Columns.					
Sheets - - pairs							
Pillow Cases - No.							
Caps - - „							
Coats (Cloth) - „							
Waistcoats (Cloth) „							
Ditto (Flannel) - „							
Trousers (Cloth) - „							
Drawers (Flannel) „							
Shirts (Linen) - „							
Ditto (Flannel) „							
Gowns (Flannel) - „							
Stockings (pairs) - „							
Table-cloths (long) -							
Ditto (short) - -							
Towels (long) - -							
Ditto (short) - -							

No. 56.—(continued.)

An Account of Patients' Linen, &c., sent from the Ward to the Store Matron, for which she is to demand Soap, and cause the same to be washed and returned without delay.

Waistcoats.	
Trousers.	
Drawers.	
Shirts.	
Handkerchiefs.	
Stockings, pairs.	
	Signing Column for the Ward and Store Matrons to attest the same.

In pursuance of Directions from
we, the undersigned, have held a strict and careful Survey on the
state of Health of

And we have taken the said Survey with such care and attention, that we shall be ready, if required, to make oath to the impartiality of our Proceedings.

Given under our Hands at the Royal Hospital
this day of

Inspector.

 { Deputy
 Inspector.

Approved _____

INVOICE OF BEDDING AND NECESSARIES.

Naval Hospital at *this* } *this Establishment* *the Stores of*
day of 18 . } *of H.M.S.*
the undermentioned Articles, viz.—

Articles.	Serviceable.	Unserviceable.	Articles.	Serviceable.	Unserviceable.
Bedding. { Sheets - Pairs { Pillows - No. { Night Caps - " { Hair Beds - " { Pillow Cases " { Bed - " { Horse Hair - lbs. Calico - Yards Flannel - " Lint - lbs. Tourniquets - No. Trusses } Single - " Patent } Double - " Bed Pans - " Urinals - " Spitting Pots - " Cast Iron { 2 Quart " { Sauce- { 3 Pint " { pans. { 1 Pint " Pewter. { Basin " { Cup - " Copper { 6 Gallon " Boilers. { 4 " " { 3 " " Packing Chests - "			Sago - lbs. Rice - " Pearl Barley - " Tin Canisters for a Class. { Tea - No. { Sago - " { Rice - " { Pearl Barley " { Trusses - " { Various - " Chloride of Lime lbs. Brown Jars - No. Surgeons' Instructions } - Sets Survey on Remains } No. 5 Demand for Medicines } " 6 Demand for Necessaries } " 7 Survey on Unserviceable Stores } " 8 Expenditure Sheets } " 9 Nosological Returns } " 10 Journals - " 11 Pension Certificates } " 12 Casks - No. Iron Hoops - "		

No. 59.

INVOICE OF MEDICINES, &c.

Surgeons' Instructions, Article 5.

the Stores of

Naval Hospital

this } this Establishment
18, } of H.M.S.
day of } the undermentioned Articles, (being

) viz.—

Medicines.	Serviceable.		Unserviceable.		Utensils, &c.	Serviceable.	Unserviceable.
	lbs.	oz.	lbs.	dr.			
Acaciæ Gummi	-	-	-	-	Bolus Knives	-	- in No.
Acidi Citrici	-	-	-	-	Tiles	-	- "
— Nitrici diluti	-	-	-	-	Bottles, Half-pint, D	-	- "
— Sulphurici diluti	-	-	-	-	Phials - { 6 Ounce, E	-	- "
Ammoniaci Gummi	-	-	-	-	— { 1½ Ounce, K	-	- "
Ammoniacæ Sesqui-carbonatis	-	-	-	-	Corks - { Half-pint	-	- Gross
Antimonii Potassio-tartratis	-	-	-	-	— { Phial	-	- "
Anthemidis Florum	-	-	-	-	Gallipots, Empty	-	- in No.
Argentii Nitratis	-	-	-	-	Measures, Pewter	-	- "
Aurantii Corticis Exsiccati	-	-	-	-	Do. Glass Graduated	-	- "
Camphoræ	-	-	-	-	Mortars and { Marble	-	- "
Ceræ Albæ	-	-	-	-	Pestles { Metal	-	- "
Cerati Calaminæ	-	-	-	-	Scales and Weights	-	- Sets
— Cetacei	-	-	-	-	Spatulas { Pot	-	- in No.
— Resinæ	-	-	-	-	— { Plaister	-	- "
Cetacei	-	-	-	-	Funnels	-	- "
Cinchonæ lanc. cort. pulv.	-	-	-	-			

No. 59.

Invoice of Medicines, &c.—*continued.*

Medicines.	Serviceable.			Unserviceable.			Utensils, &c.	Serviceable.	Unserviceable.
	lbs.	oz.	dr.	lbs.	oz.	dr.			
Quinæ Disulphatis	-	-	-	-	-	-	White Jars - No. 3	-	- in No.
Rhei Radicis Pulveris	-	-	-	-	-	-	" 4	-	- "
Sennæ foliorum	-	-	-	-	-	-	" 5	-	- "
Speciei pro. conf. Opii	-	-	-	-	-	-	" 6	-	- "
Spiritus Ætheris Nitrici	-	-	-	-	-	-	" 7	-	- "
— Rectificati	-	-	-	-	-	-	Gallipots with Medicine	-	- "
Sulphuris Loti	-	-	-	-	-	-	Brown Jars	-	- "
Tincturæ Catechu	-	-	-	-	-	-			
— Cinnam. Comp.	-	-	-	-	-	-			
— Colchici	-	-	-	-	-	-			
— Digitalis	-	-	-	-	-	-			
— Ferri Sesquichloridi	-	-	-	-	-	-			
— Opii	-	-	-	-	-	-			
— Rhei	-	-	-	-	-	-			
— Scillæ	-	-	-	-	-	-			
Unguenti Hydrargyri Fortioris	-	-	-	-	-	-			
— Nitrati	-	-	-	-	-	-			
— Sulphuris Compositi	-	-	-	-	-	-			
Vini Antimonii Potassio-tartratis	-	-	-	-	-	-			
Zinci Sulphatis	-	-	-	-	-	-			
Zingiberis Radicis pulveris	-	-	-	-	-	-			

NOTE.—All Fluids to be supplied by Measure.

No. 60.

Naval Hospital at
the of

18. } A LIST of PATIENTS in the
the Quantities of the Articles

Ward, for whom
respectively prescribed.

[illegible]

[illegible]

at *Royal Hospital* } This of 18 .

The Porter's Nightly Report of the Visits by the Serjeant of the Guard to the different Posts ; of the Return of Patients on leave ; of Inferior Officers, Servants, and Absentees, with Occurrences, &c.

Irregularities.

QUALITY.	OUT.		IN.	
	Hour.	Min.	Hour.	Min.

Porter on Duty.

No. 64.

ROYAL HOSPITAL at

the

day of

18 .

AN ACCOUNT of the Receipt and Expenditure of Coals,
Candles, Bavins, Soap, Wood-Ashes, Pearl-Ashes, Soda, and
Oil, at this Establishment.

[illegible]

[illegible]

No. 66.

Royal Naval Hospital at } WEEKLY RETURN of the Artificers and Labourers employed
18 . } at
Hospital, between the

[illegible]

Approved, _____

Agent. _____

Inspector of Works. _____

Captain Superintendent.

THE HISTORY OF THE
REIGN OF GEORGE II. 1727-1760.
BY JOHN HANCOCK, ESQ.
OF THE BARR.

LONDON:

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