

## **Rules and Regulations, 1830**

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1830

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THE  
R U L E S  
AND  
R E G U L A T I O N S  
OF THE  
**Dork Lunatic Asylum.**

WITH A  
LIST OF THE GOVERNORS,

&c. &c.

Corrected to the 27th of OCTOBER, 1830.

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**Dork :**

PRINTED BY THOMAS WILSON AND SONS,  
HIGH-OUSEGATE.

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1830.

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RULES

REGULATIONS

Book of the Atlantic

LIST OF THE OWNERS

Page

THE ATLANTIC OCEANIC CO.

1870



*At an Annual Court of Governors of the York  
Lunatic Asylum, held at the Asylum, on Friday,  
the 25th day of August, 1815,*

(The Right Hon. EARL FITZWILLIAM in the Chair,)

RESOLVED UNANIMOUSLY,

That this Court feels, with the highest degree of satisfaction, the very great improvement which has taken place in every department of this Institution, since the General Meeting in August last; by which they have no doubt that in point of humane treatment of the Patients, and the general order and cleanliness of the house, the York Lunatic Asylum is scarcely excelled by any similar Institution in the kingdom; and this Court returns thanks to the Committees, Visiting Governors, and Ladies, for their attention to the duties which they have so humanely undertaken, and so judiciously and zealously performed.

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\* \* Donations and Legacies to this Charity are received by JOHN BROOK, Esq. of York, the Treasurer; and at the YORK BANKS; and the Bank of ROBARTS, CURTIS, and Co. London.



*Account of Patients admitted and discharged, from the  
Establishment of the Institution, to June 1, 1830.*

Patients admitted from the first establishment in Nov. 1777, to Oct. 10, 1814 .....	}	2635
From Nov. 1777, to Oct. 10, 1814, cured, im- proved, removed by their Friends, &c. ....	}	2133
From Nov. 1777, to Oct. 10, 1814, died .....		399
Remaining in the Asylum, October 10, 1814 .....		103
	—	2635

Patients in the Asylum, Oct. 10, 1814 .....	103
Ditto, admitted to June 1, 1830 .....	765
	—
	868

From Oct. 10, 1814, to June 1, 1830:

Discharged cured .....	253	
— improved .....	147	
Removed by their Friends	183	
Died .....	138	
	—	721
Remain—Men .....	79	147
Women ...	68	
		—
		868

## YORK LUNATIC ASYLUM.

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**T**HE YORK LUNATIC ASYLUM was established by voluntary Subscriptions, in the year 1777. It is designed generally for the relief of Lunatics, being either parish paupers, or belonging to distressed and indigent families. Persons of limited incomes, or in moderate circumstances, are deemed objects of this charity, if the expence of their care and maintenance cannot be otherwise supported, without occasioning pressure and distress to their families. Persons labouring under the affliction of a disordered mind, whether considered curable or not, are admissible as Patients, and generally all persons whom the Governors may deem proper objects; and though the Asylum is an Establishment for the County of York, Patients from other counties and places may be admitted on extraordinary occasions.

The finances being inadequate to the maintenance of Patients in distressed circumstances, a limited number of affluent Patients is admitted, on a rate of payment adequate to their abilities; with a view to the providing of a surplus from the payments of this class, towards the support of the most necessitous objects.



LIST OF GOVERNORS  
OF THE YORK LUNATIC ASYLUM,

CORRECTED TO 1830.

Joseph Agar, Esq.  
William Aldam, Esq.  
Oswald Allen, Esq.  
Rev. Sir C. Anderson, Bart.

William Beckett, Esq.  
Stephen Beckwith, M. D.  
Rev. Francis Best.  
Henry Bland, Esq.  
George Broadrick, Esq.  
John Brook, Esq.  
B. Brooksbank, Esq.  
Rev. E. H. Brooksbank.  
Rev. William Bulmer.

Mr. Robert Cattle.  
Mr. John Catton.  
Sir George Cayley, Bart.  
Robert Chaloner, Esq.  
Mr. Barnard Clarkson.  
Mr. Michael Clarkson.  
Rev. Charles Constable.  
Francis Constable, Esq.  
L. F. Coore, Esq.  
Rev. James Croft.

Lord Dundas.  
Rev. James Dallin.  
John Dalton, Esq.  
William Danby, Esq.  
Rev. William Dealtry.  
W. J. Denison, Esq.  
Mayor of Doncaster.  
Miss Dudley.

W. J. Ellis, Esq.  
Rev. Robert Ellis.

Mr. John Elston.

Earl Fitzwilliam.  
Lord Feversham.  
T. L. Fairfax, Esq.  
W. C. Fenton, Esq.  
G. S. Foljambe, Esq.  
Mrs. Fountayne.

Benjamin Gaskell, Esq.  
Daniel Gaskell, Esq.  
Rev. John Graham.  
William Gray, Esq.  
Jonathan Gray, Esq.

Mr. William Hebden.  
Godfrey Higgins, Esq.  
Richard Hobson, Esq.  
William Hornby, Esq.  
Simon Hornor, Esq.  
Mrs. Ann Howard.

Sir W. Ingilby, Bart. M. P.

Mr. Thomas Jennings.

Duke of Leeds.  
Mrs. Lawrence.  
John Lawson, M. D.  
Mrs. Jane Legard.  
William Liddell, Esq.  
John Lund, Esq.

Viscount Milton, M. P.  
Archdeacon Markham.  
Mr. Joseph Marshall.  
Mr. Thomas Mason.



William Matterson, Esq.  
The Governor of the Mer-  
chants' Company.  
Thomas Mitchelson, Esq.

S. W. Nicoll, Esq.  
B. Nind, Esq.  
Richard Toulmin North, Esq.

George Osbaldeston, Esq.

George Palmes, Esq.  
Mr. N. Parkinson.  
F. Pollock, Esq.  
Mrs. Prest.  
Edward Prest, Esq.  
William Prest, Esq.  
Mr. D. Priestman.  
John Prince, Esq.  
Mr. Thomas Proctor.

Duke of Roxburgh.  
Mr. Henry Ransome.  
John L. Raper, Esq.  
Rev. T. C. R. Read.  
H. Reynard, Esq.  
Rev. James Richardson.  
Thomas Richardson, Esq.  
Mr. James Richardson, jun.  
Mr. Samuel Richardson.  
Rev. Thomas Richardson.  
Messrs. Richardson and Co.  
David Russell, Esq.

Earl Spencer.  
James Salmond, Esq.  
Philip Saltmarshe, Esq.  
Thomas Smith, Esq.  
Martin Stapylton, Esq.  
Mr. Edward Stead.  
Mr. Henry Stead.  
Mrs. Stocks.

John Swann, Esq.  
Robert Swann, Esq.  
Thomas Swann, Esq.  
John Sykes, Esq.  
Rev. Richard Sykes.  
Richard Sykes, jun., Esq.

R. J. Thompson, Esq.  
G. L. Thompson, Esq. M. P.  
Rev. R. S. Thompson.  
Mr. Samuel Tuke.  
Mr. Daniel Tuke.  
John Tweedy, Esq.

Lord Wharncliffe.  
James Walker, Esq.  
William Walker, Esq.  
Edward Wallis, Esq.  
Mr. Charles Watson.  
Rev. Charles Wellbeloved.  
Godfrey W. Wentworth, Esq.  
John Wharton, Esq.  
William Whytehead, Esq.  
Rev. William Whytehead.  
H. Willoughby, Esq. M. P.  
Matthew Wilson, Esq.  
R. Fountayne Wilson, Esq.  
Thomas Wilson, Esq.  
Joseph Bilton Wilson, Esq.  
Mr. Thomas Wood Wilson.  
Sir Francis Lindley Wood,  
Bart.  
Mr. George Woodall.  
John Wormald, Esq.  
Miss Worsley.  
Rev. J. Willey.

The Lord Archbishop of York.  
The Lord Mayor of York.  
John Yorke, Esq.

## OFFICERS OF THE INSTITUTION.

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PHYSICIAN,

Dr. WAKE.

---

CHAPLAIN,

Rev. J. GRAHAM.

---

TREASURER,

JOHN BROOK, Esq.

---

APOTHECARY,

Mr. THOMAS ELLIS.

---

STEWARD AND SECRETARY,

Mr. R. GREEN.

---

HOUSE-STEWARD,

Mr. JOSEPH HORSLEY.

---

MATRON,

Mrs. JOANNA NAYLOR.



# RULES AND REGULATIONS

FOR THE  
MANAGEMENT OF THE YORK LUNATIC ASYLUM,

AS ADOPTED AT AN ANNUAL COURT OF GOVERNORS,

*Held on the 26th of August, 1814, and at other subsequent  
Courts.*

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## OFFICERS.

1. THE Officers of the Asylum shall consist of a PHYSICIAN; a CHAPLAIN; a TREASURER; an APOTHECARY; a STEWARD, who shall also be SECRETARY; a HOUSE-STEWARD; and a MATRON.

2. No Person above the age of 45, shall be elected into the office of Apothecary, Steward, House-Steward, or Matron.

## GOVERNORS.

1. All Benefactors of £. 20 or upwards at one time, shall be Governors; as also the Lord Mayor of York, the Mayor of Doncaster, and the Governor of the Merchants' Company at York, respectively, for the time being.

2. No Donation given under any condition, or directed to be applied to any particular purpose, shall constitute a Governor.



3. In case of any future Subscription of £. 20, or upwards, by any Public Body, Society, or Partnership, one only of their number, to be named by themselves, shall act during his life as a Governor, and on his death the privilege shall cease.

4. No Person shall be allowed to vote at the election of any Officer of the Asylum, till the expiration of six calender months after he shall have become a Governor.

### COURTS.

1. There shall be a General Annual Court on Wednesday in the Summer Assize-week, at which a general Report of the State of the Institution and of its Finances shall be laid before the Governors for consideration, and the Court shall have unlimited powers, except as to alteration of Rules without previous notice.

2. Four Quarterly Courts shall be held,—on the Wednesday in the March Assize-week, and on the third Wednesday in the months of June, September, and December, respectively.

3. The Quarterly Courts shall be advertised once in two York Newspapers of the preceding week; and the Steward shall procure from the Treasurer an account of any Benefactions or Legacies during the Quarter, to be inserted at the foot of the advertisement.



4. Special Courts shall be called by the Steward on the requisition of any five Governors; previous notice being given in each York Newspaper, specifying the object of calling such Special Court.

5. At the General Courts, seven Governors shall constitute a Quorum; and at Quarterly and Special Courts, five Governors shall constitute a Quorum.

6. The Chairman shall, if it be desired by any Governor present, be chosen by ballot. When the numbers on any question are equal, the Chairman shall have a second vote.

7. No Governor, or other person, shall be present when any matter relating to himself is under consideration, unless with the approbation of the Court.

8. No Rule shall be made or altered at a General or Quarterly Court, unless after notice at a previous Court.

9. No Governor being an Officer of the Institution, except the Treasurer, shall vote at any Annual, Special, or Quarterly Court, nor have any voice in the election of any Officer.

10. Four Governors shall be appointed at every Annual Court, as Auditors of the Steward's Accounts, any two of whom may be competent to act; and these Accounts shall be submitted to their inspection, at the end of each Quarter.



## COMMITTEE.

1. At each Quarterly Court, a Committee of seven shall be appointed by ballot, three of whom shall be a Quorum. Each person named on the Committee, shall be apprized by the Steward of his appointment, and of the names of the rest of the Committee.

2. The Committee shall meet the first Friday in every month, and shall also be called together by the Steward as occasion shall require, at the discretion of himself, the Apothecary, or House-Steward, or at the desire of any one of their own number. In case of sudden emergency, a Meeting may be held *instantly*.

3. The Committee shall audit all the Accounts, and lay them before the Quarterly Courts; contract with Tradesmen for Provisions; (but the Committee shall not be authorized to expend more than £. 20 at one time, in Furniture, Linen, or Bedding, or in Alterations and Repairs of the house, without the order of a Quarterly or General Court;) hire and discharge Servants; determine the sums to be paid by Patients, as well as the persons to be admitted; discharge Patients when they see occasion; and give such orders and directions as they shall think requisite.

4. No Officer of the Institution shall be eligible to act on the Committee.



## VISITORS.

1. Every Quarterly Court shall appoint Visiting Governors, two for each month.
2. The Quarterly Court may also appoint three Ladies, whether contributors or not, as Visitors of the Female Wards for the Quarter.
3. The Visitors shall be apprized by the Steward, of the period for which they are desired to visit ; and shall be also informed who are named to visit along with them.
4. In case any Visitor appointed by the Quarterly Court decline to act, the Committee shall have the power of supplying the vacancy.
5. Books shall be kept for entering the observations of all the Visitors, under their respective signatures ; these Books shall be read at the Quarterly Courts, and shall be always open to the inspection of the Committee.
6. The Visiting Governors, on receiving information of the death or escape of a Patient, shall meet, and examine into the circumstances, and shall direct such advertisements, investigation, and inquiry, as they shall think necessary, and report facts and observations to the Committee, who shall report such facts and observations to the Quarterly Court.



7. The Visiting Governors are desired to enter the day and hour of their visits in the book, and to make there, or to the Apothecary, House-Steward, or Matron, any observations on the state of the Institution they may think requisite: they are particularly requested to visit unexpectedly, and as often as possible, and to direct their attention to the night as well as day accommodations of the Patients.

8. The office of Lady Visitors is, to notice whatever regards the Female Patients, to enter the day and hour of their visits in the book, and make there, or to the Matron, such observations as they may think proper.

9. Each Keeper shall be furnished with a List of Patients under his or her care; to be shewn from time to time to the Visitors.

## PATIENTS.

1. Previous application shall be addressed to the Steward, before any Patients are sent for admission.

2. Previous to the admission of any Patient, there shall be a certificate, signed by two medical practitioners, each of them being a Physician, Surgeon, or Apothecary, in the following form, or to the following effect:



"We, the undersigned, do certify that we did each, separately from one another, on the day of \_\_\_\_\_ in the year 18 \_\_, personally examine

Name.	Age.	Residence.	Occupation.
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[Here insert what is required.]

and that the said \_\_\_\_\_ is insane, and is a proper person to be confined: and that the said \_\_\_\_\_ was so examined by the direction or authority of \_\_\_\_\_ who is "

[Here specify the christian, and surname, and place of abode of the person, and the degree of relationship, or other circumstance of connexion between such person and the insane person, and set forth the other particulars inquired after; and if not, explain why they are not answered.]

And such certificate shall further set forth the Patient's state of bodily health; and shall state in what asylum, if any, such Patient shall have been previously confined; and whether such person shall have been found lunatic or of unsound mind, under a commission issued for that purpose by the lord chancellor, or lord keeper, or commissioner of the great seal; and such visitation shall take place within fourteen days previous to the Patient's admission; but in case special circumstances shall prevent the Patient



from being separately visited by two medical practitioners, a certificate, signed by a single medical practitioner who visited the Patient, shall be sufficient for such admission, provided the same state the special circumstances which prevented the Patient being so visited by two; and in that case, the said certificate shall be further signed by one other medical practitioner within seven days next after the admission of such Patient; and if any special circumstance shall exist, which shall prevent the insertion of any of the particulars aforesaid, the same shall be specially stated in such certificate:

A copy of this rule\* shall be forwarded to every person applying for the admission of a Patient, with a request that the rule may be strictly attended to. None of the regular professional attendants of this institution shall sign any such certificate.

3. In the admission and classification of Patients by the Committee, regard shall be had to the accommodation of as great a number of indigent Patients as possible.

4. The payment of the class of Parish Paupers shall be 7s. per week, subject to alteration by the Quarterly Court; but 1s. per week shall be allowed towards that sum out of Lupton's Fund,

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\* This rule is framed in strict conformity with the 30th Sect. of the 9th Geo. IV., cap. 41.



to such Pauper Patients as belong to the City, Ainsty, and County of York. The classification and payments of other Patients shall be left to the discretion of the Committee, subject to revision by the Court.

5. Patients paying Three Guineas per week and upwards, may be attended by their own servants, paying such a sum for their board as the Committee shall think fit; and such servants being under the control of the Apothecary, House-Steward, Matron, and Committee.

6. A Quarter's payment for each Patient shall be made at the commencement of each quarter, together with the contingent expences of the quarter preceding, and the bills shall be made out accordingly; so that there may always be a quarter in advance in the hands of the Treasurer.\*

7. In case any false statement shall be made respecting the health of a Patient, or a Patient shall be sent in a state of great bodily illness, at the discretion of the Committee the whole or any part of the sum deposited on behalf of such Patient, shall be forfeited.

8. With each Male Patient, the following articles shall be brought, or else he shall be provided with them by the Steward, immediately on his arrival: viz.

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\* This rule may be dispensed with by the Committee, in special cases.



- 1 Coat and 1 Jacket, or 2 Coats.
- 2 Cloth or 3 Washing Waistcoats.
- 2 Pairs of Breeches.
- 3 Pairs of Stockings.
- 4 Shirts.
- 4 Neck and 4 Pocket Handkerchiefs.
- 1 Hat.
- 2 Pairs of Shoes.
- 3 Night Caps.

Each Female Patient shall be, in like manner, provided with the following articles : viz.

- |                       |                         |
|-----------------------|-------------------------|
| 2 Gowns.              | 2 Bed Gowns.            |
| 2 Woollen Petticoats. | 3 Night Caps.           |
| 3 Flannel Petticoats. | 4 Day Caps.             |
| 1 Pair of Stays.      | 3 Aprons.               |
| 2 Pockets.            | 4 Shifts.               |
| 2 Pairs of Shoes.     | 3 Pairs of Stockings.   |
| 1 Shawl or Cloak.     | 4 Neckerchiefs.         |
| 1 Bonnet.             | 4 Pocket Handkerchiefs. |
| 1 Pair of Gloves.     |                         |

9. The persons of the Male Patients shall be examined by the Apothecary, and the Females by the Matron, when they are admitted into the Asylum ; an account shall be taken of such property as they may be in possession of, and a book shall be kept by the Steward for the purpose of entering a list of such property. In case the medical attendants shall think it not prudent to



allow a Patient to retain the property in his or her possession, it shall be delivered by the Apothecary or Matron, to the Steward, who shall sign a memorandum thereof, to be retained by the Apothecary or Matron respectively, who shall give intimation of the circumstance to the Committee.

10. Every Patient's Linens shall be changed twice a-week, and their Stockings at least once a-week.

11. Such Patients as are thought proper by the Apothecary or Matron, shall be taken to some place of worship on Sundays.

12. From Martinmas to Candlemas, the breakfast-hour shall be not later than nine o'clock; during the rest of the year, the breakfast-hour shall be eight. The Patients' dinner-hour shall be twelve o'clock; that of the Servants, one o'clock.

The Patients who have no tea, shall sup at six o'clock; those who have tea, may, if they choose, have some refreshment at seven.

The Patients are not to be put to bed before eight o'clock.

13. No Patient shall be permitted to be taken out of the Asylum, till after at least seven days' notice given by their friends of such intention, or a week's extra pay.

14. The person and clothes of each Patient on going out shall be carefully examined: of the Males by the Apothecary and Visiting Governors, and by any other Governor who has been a Visitor;



of the Females by the Matron, the Lady Visitors, and any Lady who has been a Visitor; the Apothecary instructing the Steward to give the necessary notices to the examining parties. The inventory of the Patient's clothes to be produced at the examination, and an account kept by the Steward of the clothes taken out.

15. No criminal Lunatic shall be admitted as a Patient.

16. No Governor or male Officer of the Institution shall be allowed to enter the female apartments, without being accompanied by the Matron, or some other female attendant.

### PHYSICIAN.

1. The Physician, in addition to his professional duties, is expected to pay attention to the state of the persons of the Patients; to remark the condition of their apartments; to notice any negligence or misbehaviour which he may observe in any of the officers or servants, and to represent it to the Committee if he find it necessary.

2. The Physician shall regularly visit the Patients at least three times a week, independently of his occasional attendances in such cases of illness as may require it.

3. The Physician is expected to record in a book, to be laid before the Committee at the Monthly Meetings, the times of his visiting;



and on the removal of a Patient, the state of health at the time of removal ; and also whether the Patient was discharged, or taken away by friends.

4. The Salary to be paid to the Physician, shall, until further order, be Two Hundred Guineas per annum, payable quarterly.

5. On the election of a Physician, he shall pledge himself not to have any interest, direct or indirect, in any private Asylum.

6. The person holding this office shall not be connected with, interested in, or generally attend the Patients of any private Establishment for the reception of Lunatics ; and the office shall be vacated by his connecting himself with, or becoming interested in, or generally attendant upon any such Establishments. Such vacancy shall be declared by the first Quarterly Court to which such circumstance shall have been made known ; and a Special General Court shall be thereupon called, for the purpose of filling up the vacancy in the office of the Physician.

7. The Physician is precluded from accepting any fees or gratuities on account of Patients in the Asylum.

#### CHAPLAIN.

1. There shall be Divine Service every Sunday, at an hour convenient to the Chaplain. The



service to be concluded before five o'clock in the evening. There shall be Divine Service and a Sermon on the morning of one other day in the week.

2. Any Patients whose state of health may not admit of this attendance on Divine Service, shall be visited by the Chaplain in the wards at least twice a week, provided they are in such a state of mind, as to enable them to attend to religious offices.

3. The Chaplain is expected to record in a book, the times of his regular and occasional attendances at the Asylum, and such observations respecting the state of the House and Patients as he may think deserving of notice. This book shall be laid before the Quarterly Court, and always open to the inspection of the Committee.

### TREASURER.

The Treasurer shall receive all legacies and donations, and give discharges for the same ; he shall receive the dividends and interest upon the money in the funds, or on securities ; and shall issue money to the Steward when it shall be deemed necessary ; and he shall make up an annual account of his receipts and disbursements. The money, which he shall from time to time receive, shall be paid into one of the York Banks, to the separate account of the Lunatic Asylum.



## APOTHECARY.

1. The Apothecary shall be resident in the house ; he shall have full power over all the attendants on the Patients, both male and female, and may discharge them.

2. He shall see each Patient at least twice every twenty-four hours ; and shall daily remark the condition of every apartment.

3. He shall attend to the preparation and at the administration of medicines.

4. He shall not allow the attendants to employ any coercion, without either obtaining his previous consent, or immediately informing him thereof.

5. On the death or escape of any Patient, he shall give immediate information to the Visitors.

6. He is expected to support the authority of the Matron over the female Servants, and he shall direct her attention to the sick male Patients.

7. He never shall be absent from the house at the same time as the Matron, nor ever all night, without the permission of the Committee.

8. On the admission of a Patient, the Apothecary shall endeavour to collect an accurate account of the case ; inquire into the previous habits of the Patient, and his or her disposition ; and enter all requisite particulars on the table and case-book belonging to the Asylum, which shall be examined



at least once in every three months by the Committee.

9. He shall also keep a register of remarkable cases which may occur in the practice of the house, for the inspection of such medical men as may be Governors, or introduced by a Governor.

10. He shall keep a journal, or common place-book, in which he shall record :

The christian and surname of each Patient ;  
the dates of their admission, discharge, or death ;  
and the complaints of which they may be supposed to die :

The entry and discharge or death of any servant :

The ground of his refusing to allow the friends of Patients to see them :

Articles which he thinks are wanting for the use of Patients or the house : and generally any circumstance on which he wishes the Committee to be consulted.

This book shall be always laid before the Committee at their Meetings ; and he shall also be prepared to lay before them at their Monthly Meetings, a correct list of all the Patients, distinguishing such as are in a state of recovery.

#### STEWARD.

1. The Steward shall keep the accounts with the friends of Patients ; pay bills under the direction of the Committee or Treasurer ; and settle ac-



counts with them when required. The Steward's salary shall be in lieu of all perquisites.

2. He shall enter the minutes at the Courts, or copy them into the books if made in his absence; keep correct lists of admissions, deaths, and removals, with such particulars as the Committee shall suggest; and generally transact such concerns of the Institution, as the Committee shall direct.

3. He shall give each of the Committee two days' previous notice of their stated Monthly Meetings, and shall also call them together as often as he, the Apothecary, or the House-Steward shall see occasion, or at the desire of any one of the Committee.

4. He shall keep an inventory of any property which may be in the possession of the Patients on admission, such as money in the pocket, &c. and of all clothes brought by the Patients; to which he shall from time to time add whatever is sent to, or procured for them.

5. The Steward, on the Monday before the Committee's first Monthly Meeting in each quarter, shall compare his own inventory of the apparel of the Male Patients with the inventories of the Attendants; and shall compare the inventories with the different articles; and the inventories shall be laid before the first Monthly Meeting in each quarter, with a report of any thing which may be missing.



6. He shall take care that all the Patients are properly supplied with clothes; and if necessary clothing be not provided by the friends of any Patient, he shall purchase it, with the Matron's assistance, where requisite, and charge it to such Patient's account.

7. On application being made for the admission of any Patient, he shall send a copy of the printed queries to be answered by the friends of such Patient, also a list of clothes required.

8. He shall make a report to each Quarterly Court, of the number of Patients, specifying their respective payments, and the dates of their admission.

9. All bills of articles purchased for the separate use of the Patients, as well as of goods for the House, shall be paid by the Steward.

10. All bills shall be examined and signed by at least one of the Committee before payment, and all bills for goods for the house shall also be signed by the House-Steward.

11. Four days at least previous to each Quarterly Court, he shall send notice thereof by the post, to each Governor resident in York, and to any other Governor, who may desire such notice.

#### HOUSE-STEWARD.

1. The House-Steward shall superintend the domestic male Servants, including the gardener,



the brewer, the baker, and all other occasional workmen and mechanics, employed in or about the house; (except the Attendants on the Patients;) and when necessary, shall keep a journal of their time, but shall not hire or discharge any Servant without the approbation of the Committee.

2. He shall see, and be answerable, that all the outer-doors of the house are locked and bolted every night at ten o'clock.

3. He shall purchase, under the direction of the Committee, furniture, provisions, and other necessaries for the house, (except drugs,) and shall keep a book, stating minutely the quantities and prices, which book shall be produced at each Monthly Meeting, for the inspection of the Committee, and he shall report to them all bills and wages due, that they may be discharged by the Steward.

4. He shall keep inventories of all the furniture in the house, except what is in the female Patients' apartments, and of all utensils, in and about the house.

5. He shall have the care of the brew-house, bake-house, cellar, garden, and store-room; shall see weighed and measured, all shambles' meat, flour, malt, sugar, and other provisions; and shall take care that there is no extravagance nor unnecessary waste, or if any, shall report the same to the Committee.



6. He shall generally transact all such concerns of the Institution, as the Committee shall direct.

### MATRON.

1. The Matron shall superintend generally the domestic arrangements, victuals, &c.; and shall keep inventories of the linen, and of the furniture in the female apartments, for the inspection of the Courts and Committee; and also inventories of the apparel of the female Patients.
2. The Matron, on the Monday before the Committee's first Monthly Meeting in each quarter, shall compare her own inventories of the apparel of the female Patients, with the inventories of the Attendants; and shall compare the inventories with the different articles; and the inventories shall be laid before the first Monthly Meeting in each quarter, with a report of any thing which may be missing.
3. The Matron shall see that the beds and bedding throughout the male and female wards be clean, dry, and in good order; and report to the Committee or Visitors, any neglect on the part of the Attendants.
4. She shall have the particular management and control of the female Servants, and the care of the female Patients.
5. If any thing require correction, she shall re-



present it, in the first instance, to the Apothecary, or House-Steward, as the case may require, and if she find it expedient, to the Physician, Visitors, or Committee.

6. She shall visit the men's wards once a-week at least, and examine the state of the bed-rooms.

7. She shall be as much as possible with the female Patients, and see that they are treated with tenderness, and that all the alleviations are provided which their state will admit; and that they be so arranged in their several day-rooms, as least to annoy each other.

8. No male Keeper, male Servant, or male Patient, shall be admitted into any of the female wards, unless the Matron, or, in case of her absence, a responsible female Attendant, be present.

### SERVANTS IN GENERAL.

1. All the Servants shall have fixed salaries, or wages, and no perquisites.

2. If any of the Patients escape, the expence of following and bringing them back shall be defrayed, in the whole or in part, at the discretion of the Committee, by the Servant to whom blame may attach.

3. If any Servant strike, or punish, or otherwise ill-treat any Patient, such Servant shall be dismissed from his or her situation.



4. The Attendants shall not employ any coercion, without either obtaining the previous consent of the Apothecary, or immediately informing him thereof.

5. The Attendants shall take care that all the Patients be clean washed and combed every morning before breakfast.

6. All the Attendants shall clean and put in order their respective day-rooms every evening.

7. The Attendants shall, as much as possible, be present with the Patients under their respective care.

8. Every Servant on going out, must have leave of absence; the Attendants from the Apothecary; the Female Servants from the Matron; and the other Servants from the House-Steward.

9. No male Attendant shall go into the apartments of the female Patients, unless called upon, or ordered by the Physician, Apothecary, or Matron.

10. Each male and female Attendant shall keep an inventory of the clothing belonging to each Patient under his or her care, to which they shall add any article sent to, or purchased for them, and enter the date when they receive it. They shall from time to time report the state of the Patient's clothes to the Apothecary or Matron.

11. The Servants shall, in all respects, conform



to the orders and directions of the Apothecary, House-Steward, and Matron, respectively.

12. No Servant disabled by illness to do the duties of his or her office, shall be entitled to remain in the house:—but the Committee for the time being, may, at their discretion, relax the strictness of this rule.

13. The Laundry-Maid shall sort the clothes when washed, and take them to the Keepers in the respective wards, and each Keeper shall furnish her with a list of the clothes given to her.

#### LUPTON'S FUND.\*

All existing and future contributors of £. 20, or upwards, are Governors; but they have no distinct power over that fund.

#### MISCELLANEOUS.

1. No Officer or Servant of this Institution shall accept any fee, reward, or gratuity, from or on account of Patients in the Asylum.

2. Books shall be kept in which each Tradesman shall enter, at the time of any purchase made

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\* This fund originated in a donation by the Executor of Mr. THOMAS LUPTON, in 1789, to be appropriated solely for the maintenance of Lunatic Parish Paupers, and other indigent Lunatics within the City, Ainsty, and County of York. It has been augmented by subsequent donations and legacies.



for the use of a Patient, the articles, dates, and prices ; and the Steward or Matron shall annex the number of the Patient to the article ; and the Steward shall compare these Books with the Tradesman's Bill previous to the payment.

3. The old clothes of the Patients which can no longer be made use of, shall be disposed of by the Apothecary or Matron, under the direction of the Committee.

4. No Member of the Committee, or any Officer of the Institution, or Visiting Governor, shall be employed in his profession or trade, in the affairs of this Institution, with the exception of Bankers.

5. One of the Visiting Governors, or a Member of the Committee, shall sign all bills before they are sent to the Friends of the Patients, and also sign the amount of these bills entered in a book, to be produced at the time by the Steward. This book to be afterwards audited by the Committee.

6. The Quarterly Court, or the Committee, shall have power to discharge any Officer of the Institution, with the exception of the Physician, Chaplain, and Treasurer ; and if the Officer discharged shall think proper, he or she may appeal from the decision of the Quarterly Court, or of the Committee, to a General Meeting of Governors, to be held for the special purpose of hearing such appeal.—The day of holding such Meeting shall be appointed by the Committee,



within one week of receiving a requisition for that purpose, and one month's notice of the Court shall be advertised in each of the York Newspapers.

7. The Quarterly Court, or the Committee, shall have power to suspend any Officer of this Institution, and to appoint a substitute during such suspension; and in such case, a Special General Court shall be held within two calendar months, to be called by advertisement in all the York Newspapers, one calendar month previous to its being held, for the purpose of determining upon dismissal or restoration to office.

8. In case of the death, resignation, notified intention to resign, or removal of any Officer of the Asylum, the Committee shall, within fourteen days, cause one calendar month's notice to be given, by advertisement in all the York Newspapers, of a Special General Court, to supply the vacancy.

9. All elections shall be by ballot; and when there are more than two candidates for the vacant office of Physician, Chaplain, Treasurer, Apothecary, Steward, House-Steward, or Matron, if an absolute majority of all the Governors present do not appear, upon the first scrutiny, for any one candidate, there shall be a second ballot, leaving out the candidate who has fewest votes, and so on, till such majority shall be found.



10. No friend of a Patient, nor any stranger, shall visit the house without written leave from the Physician or a Visitor, or without the approbation of the Apothecary; and in case of the Apothecary's refusal, he shall report the occasion of it to the friend of the Patient, and record it on the books.

11. The friends of Patients may call in any regular Physician, in consultation with the Physician of the Institution.

12. All Books directed to be kept by the Physician and Apothecary, relative to the cases of Patients, their admission, or discharge; as well as all the Books kept by the Steward and House-Steward, shall be the property of the Institution.

13. The Diet Table shall be from time to time revised by the Committee, with the assistance of the Physician.

14. An Annual Report shall be prepared by the Committee for publication and distribution, at least seven days previous to the General Court.

15. All Legacies and Donations shall from time to time be funded, for the purpose of augmenting the capital belonging to the Institution.



On application for the Admission of Patients, the following Queries are addressed by the Steward to the party applying :

*In order to enable the Committee to determine respecting the Admission of ———, you are requested to answer the following Queries :*

1. What is the Patient's Name?—*Answer.*
2. Place of Residence?
3. Age?
4. Occupation?
5. Income and Circumstances?
6. Is he [she] Single, Married, or a Widower [Widow]?
7. If Married, or a Widower, [Widow] what number of Children, and Age of the Youngest?
8. What can be afforded as the Weekly Payment?
9. Who will be responsible for the Payment?
10. How long has the Patient been affected with derangement?
11. It is a case of considerable violence, or is the Patient in a tractable state?
12. What is the Patient's state of bodily Health?
13. Is the Patient subject to Fits?



*The following is a List of Clothes required to be sent with each*

*Male Patient :*

One Coat and One Jacket, or Two Coats.  
Two Cloth, or Three Washing Waistcoats.  
Two Pairs of Breeches.  
Two Pairs of Shoes.  
Three Pairs of Stockings.  
One Hat.  
Four Shirts.  
Four Neckerchiefs.  
Four Pocket Handkerchiefs.  
Three Night Caps.

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*The following is a List of Clothes required to be sent with each*

*Female Patient :*

Two Gowns.	Two Pockets.
Two Bed Gowns.	Three Pairs of Stockings.
Three Woollen Petticoats.	Two Pairs of Shoes.
Three Flannel Petticoats.	One Pair of Gloves.
Four Shifts.	One Bonnet.
Four Day Caps.	One Shawl or Cloak.
Three Night Caps.	Four Neckerchiefs.
One Pair of Stays.	Four Pocket Handkerchiefs.
Three Aprons.	

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N. B. The Pauper Patients belonging to the County of York, pay 6s. per week ; Pauper Patients belonging to other counties, pay 7s. per week ; other indigent Patients are charged according to their circumstances ; and the middle and higher Classes according to their rank, and the accommodation required.



After the Committee have ordered the Admission of a Patient, the following Letter and Queries are sent :

SIR,

*IN consequence of your application for the admission of*  
*into the LUNATIC ASYLUM, I am directed to forward to you the Rule of that Institution relating to medical certificates ; and, as the Rule is drawn up in obedience to an Act of Parliament, you will be so good as to pay strict attention to it. On the third page of this sheet, is annexed a form of the Certificate, as far as it can be framed, which will require to be filled up with an addition in writing at the end ; stating an opinion as to the Patient's bodily health, and what the parties who certify know as to his having been under confinement in any other Institution ; and as to his having been declared lunatic by a commission.*

*I am, Sir,*

*Your obedient servant,*

R. GREEN,

STEWARD.

#### R U L E.

Previous to the admission of any Patient, there shall be a certificate, signed by two medical practitioners, each of them being a Physician, Surgeon, or Apothecary, in the following form, or to the following effect :

And such certificate shall further set forth the Patient's state of bodily health ; and shall state in what asylum, if any, such Patient shall have been previously confined ;



and whether such person shall have been found lunatic or of unsound mind, under a commission issued for that purpose by the lord chancellor, or lord keeper, or commissioner of the great seal; and such visitation shall take place within fourteen days previous to the Patient's admission; but in case special circumstances shall prevent the Patient from being separately visited by two medical practitioners, a certificate, signed by a single medical practitioner who visited the Patient, shall be sufficient for such admission, provided the same state the special circumstances which prevented the Patient being so visited by two; and in that case, the said certificate shall be further signed by one other medical practitioner within seven days next after the admission of such Patient; and if any special circumstance shall exist, which shall prevent the insertion of any of the particulars aforesaid, the same shall be specially stated in such certificate.

*As the successful Treatment of Insane Persons depends much upon the Information received relative to their Cases, the Friends and Medical Attendants of Patients sent to the York Lunatic Asylum, are earnestly requested carefully to answer the following Queries, and to add any other particulars connected with the Patient's Disorder or Character, which may be thought important.*

1. Is this the first Attack?—*Answer.*
2. If not, how many previous ones, and at what distance of time from each other?
3. How long since the commencement of the present one?
4. Has any, and what change taken place in the Symptoms?



5. Is there, or has there appeared, a disposition to Self-Destruction ?
6. Or to injure others ?
7. Or to destroy Clothes ?
8. What defect, impropriety, or false notion marks the Disease ?
9. What circumstance appears to have been the exciting Cause ?
10. Was there any previous Singularity, or Weakness ?
11. Is it known that any of the Patient's Relations have been in any degree deranged ?
12. What was the Patient's natural Temper ?
13. Favourite Pursuits ?
14. Habits ? (as to Temperance.)
15. Of what Religious Profession ?
16. Have any, and what Medical means been employed ?
17. Is the Patient subject to Fits ?
18. Or labouring under any Bodily Disease ?
19. Has the Patient had the Small Pox ?
20. Or Vaccine Disease ?



## CERTIFICATE.

We, the undersigned, do certify that we  
 did each, separately from one another, on the  
 day of  
 in the year 18 ,  
 personally examine

Here insert  
 what is requir-  
 ed.

Name.	Age.	Residence.	Occupation.
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and that the said  
 is insane, and is a proper person to be con-  
 fined: and that the said  
 was so examined  
 by the direction or authority of  
 who is "

Here specify  
 the christian,  
 and surname,  
 and place of  
 abode of the  
 person, and the  
 degree of re-  
 lationship, or  
 other circum-  
 stance of con-  
 nexion between  
 such person  
 and the insane  
 person, and set  
 forth the other  
 particulars in-  
 quired after ;  
 and if not, ex-  
 plain why they  
 are not answer-  
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