

General rules for the management of the London County lunatic asylums.

Contributors

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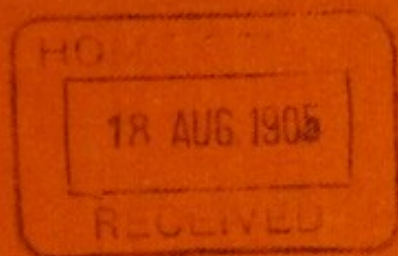
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London County Asylums.

GENERAL RULES.

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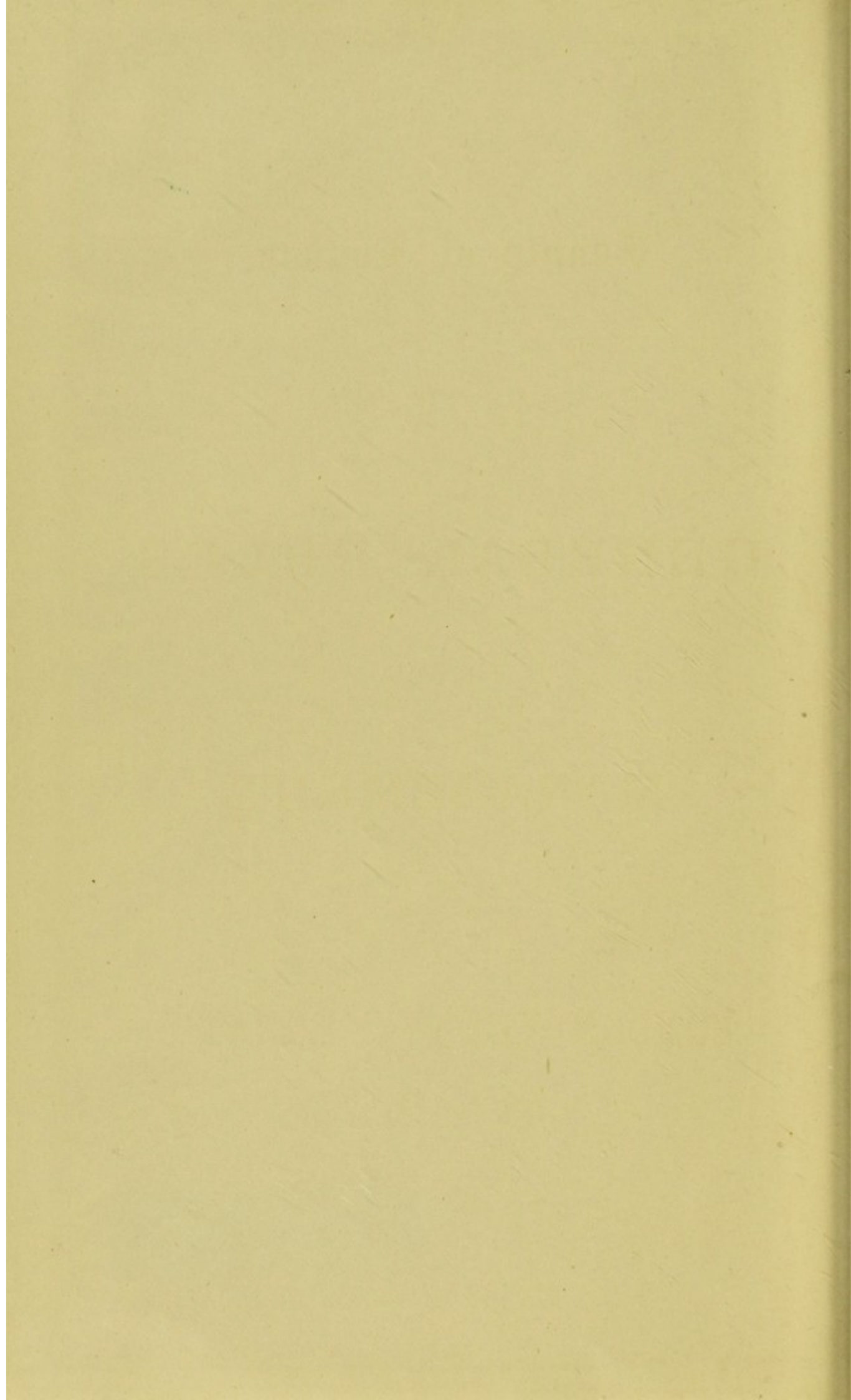
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County of London.



GENERAL RULES

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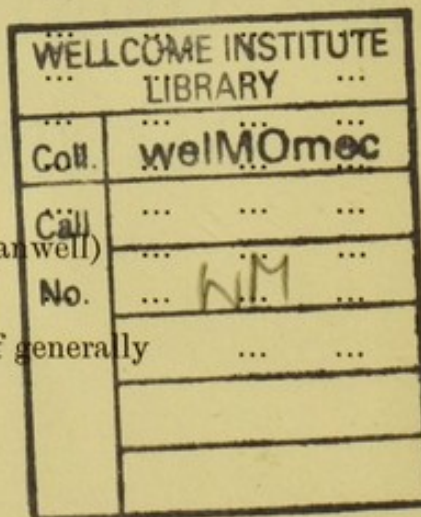
MANAGEMENT

OF THE

LONDON COUNTY LUNATIC
ASYLUMS.

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COUNTY OF LONDON.

GENERAL RULES FOR THE MANAGEMENT OF THE LONDON COUNTY LUNATIC ASYLUMS.

(Lunacy Act, 1890, Sec. 275.)

ASYLUMS COMMITTEE.

1. The Asylums Committee annually appointed by the London County Council for the management and control of the London Asylums, shall appoint a Sub-Committee for each separate Asylum, and shall delegate to that Sub-Committee such powers and duties as the Committee from time to time think fit.

ASYLUM SUB-COMMITTEE.

1. Each Sub-Committee appointed for the control and management of the County of London Asylums shall consist of at least seven members, and the Chairman and Vice-Chairman of the Asylums Committee shall be *ex officio* members thereof.

2 In pursuance of Section 169⁽³⁾ of the Lunacy Act, 1890, there shall be delegated to each Sub-Committee in respect of the Asylum for which it is appointed, all the powers and duties of a Visiting Committee under the Lunacy Act, 1890, and the Local Government Act, 1888, with the exceptions and subject to the conditions stated in the following Rules.

3. Each Sub-Committee shall prepare and submit to the Asylums Committee an estimate of the food, provisions, stores and other articles, excepting farm stock, required for the Asylum in such form, for such periods and at such times as the Asylums Committee may determine; such estimates shall be referred to the Asylums Contract Sub-Committee, and no Sub-Committee

shall enter into any Contract for such supplies unless specially authorised.

4. Each Sub-Committee shall be empowered to send from time to time samples of provisions, &c., to the Chemist for analysis.

5. Each Sub-Committee shall order all ordinary and necessary repairs to the Asylum; and the ordering of "additions, alterations and improvements" to the amount of £400, under the provisions of Section 266 of the Lunacy Act, 1890, shall be delegated to the Sub-Committee of each Asylum, and each Sub-Committee shall be required to report to the Asylums Committee half-yearly as to all payments so made, and the nature of same.

Lunacy Act,
1890, Sec. 266.

6. Each Sub-Committee shall have power to appoint, suspend or dismiss all officers and servants required for the Asylum except the Medical Superintendent, who shall be appointed or dismissed by the Asylums Committee, but who may be suspended by the Sub-Committee.

7. Each Sub-Committee shall submit any alteration in the General Rules, Regulations and Orders of the Asylum which they may consider desirable for the consideration of the Asylums Committee.

8. Each Sub-Committee shall (in respect of moneys to be paid out of the County Fund) every year, prepare and submit to the Asylums Committee an annual estimate of their expenditure under the following heads:—

- I. Maintenance of pauper lunatics chargeable to the County of London.
- II. Necessary and ordinary repairs to the Asylum, and also additions, alterations and improvements not exceeding £400 in respect of each Asylum (Section 266, Lunacy Act 1890).
- III. Additions, alterations and improvements (not included in No. 2) not exceeding a total of £1,000 for each work and other than those affording increased accommodation.
- IV. Rents, taxes and insurances.

9. Each Sub-Committee may revise that portion of their yearly estimates which is for the half-year ending March 31st.

10. A Sub-Committee shall not expend any greater amount than is included in their estimate, nor apply any money to any object other than that named in the estimate, except under the authority of the Asylums Committee.

11. The provisions of the Local Government Act, 1888, relating to the accounts of County Councils and their officers, and to the audit of such accounts, shall apply to the accounts of each Asylum and of the Sub-Committee and officers thereof. Lunacy Act,
1891, Sec. 18.

12. Each Sub-Committee shall exercise strict control over the articles recommended by officers for condemnation and shall exercise their discretion as to how such control shall be carried out.

13. The powers and duties of each Sub-Committee shall be further subject to any variation or alteration as may from time to time be determined upon by the Asylums Committee.

ASYLUM OFFICERS.

CLERK TO THE COMMITTEE.

1. The Asylums Committee shall in accordance with Sec. 176⁽¹⁾ of the Lunacy Act, 1890, appoint a Clerk who shall also be Clerk of the Sub-Committees. He shall be the chief administrative official of the Asylums Committee and shall be allowed such clerical staff as the Committee from time to time think necessary and appoint to carry out the duties pertaining to his office. Lunacy Act,
1890, Sec. 176(1)

2. He shall summon all meetings of the Committee and Sub-Committees, attend in person, or by his deputy, such meetings, prepare Agenda Papers, take Minutes of Proceedings, conduct correspondence, prepare Reports and Contracts, and execute generally all such matters and duties as are prescribed by the Statute, and as may be directed by the Committee.

3. He shall make enquiries as to the means of patients admitted to the Asylums under Sections 13 and 16 of the Lunacy Act 1890, and decide as to their proper classification, reporting his action at each meeting of the Asylums Committee.

4. He shall deal with all applications for the reception of private patients at the London Asylums and obtain suitable undertakings for the payment of their maintenance, and in connection therewith he shall be empowered to take steps for the recovery of any sums which may become due for a patient's maintenance.

5. He shall be empowered to sign on behalf of the Committee acceptances of tenders for stores and all contracts or

agreements that may be entered into by the Committee from time to time.

TREASURER.

1. The Treasurer of each Asylum and of the Asylums Common Fund shall give such security as may be required from time to time by the Sub-Committee of such Asylum.

2. He shall make no payments except upon cheques drawn by not less than 2 of the Sub-Committee and countersigned by the Clerk of the Asylum or in the case of the Common Fund by the Accounting Officer.

MEDICAL SUPERINTENDENT.

1. The Medical Superintendent shall be duly registered to practice in Medicine and Surgery according to the Act of the 21st and 22nd Vic. cap. 90, intituled "An Act to regulate the qualification of Practitioners in Medicine and Surgery."

2. He shall have paramount authority in the Asylum subject to that of the Sub-Committee, and shall have the general direction and control of all the medical and general staff of officers and servants, with power to suspend any of them for misconduct, such suspension to be reported to the Sub-Committee at their next meeting for confirmation. He shall have power to arrange provisionally for the discharge of the duties of the persons so suspended, but only until the next meeting of the Sub-Committee.

3. He shall not have power to authorise any expenditure in connection with the repair or alteration of the building, but, if he deem any repair or alteration necessary he shall give notice to the officer responsible for the maintenance of the structure who will act in accordance with the rules laid down for carrying out repairs.

4. He shall be resident in the Asylum, and shall be responsible for and have the direction of all that concerns the Medical and Surgical treatment of the patients, and their management, exercise, amusements, employments and medical classification, subject to the regulations of the Asylum and the orders of the Sub-Committee. He shall not practise out of the Asylum, nor be employed professionally in any way unconnected with his office, except that he may visit at the request of a Secretary of State or the Solicitor to His Majesty's Treasury any person charged with a capital offence, examining into his mental condition, reporting, and if required giving evidence thereon, and he may also execute at the request of the Commissioners in

Lunacy, any order to visit and report made by the Lord Chancellor under the provisions of the Lunacy Act, 1890.

5. He shall keep a Report Book in which he shall enter full account of every important and unusual circumstance that may occur in the Asylum, together with the number of patients resident, every death, inquest or escape that may occur, and such other particulars as may be required from time to time by the Sub-Committee, and shall read such entries to the Sub-Committee at every meeting.

6. He shall report to the Sub-Committee in writing any neglect or abuse that may come to his knowledge in any department of the Asylum.

7. He shall immediately enquire into the cause of all accidents or injuries occurring at the Asylum and report the result to the Sub-Committee at their next meeting.

8. He shall take care that the Rules and Regulations of the Asylum be faithfully observed, and shall investigate all complaints made to him by patients, officers, attendants or servants, and shall report in writing to the Sub-Committee at their next meeting such as require further notice.

9. He shall not absent himself from the Asylum for more than one night without the previous written consent of the Chairman of the Sub-Committee, nor for more than three nights without the authority of the Sub-Committee.

10. He shall himself visit as often as practicable the wards and he shall cause every ward and every patient to be visited at least twice a day by an Assistant Medical Officer who shall order the requisite diet for those who are sick, taking care that the particulars of such sick or extra diet be duly entered in the diet list of the several wards. He shall from time to time examine the provisions issued for the use of the patients and report to the Sub-Committee whenever they are unsatisfactory. He shall make occasional visits at uncertain times to the different wards and bed-rooms during the night or before the patients rise in the morning and report to the Sub-Committee any serious irregularity which may come to his notice. On making such visits to the department for female patients, the Medical Officer shall invariably be accompanied by the Matron or Female Head Night Attendant, or by some other female officer.

Rules of
Commissioners.

11. He shall be responsible for the keeping of all Books, Registers, &c., necessary for making Returns and giving notices, &c., that may be required by the provisions of the Statute or the rules of the Commissioners in Lunacy.

12. He shall receive and thoroughly examine, or take care that an Assistant Medical Officer receives and thoroughly examines each patient on admission and shall invite the presence at such examination of the officer or officers by whom the patient is brought to the Asylum (with due regard to the sex of the patient), and record the result of such examination at the time in a book to be kept for that purpose. He shall specially report to the Sub-Committee all cases of patients received at the Asylum in restraint, or who are dirty, or suffering from wounds or bruises, or who are in a bodily condition which in his opinion, should have prohibited their removal or any extraordinary circumstance requiring special notice, and shall call the attention of the officers who brought the patients to any such fact before they leave the Asylum.

13. He shall enter on separate cards the names of all the patients in every ward on each side of the Asylum who may be suicidal or subject to tuberculosis, dysentery, or any particular disease or habits that require special attention, or cause such names to be entered by the Assistant Medical Officers under his superintendence and responsibility, and such cards shall be delivered to the ward attendants of each ward for their instruction and shall be preserved and referred to by them, and such cards shall be from time to time corrected with every change of patients in any ward.

14. He shall cause the Weekly Medical Journals, Register of Mechanical Restraint, Casualty Book and the Case Books to be regularly laid before the Sub-Committee at every meeting for inspection.

15. He shall carefully select the patients to be allowed to attend meetings, re-unions or other entertainments, and shall take every possible care that the patients whilst so assembled are under proper superintendence and control, and shall report such meetings to the Sub-Committee.

16. He shall allow every patient of a religious persuasion differing from that of the Established Church, at the special request of such patient, or of his or her friends, to be visited at reasonable times by a minister of such persuasion whenever, in his opinion, such visits will not be prejudicial.

17. He shall when requested, act as Physician to the Resident Officers, and personally, or by an Assistant Medical Officer, visit and administer in case of sickness to any Ward Attendant or Servant resident in the Asylum or in cottages provided for them on the Estate, and shall in like manner, if required by the Sub-Committee, attend any person employed in

the Asylum but not resident, who may have sustained any injury in the performance of his duties, reporting thereon from time to time to the Sub-Committee. This is not to apply to the wives and families of officers or attendants.

18. He, or one of his Assistant Medical Officers, shall be present at the celebration of Divine Worship in the Asylum on Sundays.

19. He shall personally, or by one of the Assistant Medical Officers, give directions to the attendants as to any patients who in his judgment, are unfitted to leave the wards for exercise or work, and shall also take care that when patients are out of the grounds a sufficient number of attendants have charge of them.

20. He shall give such instructions to the Assistant Medical Officers as may be necessary, with reference to the duties to be performed by them, and as to the medical and other treatment of the patients.

21. He shall present a Report to the Sub-Committee at their first meeting, immediately after the 31st March in each year, setting forth the number of admissions, removals, discharges and deaths during the year to the 31st of December preceding, and the health and general condition of the patients with such further observations as may appear to him necessary.

22. He shall have authority, in special cases of emergency or difficulty amongst patients or resident staff, to avail himself of the advice or professional assistance of an experienced surgeon or physician, reporting specially to the Sub-Committee at their next meeting, in every such case the grounds on which such assistance was considered necessary.

23. He may, if he deem it beneficial, permit the temporary absence of any patient for not exceeding four days, reporting his action to the Sub-Committee at their next meeting. Lunacy Act, 1890. Sec. 275(5)

24. No officer or servant shall be engaged without satisfactory references being first obtained, and, if previously employed, a verified reference from the last employer should (if possible) be obtained.

25. No attendant or servant shall be engaged except on a three months' probation, at the expiration of which they shall appear before the Sub-Committee for confirmation.

26. No promotion or reduction of any employee affecting an alteration of pay shall be made except with the Sub-Committee's authority.

27. Upon any attendant or servant being transferred to another Asylum, his Asylum record shall accompany him or her, and be entered in the book kept for the purpose.

28. He shall have power to exclude from admission to the Asylum any persons afflicted with cholera, typhus fever, scarlet fever, small-pox, or any contagious or infectious disease, and any person coming from a place in which such malady may be prevalent. (Section 275, Sub-section 5, Lunacy Act, 1890.)

29. He shall avail himself of the services of the Medical Officer of Health of the London County Council in the event of an occurrence of fever or other infectious disease at the Asylum.

30. He shall report at the end of each quarter to the Sub-Committee the amount of leave, other than annual, granted by him to the Medical Staff and taken by himself.

31. He shall report all resignations of Attendants at the first meeting of the Sub-Committee after the receipt of same, whether such resignations are withdrawn before the meeting of the Sub-Committee or not and all Attendants resigning shall be required to attend before the Sub-Committee at such meeting.

32. No medical officers shall receive fees for making affidavits in connection with patients.

33. Whenever a patient is compulsorily isolated by day between the hours of 7 a.m. and 7 p.m. by the closing by any means whatsoever of the door of the room in which the patient is, such patient shall be deemed to be "secluded," and an entry shall be made in the books in which cases of seclusion are required to be recorded. The Medical Superintendent shall also report at each meeting of the Sub-Committee all cases secluded since the last meeting.

ASSISTANT MEDICAL OFFICERS.

1. There shall be appointed from time to time a sufficient number of Assistant Medical Officers, who shall be single men, and duly registered to practise in Medicine and Surgery, according to the Act of the 21st and 22nd Vic., cap. 90, intituled, "An Act to regulate the qualifications of Practitioners in Medicine and Surgery."

2. They shall be subordinate to and shall act under the direction of the Medical Superintendent in all respects, and the rules laid down for the guidance of the Medical Superintendent shall, as far as possible, apply to the Assistant Medical Officers. They shall reside in the Asylum, and their leave shall be so

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regulated that a sufficient number shall always be at the Asylum. In the absence of the Medical Superintendent, the First Assistant Medical Officer in residence shall be responsible for the performance of the Medical Superintendent's duties, subject to his instructions.

3. Except under very exceptional circumstances the Medical Superintendent and the First Assistant Medical Officer shall not be both absent from the Asylum at the same time.

4. They shall visit the wards which are allotted to them at least twice a day, and during the night as occasion requires ; and during the absence of the Medical Superintendent, or with his sanction while he is in residence, on uncertain days and uncertain times (but visits of inspection are to be made on the female side at night only in company with the Matron or the Head Female Night Attendant), and shall report to the Medical Superintendent when such visits have been paid, together with any observations which may have occurred to them during such visits by night in order that such observations and the hours at which such visits were made, may be entered in the Medical Superintendent's Report Book for the information of the Sub-Committee.

5. They shall not make any alteration with respect to the classification or occupation of the patients, or the duties of the attendants, without the sanction of the Medical Superintendent.

6. They shall render all the assistance in their power to the Medical Superintendent, by observing the state of the patients carefully watching the effects of all medicines administered, by observing the order, general condition and ventilation of the wards, the treatment of the patients by the attendants, and by communicating without reserve the result of such observations to the Medical Superintendent.

7. They shall not sleep out of the Asylum for more than one night without the previous authority of the Sub-Committee, and shall obtain the consent of the Medical Superintendent before leaving the Asylum at any time during the day, or for one night only. It shall be competent for the Medical Superintendent to grant them occasional leave, consistently with the efficient working of the Asylum.

8. In addition to the specific duties hereinbefore provided, they shall obey and act upon all such other instructions in reference to the treatment of patients as shall from time to time be given to them by the Medical Superintendent.

9. They shall perform such other duties, and be subject to such other instructions as may be from time to time prescribed by the Sub-Committee.

10. In the event of a vacancy occurring in the staff of Assistant Medical Officers, those below the officer whose place is vacated will not of necessity be promoted.

CHAPLAIN.

Lunacy Act,
1890, Secs. 276(1)
277 (1)

1. The Chaplain shall be a clergyman of the Church of England in Priest's Orders, and shall be licensed by the Bishop of the Diocese.

Ibid. Sec. 277 (2)

2. He shall give so much of his time and services to the Asylum as the Sub-Committee direct.

3. He shall visit the wards and work-rooms, converse with the patients, and give special attention to those patients who may require and who are fitted to receive religious instruction and consolation; and perform such other clerical duties in relation to the Asylum as may be required by the Sub-Committee.

4. He shall keep a diary, which shall be laid before the Sub-Committee at every meeting, stating the hours of his attendance, the numbers present at each service, a list of the names of patients to whom his attention may have been drawn, and any other matters of interest.

5. He shall administer the Sacrament not less than four times in every year to such of the officers and servants of the Asylum as may desire to participate, and to such of the patients as may be recommended by the Medical Superintendent and approved by himself

6. He shall visit and superintend any schools or places of instruction existing in the establishment, and the infirmaries, noting such visits and any material observations in his diary.

7. He shall read the Burial Service at such interments in the cemetery of the Asylum or elsewhere as may be required, and duly sign the Burial Book.

8. He shall, unless otherwise arranged, have charge of the patients' Library, and shall confer with the Sub-Committee and Medical Superintendent on the selection of books and publications to be admitted thereto.

VISITING MINISTERS.

Lunacy Act,
1890, Sec. 276.

1. Visiting Ministers of other persuasions appointed from time to time by the Sub-Committee shall perform such duties and be subject to such rules as may from time to time be laid down for their guidance.

MATRON.

1. She shall be under the general control and direction of the Medical Superintendent, subject to that of the Sub-Committee.

2. Her general duties shall comprise the supervision of the female patients and their wards, the nurses, female domestic servants, laundry and work-rooms.

3. She shall have entire control (under the direction of the Medical Superintendent) of all female officers, nurses and female servants; and shall report to the Medical Superintendent whatever she may know to be improper or contrary to the Rules in the conduct of those under her, or that may affect the economical administration of the Asylum.

4. She shall instruct all those under her in their duties, and see that they are efficiently and properly carried out.

5. She shall keep all necessary books.

6. She shall be responsible for all stock in her department, and at the end of each quarter she shall take an inventory of the same, and report the result to the Steward or Storekeeper.

7. She shall be responsible for all stores she receives from the Steward or Storekeeper, and shall distribute and account for the same.

8. She shall endeavour in every way to promote the interests and happiness of the patients, and the welfare of all committed to her charge.

CLERK OF THE ASYLUM.

1. He shall be under the general control and direction of the Medical Superintendent, subject to that of the Sub-Committee.

2. He shall give his whole time to the duties of his office, and shall not take any private business or other employment whatever except in connection with the Asylum administration and with the express sanction of the Sub-Committee. He shall give such security as the Sub-Committee may from time to time require.

3. He shall keep all books and documents, and prepare all returns which he is required by statute or otherwise to prepare. Lunacy Act, 1890, Sec. 278 (1)
He shall have the custody of the Banker's Pass Book and Cheque Book and shall fill up the body of all cheques

required for the payment of such accounts as shall be sanctioned by the Sub-Committee. He shall countersign the same and immediately transmit them, unless otherwise directed by the Sub-Committee of the Asylum, to the persons in whose favour they are drawn. He shall forward the Pass Book to the Treasurer to be made up for every meeting of the Sub-Committee. He shall keep an account of all moneys received and all payments made by him on behalf of the Sub-Committee, treating the cheques given him for the payment of salaries, wages and incidentals as cash, but forwarding all other cheques which may come to his hands to the Treasurer. Should he receive any payment in actual cash he must at the first opportunity pay the same to the Treasurer. He shall produce his cash accounts properly made up at every meeting of the Sub-Committee.

4. He shall prepare a financial statement to be laid before the Sub-Committee at each meeting, in which shall be shewn the cash balance, the total amount received, the cheques required, the amounts paid and the Unions and Parishes in arrear.

5. He shall at the earliest opportunity after the end of every quarter prepare an abstract of all bills and demands to be paid out of the maintenance account, and such abstract shall be submitted by him to the Sub-Committee for examination.

6. He shall, as soon after the 1st day of January in each year as possible, prepare and submit for the approval of the Sub-Committee an estimate of its expenditure under the following heads :—

- I. Maintenance of pauper lunatics chargeable to the County of London.
- II. Necessary and ordinary repairs to Asylums; and also "additions, alterations and improvements" not exceeding £400 in respect of each Asylum (Sec. 266, Lunacy Act, 1890).
- III. Additions, alterations and improvements (not included in No. 2), not exceeding a total of £1,000 for each work and other than those affording increased accommodation.
- IV. Rents, taxes and insurances.

7. He shall lay before the Sub-Committee at every meeting the order and certificate for the admission of every patient admitted since the last meeting, with the particulars of the case received from the Parish Officers and any other particulars the Sub-Committee may from time to time direct him to furnish

and accompanied by a report from the Medical Officer of the result of his examination of the patient upon admission.

8. He shall return forthwith all property found on patients on their admission to the Asylum (except wedding rings) to the Parishes or Unions to which such patients are chargeable, and shall keep a schedule of such property so returned.

9. He shall keep a Register of all cases in which application is made for a life certificate or certificate of disability, in respect of any patient chargeable to any Union or Parish, recording therein the names of the patients in respect of whom the certificates are granted and to whom they are given.

10. He shall keep a Register and record therein the names and addresses of all members of the permanent non-resident staff.

11. He shall not under any circumstances, make any advances on account of salary or wages to any of the officers or servants of the Asylum without the previous sanction and order of the Sub-Committee.

12. He shall deliver to the friends of patients permitted to be absent on trial written or printed instructions that in the case of a patient's relapse they are to be immediately brought back to the Asylum, and that in every case at the end of the period for which the absence was granted the patient must appear before the Sub-Committee, or a Medical Certificate must be sent to the Medical Superintendent certifying that the patient's detention is no longer necessary.

Lunacy Act,
1890, Sec. 55.

13. He shall prepare and sign the notice prescribed by the Rules of the Commissioners in Lunacy in the case of the death of a patient, and shall hand the same to the Medical Superintendent in order that he may sign it, and forward within 48 hours of the death of the patient to the Coroner of the District.

14. He shall prepare and deliver to the Medical Superintendent a list of patients in the Asylum on the 1st of January and the 1st of July in every year chargeable to each Union or Parish, and shall upon receiving back such lists with the required statement thereon of the condition of every such pauper, immediately transmit the same to the Board of Guardians of the Union or Parish, as the case may be.

15. He shall file all warrants, orders, statements and certificates sent with patients on admission, and shall on no account record the admission of any patient into the Asylum

until he shall have ascertained that all these documents are in order.

16. He shall search the notices on Church doors of the Parish or Parishes in which the Asylum is situate every 14 days and inspect Valuation Lists, and if the Asylum or any part thereof is included therein, he shall at once forward notice thereof to the Clerk of the Asylums Committee.

17. He shall conduct any correspondence relating to the patients or to the affairs of the Asylum that may be required of him by the Medical Superintendent, and his books and official registers shall always be open to the inspection of the Medical Superintendent.

18. He shall not pay wages to any Asylum servants for the time they are absent from duty in consequence of illness of relatives.

Lunacy Act,
1891, Sec. 7.

19. He shall, between the 1st and 23rd of April in each year in which the same shall fall due, prepare a list or schedule in the form prescribed by the Lunacy Commissioners, of the patients then in the Asylum who were admitted under orders dated three months or more prior to May 1st, 1890, and shall submit the same to the Medical Superintendent in order that he may make thereon the necessary special report and certificate under section 7 of the Lunacy Act, 1891. He shall upon receiving back from the Medical Superintendent the list or schedule with the continuing reports and certificates duly filled in, at once transmit the same to the Commissioners, duly recording proof of transmission and making the necessary entries in the Register of Patients.

20. He shall keep a Register showing the dates of expiration of Reception Orders dated after or within three months before May 1st, 1890, and shall, in each case, at the commencement of the period allowed for Continuation under Section 7 of the Lunacy Act, 1891, prepare and submit to the Medical Superintendent the form prescribed by the Commissioners for Special Report and Certificate. He shall, upon receiving back from the Medical Superintendent the Special Report and Certificate duly filled in, at once transmit the same to the Commissioners in Lunacy, duly recording proof of transmission and making the necessary entries in the Register of Patients.

21. He shall keep a Diary and record therein the principal features of his day's work, his attendance at the Asylum and absence during business hours, and such Diary shall be laid on the table at each Sub-Committee meeting.

22. He shall cross the cheques in payment of all tradesmen's accounts for goods supplied to the Asylum (when such tradesmen have a banking account) as follows: "Not negotiable."

23. He shall pay all male attendants twice monthly.

24. He shall keep in a separate book a statement shewing week by week the expenditure on account of all votes of the Sub-Committee for which a monetary grant has been made, which shall be called the "Expenditure under Votes Book," and shall be submitted to the Sub-Committee at each meeting.

25. He shall take steps to ensure that the excess accruing in respect of the maintenance of Out-County patients, private patients and criminal lunatics is paid over to the Council immediately after the end of each financial year.

26. He shall undertake such other duties as may be required of him from time to time.

STEWARD.

1. He shall be under the general direction and control of the Medical Superintendent, subject to that of the Sub-Committee.

2. He shall reside in the Asylum, and shall not follow or be connected with any trade or business, nor hold any other place or employment whatsoever. He shall not absent himself for a night without the consent of the Medical Superintendent.

3. He shall superintend the kitchen and baking departments, and have the charge of the general stores and all articles of domestic consumption, for which he shall be responsible to the Sub-Committee.

4. He shall give such security as the Sub-Committee may require, and shall not, either directly or indirectly, have any interest in or connection with any other House for the reception of lunatics, or in any contract for the supply of the Asylum.

5. He shall keep a Diary, and shall record therein all circumstances connected with his department as they occur, and also his attendances at the Asylum and absence during business hours, and such Diary shall be laid on the table at every meeting of the Sub-Committee.

6. He shall keep a "Complaint Book," in which he shall enter all matters relating to improper or insufficient supply by contractors, and he shall lay this book before the Sub-Committee at each meeting, and shall submit it to the Asylums Contract Sub-Committee when fresh contracts are being entered into.

7. He shall take no commission, gift, favour or perquisite of any kind whatsoever from any contractor or tradesman supplying goods to the Asylum.

8. He shall prepare and lay before the Sub-Committee at every meeting an account of such articles in the Requisition Book as may be wanted for the household, with an approximate estimate where such articles are not under contract, and shall not order such articles without the written sanction of the Sub-Committee present at such meeting, unless they are urgently required by the Medical Superintendent.

9. He shall examine all stores and articles of daily domestic consumption, and take care that all stores supplied by contract agree with the tenders and samples, and that all other articles are of proper quality; and shall receive no goods, stores nor provisions into the Asylum, unless it appears to him that such articles correspond with the invoice or receiving note, which shall be signed by him, and be regularly filed by the Clerk of the Asylum; and he shall obtain no articles from any other than the contractor, except in cases of necessity, in which case he shall report the circumstances to the Sub-Committee at their next meeting.

10. He shall keep such books to show the receipt and consumption of all stores and provisions as the Sub-Committee shall direct, and shall be accountable for their correctness. He shall prepare abstracts of the same, to be submitted from time to time to the Sub-Committee, and shall take stock at the end of each quarter; and once a year or oftener, if required, take an account of all stock, stores and provisions, in order that the same may be checked and certified by the Sub-Committee at their first meeting after such stock-taking, it being understood that, for the purposes of stock-taking in the female wards, this duty shall be performed by the Matron, and the result of same reported to him.

11. He shall keep in a book to be laid before the Sub-Committee at their first meetings in January and July in each year, an inventory of all household goods, fixtures, furniture, dead and live stock, utensils and other effects of the Asylum, and an account of all additions and alterations made therein.

12. He shall have authority to execute any works, the carrying out of which pertains to his department, and it shall be his duty to keep the Asylum Sub-Committee from time to time informed of such works.

13. He shall, before executing any contemplated work in connection with his department, report to the Asylum Sub-

Committee and obtain their special sanction thereto, submitting where possible an approximate estimate of the cost, provided that no repair—the cost of which exceeds £100—can be ordered by the Sub-Committee, unless the order is approved and signed by at least three of the members at a meeting of the Sub-Committee duly summoned upon notice that the proposed expenditure is to be considered thereat. Provided also in the case of any such repair as aforesaid being urgent, and it not being possible to first obtain the Sub-Committee's order the Steward shall not be prevented from carrying out the same with dispatch, but he shall in such case report the facts at the next meeting of the Asylum Sub-Committee, stating the reasons for urgency and asking for the Sub-Committee's approval thereto.

14. He shall be responsible for the proper distribution of all provisions to the wards, and shall take care that no person, except the officers of the Asylum or attendants, remain in the kitchen whilst the provisions are being cut or served up.

15. He shall on no consideration issue to any person in the establishment any article of consumption beyond the ordinary rations, nor supply to any ward any rations beyond the quantity originally weighed out, unless under the written order of one of the Resident Medical Officers, the cause for the same to be specially reported to the Sub-Committee at their next meeting.

16. He shall, under the direction of the Sub-Committee, supervise and direct the garden attendants when employed on the estate, the labourers employed on the farm, and manage with the aid of necessary assistants, all the grounds, gardens, farm and live stock connected with the institution. He shall keep accounts of the same and all the produce thereof, and its appropriation. He shall also have charge of the various workshops in connection with the Asylum and the workmen employed therein, and also assist the Medical Superintendent in promoting the employment of the patients in the workshops, gardens, farm and grounds of the Asylum.

17. He shall, at those Asylums at which there is no Resident Engineer, for the purposes of discipline and of carrying out the orders issued by the Asylums Engineer, have the direction of the workmen, artizans and labourers engaged in engineering and other works, in the absence of the Asylums Engineer.

18. He shall not receive any money for sales connected with his department, and all such money shall be paid directly to the Clerk of the Asylum, who shall be held accountable for the same.

ASYLUM STOREKEEPER.

1. He shall be under the general control and direction of the Medical Superintendent, subject to that of the Sub-Committee.

2. He shall have the charge of the general stores and all articles of domestic consumption, for the custody of which he shall be responsible to the Sub-Committee. He shall superintend the kitchen and baking departments, but shall in no way interfere with the management of the farm and garden.

3. He will be required to find such security as the Sub-Committee may direct, and shall not either directly or indirectly have any interest in any contract for supplying the Asylum.

4. He shall keep a diary in which he is to record his attendances at the Asylum and his absences therefrom, and all circumstances connected with his department as they occur. Such diary must be laid on the table at every meeting of the Sub-Committee.

5. He shall not absent himself from his duties without the permission of the Medical Superintendent.

6. He shall examine all stores and articles of daily domestic consumption, and will take care that all stores and provisions supplied to the Asylum are of proper quality, and shall receive no goods, stores nor provisions into the Asylum, unless it appears to him such articles correspond with the invoice or receiving note, which shall be signed by him, and be regularly filed by the Clerk of the Asylum; and he shall obtain no articles, where there is a contract for same, from any other than the Contractor, except in cases of necessity, in which case he shall report the circumstances to the Sub-Committee at their next meeting.

7. He shall keep a "Complaint Book" in which he shall enter all matters relating to improper or insufficient supply by the various Contractors. This book shall be laid before the Asylum Sub-Committee at each meeting, and shall also be submitted to the Asylums Contract Sub-Committee when fresh contracts are being entered into.

8. He shall take no commission, gift, favour or perquisite of any kind whatsoever from any contractor or tradesman supplying goods to the Asylum.

9. He shall keep such books to show the receipt and consumption of all stores and provisions as the Sub-Committee shall direct, and shall be accountable for their correctness. He shall take stock at the end of each quarter, and once a year, or

more often, if required, prepare an account of all stock, stores and provisions, in order that the same may be checked and certified by the Sub-Committee or the person they may appoint for the purpose, it being understood that, for the purposes of stock-taking in the female wards, this duty shall be performed by the Matron, and on the farm and grounds by the farm bailiff, and the result of same reported to him.

10. He shall prepare and lay before the Sub-Committee at every meeting an account of such articles in the Requisition Book as may be wanted for the Asylum with an approximate estimate where such articles are not under contract, and shall not order such articles without the written sanction of the Sub-Committee present at such meeting, unless they are urgently required by the Medical Superintendent and ordered by him in writing.

11. He shall be responsible for the proper distribution of all provisions to the wards, and shall take care that no person, except the officers of the Asylum or attendants, remain in the kitchen whilst the provisions are being cut or served up.

12. He shall keep in a book to be laid before the Sub-Committee at their first meetings in January and July in each year, an inventory of all household goods, fixtures, furniture, dead and live stock, utensils and other effects of the Asylum, and an account of all additions and alterations made therein.

13. He shall keep accounts of the live stock, farm and all the produce thereof, and their appropriation, the particulars of which are to be supplied to him by the farm bailiff; he shall also have charge of the various workshops in connection with the Asylum (except the engineer's workshop) and the workmen employed therein.

14. He shall not receive any money for sales connected with his department, and all such money shall be paid directly to the Clerk of the Asylum, who shall be held accountable for the same.

15. He shall on no consideration issue to any person in the establishment any article of consumption beyond the ordinary rations, nor supply to any ward any rations beyond the quantity originally weighed out, unless under the written order of one of the Resident Medical Officers, the cause for the same to be specially reported to the Sub-Committee at their next meeting.

16. He shall make up the wages lists of the workmen other than those employed on the farm and garden.

INSPECTOR OF STORES.

1. The chief duties of the Inspector of Stores are to supervise and inspect the stores and provisions supplied to the London Asylums, and from time to time to check the stock. He shall advise the Storekeepers when necessary as to the rejection or acceptance of stores and provisions, and as to any other matters connected with their duties, reporting in writing to the Asylum Sub-Committee concerned in reference to any matters to which their attention should be directed.

2. His duties at first will be in connection with those Asylums where there is no appointed Steward, but will be extended to the other Asylums upon the retirement of any Steward, without any augmentation of salary on that account. While there is an appointed Steward to any Asylum, the Inspector of Stores will not be expected to interfere with the Steward's duties at that Asylum unless especially so directed by the Asylums Committee or the Sub-Committee of the Asylum.

3. He shall take no commission, gift, favour or perquisite of any kind whatsoever from any contractor or tradesman supplying goods to the Asylums.

4. He shall be deemed to be a Central Officer, and will have accommodation at the Central Office of the Asylums Committee in London.

5. He shall when required attend the meetings of the Sub-Committee of each Asylum with which he is connected, and report to them.

6. He shall keep a diary in which he shall enter day by day particulars of the work he is engaged upon and his whereabouts on the previous day, and such diary shall be laid before the Asylums Committee at each meeting by the Clerk.

FARM BAILIFF.

1. He shall be under the general control and direction of the Medical Superintendent, subject to that of the Sub-Committee.

2. The Farm Bailiff shall have the management and the cultivation of the Farm and the Grounds and Gardens of the Asylum, and the care of the live stock. He shall consult the Estates Steward from time to time as to any matters in connection with his duties which may require expert opinion, and shall act in accordance with the advice given. He will superintend the labourers employed on the farm, and will give instructions to the garden attendants when employed on the

estate. He shall make up the wages lists of the men employed on the farm and garden.

3. He shall report to the Sub-Committee at each meeting as to the condition of the farm and garden and farm stock.

4. He will keep such books and supply such information as may be required to enable the storekeeper to keep accounts of the farm and live stock.

ESTATES STEWARD.

1. He shall supervise the management of the farms, gardens and grounds connected with the London County Asylums, and advise thereon, and also as to the purchase of all live stock. He shall direct and control the Farm Bailiffs in their work.

2. His duties will at first be in connection with those Asylums where there is no Steward appointed, but will be extended to the other Asylums upon the retirement of any Steward, without any augmentation of salary on that account. Whilst there is an appointed Steward to any Asylum, the Estates Steward shall not interfere in the management of the estate at that Asylum, unless specially so directed by the Asylums Committee or the Sub-Committee of the Asylum. He shall take no commission, gift, favour or perquisite of any kind whatsoever from any contractor or tradesman supplying goods to the Asylum.

3. He shall be deemed to be a Central Officer, and will have accommodation at the Central Office of the Asylums Committee in London.

4. He shall at least once a quarter report to the Asylum Sub-Committees at their meetings.

5. He shall keep a diary in which he shall enter day by day particulars of the work he is engaged upon and his whereabouts, and such diary shall be laid before the Asylums Committee at each meeting by the Clerk.

ASYLUMS ENGINEER.

1. There shall be an Engineer who shall be Engineer of all present and future London County Asylums.

2. He shall not be employed or engaged in any trade or business, or hold any other place or employment whatsoever unconnected with his office.

3. He shall in no way interfere, except at the request of the Sub-Committee of the Asylum, with the duties of the present Engineer of Hanwell Asylum (Mr. Martin), and this officer shall continue to discharge his duties as Resident Engineer, but upon the retirement of this officer he shall occupy his position without any augmentation of salary on that account, and shall, if requested by the Sub-Committee of the Asylum, advise them on matters connected with his department.

4. He shall have the supervision of and be responsible for the charge of the boilers, steam engines, gas lighting, electric lighting, other electrical works, water works, and all machinery, including the sewage and heating and ventilating apparatus: he shall also superintend the repairs of the buildings and works and shall advise the various Sub-Committees on all engineering and building matters (except when and where a special architect is engaged), and shall prepare all estimates, plans and specifications in connection therewith. Whilst at any Asylum the workmen and labourers shall be under his control and direction, but for the purpose of supervision and discipline such workmen and labourers shall be considered to be in the Steward's Department, and shall be subject to the directions of that officer in the absence of the Engineer.

5. He shall have authority to execute all necessary and ordinary repairs which are immediately essential to the upkeep of the fabric and plant, and it shall be his duty to keep the Asylum Sub-Committee from time to time informed of such works.

6. He shall, before executing any other contemplated repair, report to the Asylum Sub-Committee and obtain their special sanction thereto, submitting, where possible, an approximate estimate of the cost, provided that no repair the cost of which exceeds £100, can be ordered by the Sub-Committee, unless the order is approved and signed by at least three of the members at a meeting of the Sub-Committee duly summoned upon notice that the proposed expenditure is to be considered thereat. Provided also in the case of any repair being urgent and it not being possible to first obtain the Sub-Committee's order the Engineer shall not be prevented from carrying out the same with dispatch, but he shall in such case report the facts at the next meeting of the Asylum Sub-Committee, stating the reasons for urgency and asking for the Sub-Committee's approval thereto.

7. He shall keep a separate book for each Asylum in which he shall record the date of the order given at each Asylum for any work, the estimate of the cost, its progress from time to time, its ultimate completion and actual cost; and such book shall be laid by the Clerk before the Sub-Committee of the Asylum to which it refers at their meetings.

8. He shall also keep a Diary in which he shall enter day by day particulars of the work he is engaged upon and his whereabouts on the previous day, and such diary shall be laid before the Asylums Committee at each meeting by the Clerk.

9. He shall have accommodation at the Asylums Committee Offices in London. He shall, when at the Asylums, conform to and observe all the rules and regulations in force.

10. His hours of duty, unless the pressure of his duties shall necessitate his working later, shall be the same as those of officers attached to the Central Office, and he shall be entitled to the same amount of annual and other leave.

RESIDENT ENGINEER AT HANWELL ASYLUM.

1. The Resident Engineer shall not absent himself for a night without the consent of the Medical Superintendent.

2. He shall have the superintendence of the repairs of the building and other works, and the workmen and labourers employed thereon shall be under his control and direction, and the rules as to carrying out of repairs contained in the Asylums Engineer's rules shall apply to him.

3. In carrying out works in any ward or other parts of the building occupied or used by patients, he shall observe the directions of the Medical Superintendent for the supervision of the workmen employed, and shall not himself enter any ward in the female division at night except in the company of the Matron or some female officer.

4. He shall have charge of the steam engine and gas and water works and all machinery, and be responsible for the regulation of the temperature of the wards, and the proper supply of hot and cold water to the baths.

5. He shall, before engaging any workman or labourer for employment within the walls of the Asylum, first obtain the consent of the Sub-Committee.

6. He shall keep a book in which he shall record the date of the order for any work, the estimate of the cost, its progress from time to time, its ultimate completion and actual cost; and

such book shall be laid before the Sub-Committee at every meeting.

7. He shall keep an account of all stores, materials and articles that he may have under his charge, which shall be presented to the Sub-Committee at each meeting, and shall prepare a summarised statement thereof after stock-taking on the 31st March in each year, and present same to the Sub-Committee at their first meeting after such date.

8. He shall keep a diary in which he shall record the principal features of his day's work, his absence during business hours and the reasons for same.

9. In the event of any question in connection with the engines or boilers, &c., arising at the Asylum, which he may require to be advised upon, he shall obtain the permission of the Sub-Committee to consult the Asylums Engineer.

PATHOLOGIST.

1. The Pathologist for the time being of the London County Asylums shall be styled "Director of the Pathological Laboratory."

2. He shall conduct researches in the Pathology of Insanity in all its bearings, make examinations of the Pathological material of the London County Asylums to which he shall have access. Such researches may be made in conjunction with any of the Medical Officers of the London County Asylums or other persons authorised by the Asylums Committee to work in the Pathological Laboratory.

3. He shall attend daily at the Laboratory, specially provided at the Claybury Asylum, unless his duties require his attendance elsewhere, and he shall keep a diary of his attendance and work which shall be submitted to the Asylums Committee.

4. He shall report in writing from time to time and shall publish, if directed and in such manner as may be prescribed, the various researches in which he has been engaged and also those which others may have carried out under his guidance.

5. He shall, subject to the Committee's directions, have supreme and sole charge and control of the Laboratory and Museum at Claybury, for the care and custody of which he shall be held responsible, and no other person whatsoever shall be entitled to the possession of the keys of this building without his express sanction and permission.

6. The Laboratory shall not be licensed for vivisectional experiments and no such experiments shall be carried on therein.

7. He shall, for the purposes of Clinical study have access to the wards, but he shall not have charge of nor interfere with the clinical treatment of the patients at any of the Asylums, and he shall conduct the work so that it shall in no way conflict with that of the Medical Superintendents.

8. He shall also have access to the mortuary and post-mortem rooms, and for the before-mentioned purposes he shall be provided with the necessary officers' pass keys.

9. He shall be allowed all necessary travelling expenses when engaged on the Committee's work, including his expenses from his residence to Claybury Asylum.

10. If his duties necessitate his presence at any of the Asylums at meal times he shall be provided with suitable refreshments.

RULES

APPLYING TO THE STAFF GENERALLY.

1. The male and female patients shall be kept in separate wards, and no male attendant, servant or patient, except workmen in discharge of their necessary duties, and under proper supervision, shall be allowed to enter the female wards, nor any female to enter the male wards except in cases where the Medical Superintendent shall deem it advisable to appoint nurses or female servants to attend for that purpose. No male person, excepting the Medical Officers, Engineer, and Chaplain, shall at any time have keys admitting them to any of the female wards.

2. A sufficient number of day attendants, male and female, having reference to the mental condition of the patients in each ward, shall be employed.

3. During the day the patients of both sexes shall be employed as much as practicable, especially out of doors, the men in gardening, husbandry and handicrafts; the women in occupations suited to their ability; and as a principle in treatment, endeavours shall be continually used to occupy and

Which term includes the Asylum Engineer and his two chief Assistants, and also the Breman Engineer and the Breman Builder)

employ the minds and bodies of the patients, to induce them to take extended exercise in the open air, and to promote cheerfulness and happiness amongst them. Such patients as the Medical Superintendent may direct shall, in such numbers and at such times as he may think fit, be allowed under proper supervision to take walks or excursions beyond the grounds of the Asylum.

4. The Head Attendants, or deputies appointed for the purpose by the Superintendent, shall invariably be present continuously at the general bathing of the patients, see that the bath directions are strictly carried out, and look for and at once report in writing to the Superintendent any marks or bruises found upon the persons of any of the patients.

5. Mechanical restraint shall not be used with regard to any patient except upon the direction, in writing, of the Medical Superintendent, or, in his absence, of one of the assistant medical officers who shall have been left in charge by him. Every direction for mechanical restraint shall be entered in an order book, with a counterfoil, kept for that purpose, and on the order and counterfoil the precise time at which, and the period for which, restraint is directed, shall be entered. No direction for mechanical restraint by means of any of the instruments and appliances specified in the regulation made by the Commissioners in Lunacy under heads 1 or 4 of that regulation, shall be issued for a longer period than four hours at any one time, except when it is used for surgical reasons only. On the form of order there shall be placed general instructions to the Attendants as to food and exercise, and the course to be followed in case of symptoms of collapse or other emergencies. Whenever mechanical restraint is used by any of the means specified under heads 1, 3, 4, and 5 of the Commissioners' Regulation, the patient shall be placed under continuous observation, both by night and by day, by a qualified attendant, and be visited during the day, at intervals not exceeding four hours, by the Medical Superintendent or one of the Assistant Medical Officers, and due opportunities shall be afforded to the patient of attending to the calls of nature, and changing a position which, from continuance, may cause suffering. The appliances for mechanical restraint shall be kept in the charge of the Medical Superintendent, or of such one of the Assistant Medical Officers as shall be left in charge by him, and the first of any series of applications of such restraint, shall be made under the personal superintendence of the Medical Superintendent or of one of the Senior Assistant Medical Officers. Subsequent imposition of restraint after the patient's release from it for either of the reasons mentioned in this regulation, shall be effected in the presence of a Medical Officer or a Head Attendant, who shall immediately report to the

Medical Superintendent, or his deputy, any struggle with the patient which may have taken place at such time.

6. All accidents and injuries, however slight, sudden illness, attempts to escape or commit suicide and struggles between patients or between patients and attendants, shall be immediately reported to the respective Head Attendants and by them to the Medical Superintendent or his deputy.

7. Workshops and tools shall be provided and artisans and others be encouraged to follow their particular callings, and to learn shoemaking, tailoring and other common and useful trades ; and needle work, laundry work, and other suitable employment shall be provided for the women.

8. Books, newspapers and publications are provided by the Committee, and shall be regularly circulated through the different wards. Various means of amusement shall be placed at the disposal of the patients, and they shall be encouraged to have frequent recourse thereto.

9. The airing ground into which the several wards open shall be generally accessible to the patients every day when the weather is favourable.

10. One attendant shall, as far as practicable, sleep in, or adjoining, and so as to overlook every dormitory, and shall either have a light burning throughout the night, or the means of immediately obtaining it.

11. A sufficient number of attendants shall be employed in the supervision of the patients at night, and no night attendant shall be employed during the day.

12. No dormitory for male patients (excepting rooms for single patients) shall contain less than three beds, and all the patients (male and female) shall sleep in single beds.

13. No patients shall be restrained or secluded at any time, or shall, except for the purpose of cleanliness, be subjected to any bath, unless by medical authority.

14. Whenever a patient is compulsorily isolated by day between the hours of 7 a.m. and 7 p.m. by the closing by any means whatsoever of the door of the room in which the patient is, such patient shall be deemed to be "secluded," and an entry shall be made in the books in which cases of seclusion are required to be recorded. The Medical Superintendent shall also report at each meeting of the Sub-Committee all cases secluded since the last meeting.

15. No female patient shall be employed in any private official residence or male officers' quarters at any Asylum.

16. All the attendants shall be required to treat their patients gently and kindly, and shall be responsible for the safety, cleanliness, and general condition of the patients, and for the ventilation, proper warmth, and good order of their respective wards.

17. Relatives and friends of the patients shall be allowed to visit on the ordinary visiting days, but no visitor shall be admitted to any patient, if the Medical Superintendent shall state in writing that he considers the visit likely to be injurious to such patient, or otherwise inexpedient. Any visitor who so desires shall be allowed to see one of the Medical Officers.

18. In case of the illness of a patient, or if the friends come from a distant place, or be otherwise unable to come on a visiting day, such patient's friends shall be admitted to visit on any day other than the regular visiting days, and in all cases of dangerous illness of a patient, notice shall be immediately sent by the Medical Superintendent to the Clerk of the Asylum, who shall forward it to the relatives or friends of such patient.

19. Parish Officers shall be encouraged to visit the patients belonging to their Parish or Union once in every three months or oftener, on a week-day.

20. Patients shall be at liberty to hold private conversation with those who visit them, but no male visitor or Parish Officer shall remain in a room with a female patient, nor a female visitor with a male patient, except in the presence of an attendant.

21. On the death of a patient, notice shall immediately be given by the Clerk of the Asylum to one of the nearest relations of the deceased (if the address be known) and the body delivered to one of them if requested; but if the body be not removed on the fourth day after death, it shall be buried in the Cemetery provided for the purpose. Should earlier interment be necessary this rule is to be dispensed with. Post-mortem examinations, when not objected to by the relatives and the friends of the deceased, shall be made upon every deceased patient by one of the Medical Officers under the direction of the Medical Superintendent, and the result shall be entered in a book to be kept for the purpose.

22. No officer or servant shall permit or knowingly afford facility for the execution or signature by any patient of any document affecting the patient's property or income. This rule

does not apply to a will or codicil, permission for execution of which may be allowed by the Medical Superintendent.

23. It shall be the duty of every officer or attendant to inform the Medical Superintendent immediately he has information of any kind respecting the property or estate of any patient in the Asylum. The Medical Superintendent will thereupon inform the Clerk of the Asylums Committee so that he may take the necessary steps to ascertain whether the patient is entitled to be classified as a private patient. The Medical Superintendent shall also give immediate information to the Clerk of the Asylums Committee as to affidavits sworn by him or summonses served upon patients in connection with their estates.

24. The staff shall be encouraged as far as possible to attend the lectures on the care and treatment of the patients, but attendance thereat shall be quite voluntary on the part of the staff, and, as far as consistent with the proper working of the Asylum, the lectures shall be given during duty hours.

25. No officer or servant shall be transferred from one London asylum to another within the meaning of section 282 of the Lunacy Act, 1890, unless the Sub-Committee of the Asylum at which such officer or servant is engaged shall pass a resolution sanctioning his or her transfer to another Asylum, which is willing to engage him. Any officer or servant desiring to be transferred shall apply to the Sub-Committee of the Asylum at which he or she is engaged for permission to be so transferred.

26. Where an attendant or servant is transferred from one Asylum to another for the convenience of the Asylum service his rank and pay shall be at least equal to the rank and pay received at the Asylum from which he is transferred, but where an attendant or servant is transferred at his own request and to suit his own convenience he shall take the initial rank (with corresponding wages) of the position to which he is appointed.

27. When day attendants are called upon to take night duty they shall be allowed to go off day duty at 2 p.m., and go on night duty at 8 p.m. until 6 a.m. the next day, and not be required to go on day duty till 12.30 on the same day. They shall be provided with a substantial meal before going on night duty.

28. All articles of clothing supplied by the Asylum to female attendants and servants shall remain the property of the Asylum until the next issue of clothing of the same class or kind, upon

which the old articles of clothing shall become the property of the attendant or servant (shawls and hoods to be excepted from this regulation they always remaining the property of the Asylum).

29. The uniform clothing supplied to the male staff shall remain the property of the Asylum, until the next issue of clothing of the same class or kind upon which the employee shall be allowed to retain the old uniform, with the exception of brass buttons which are to be removed from the uniform and handed to the Steward or Storekeeper. Overcoats in all cases to remain the property of the Asylum. The last issue of uniforms must be worn by attendants when on duty.

30. Employees living out of the Asylum shall, in the event of infectious disease arising in their families, be required to live in the Asylum during such time as the Medical Superintendent may consider necessary, except under special circumstances when other arrangements can be made to the satisfaction of the Medical Superintendent.

31. In case of any employee being required to absent himself from duty in consequence of infectious disease at his home the Sub-Committee of the Asylum are empowered, in their discretion, to pay an amount equal to the wages such employee would have received had he been on duty, and in the case of an employee required to reside away from home for a like reason to pay such sum as they may think fit to defray the extra expense so incurred.

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~~32. In the event of an attendant who is non-resident remaining in the Asylum when ill and being medically treated, he shall for the time being be classified as a resident employee and be allowed full pay minus any money allowance for board and lodging.~~

33. All attendants and servants entitled to receive good conduct money shall be paid the same in full in the event of their being absent on extended leave during the period or part of the period for which the same becomes due.

34. Attendants or servants resigning their positions shall not be considered to be entitled to the annual leave which would have become due to them had they remained in the service.

35. No officer or servant of an Asylum who is entitled to rations as an emolument, shall under any pretext whatever be allowed to take any portion of such rations from the Asylum.

36. Any female employee in the Asylum service, shall in the event of her marriage, notify the fact to the Sub-Committee of the Asylum, and her services will be dispensed with.

37. Subject to the exigencies of the service, the Medical Superintendent of each Asylum shall upon their so applying allow the work mistress, laundry mistress and laundry maids to be absent from the Asylum after the completion of their work on Saturday afternoon until 10 p.m. on Sunday.

38. Once a quarter the weekly leave of male and female attendants may be allowed to accumulate for two weeks, and a night's leave then granted to them if they so desire, but this privilege may be withheld in any particular case at the discretion of the Sub-Committee of the Asylum.

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39. Although it may be convenient upon occasions to allow attendants their weekly leave of a day and a half on consecutive days, this does not confer upon resident attendants the right to sleep out of the Asylum on the intervening night, and permission to do this must be obtained from the Medical Superintendent.

40. No workmen regularly employed at the London County Asylums shall be permitted to take any other work outside the Asylums.

41. All fees received by members of the Asylum staff either as witnesses or in any other capacity shall be paid into the Asylum funds.

42. No plans or estimates in respect of any works at the Asylums shall be prepared by any of the Committee's Officers until the authority of the Sub-Committee has been obtained.

43. Subject to the consent of the Sub-Committee being obtained, boarded servants living in Asylum residences outside the Asylum building shall be allowed to accommodate visitors for such time as may be fixed by the Sub-Committee, provided that the board of such visitors shall be paid for by such servants.

44. The chief boarded officers only shall be allowed to receive visitors at the Asylums.

45. No officer shall be allowed to entertain visitors for more than two days and nights without the previous consent of the Asylum Sub-Committee concerned.

46. In the event of any officer entertaining a visitor at the Asylum over night, the fact shall be reported to the Sub-Committee at their next meeting by the Medical Superintendent

47. No provisions in excess of those allowed by the scale shall be issued in respect of any visitors to Officers.

48. Any official of the Asylums Committee who may be desirous of taking out a patent for an invention shall, after obtaining provisional protection, obtain the permission of the Committee before taking any further steps. Permission to patent shall not be granted as a matter of course, but each application shall be dealt with according to the circumstances of the case. Where the invention is or may be applicable to the use of the Committee or the Council's service, the approval of the Committee will, if granted, be subject to such conditions as to its use by the Committee as the Committee may think fit to impose. In the settlement of these conditions regard will be had to any facilities in originating, working out, and perfecting the invention which the inventor may have enjoyed by reason of his official position. It is not desirable that patents should be taken out by officers of the Committee whose duty it is to devise improvements or to examine and report upon the suggestions or inventions of others.

49. No payment, either in money or kind, shall be made by any attendant or nurse to any patient for work done by them or otherwise.

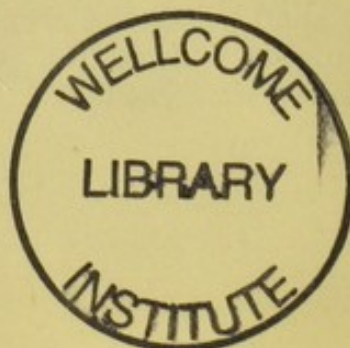
50. No officer, attendant or servant shall directly or indirectly take any fee, reward or perquisite of any kind from any tradesman, patient, or other person, on pain of immediate dismissal.

51. No officer or servant whose duties are connected with the supplies to the Asylums shall knowingly obtain private supplies from any Asylum tradesman or contractor, and under no circumstances is any officer or servant of the Asylum permitted to receive a favour from any Asylum contractor or tradesman in respect of private supplies or otherwise.

N. W. HUBBARD,

*Chairman of the Asylums Committee of
the London County Council.*

12th July, 1904.



I hereby approve the foregoing revised Rules for the management of the London County Lunatic Asylums.

A. AKERS-DOUGLAS,

One of His Majesty's Principal
Secretaries of State.

WHITEHALL,

22nd August, 1904.

The alterations of 28 August 1905 were approved as follows

Hereby approve the following alterations to the General Rules for the Man^g of the London County Lunatic Asylums:-

In Rule 1 as to Assistant head Officers, approve on the 22nd August 1904

Substitute

(1) ^{Here set out} Rule as amended in book n 110

In Rule 1 applying to the Staff Generally approve on the 22nd August 1904

Substitute

(1) Here set out the Rule as amended in book n 27.

Substitute
28th August 1905

The S. H. S. Sec^y
Secretaries of State

Alterations of 16 April 1907
were approved as follows :-

I hereby approve of the following alterations in the General Rules for the Management of the London County Lunatic Asylums as approved on the 22nd August, 1904, and amended on the 28th August in the following year, namely :-

The cancellation of Rules 32 and 33 applying to the Staff generally.

Signed (H. J. Gladstone).

16.4.1907.

One of His Majesty's Principal
Secretaries of State

