

## **Instructions for the Royal Naval Hospitals at Haslar and Plymouth.**

### **Contributors**

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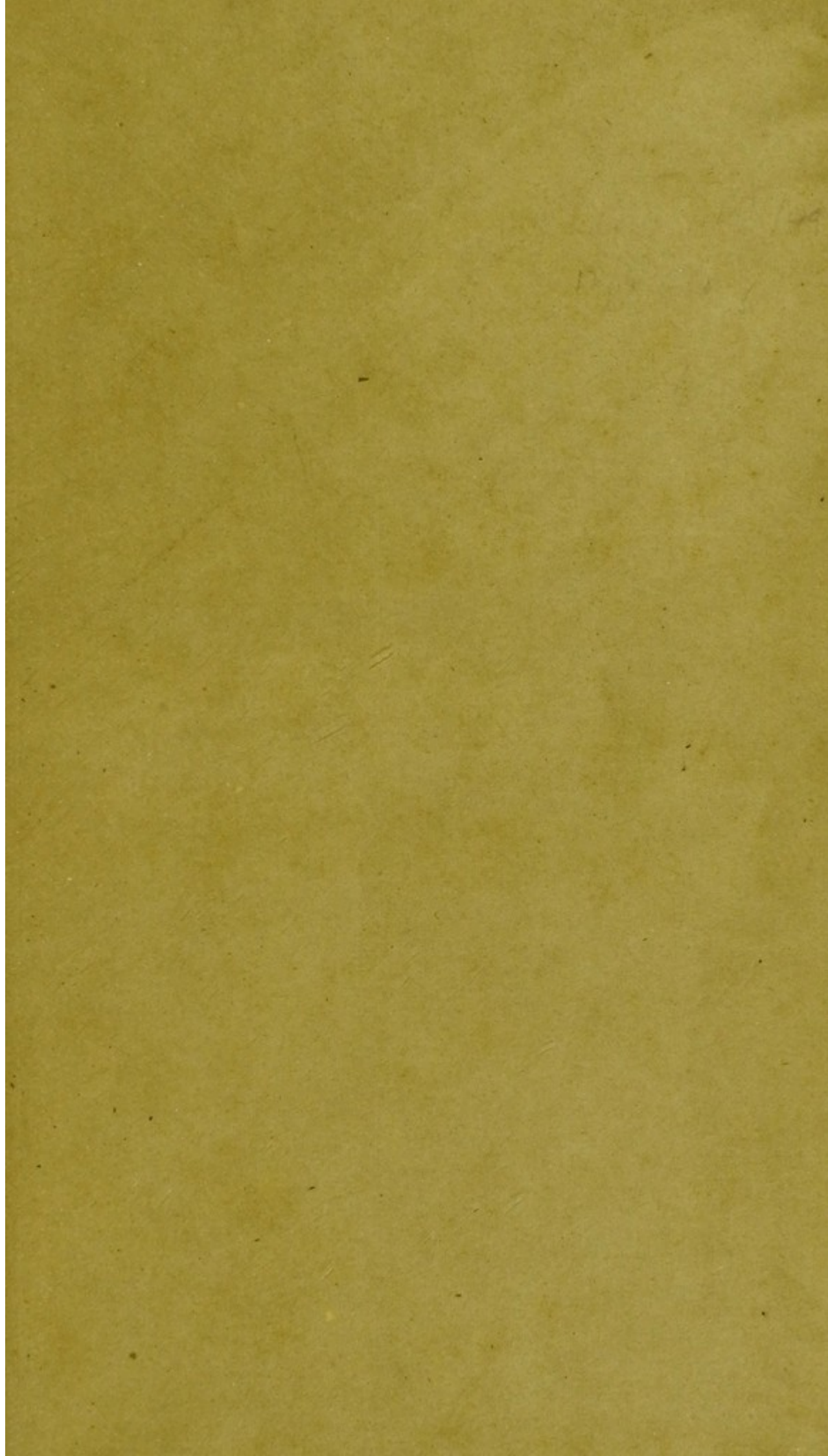




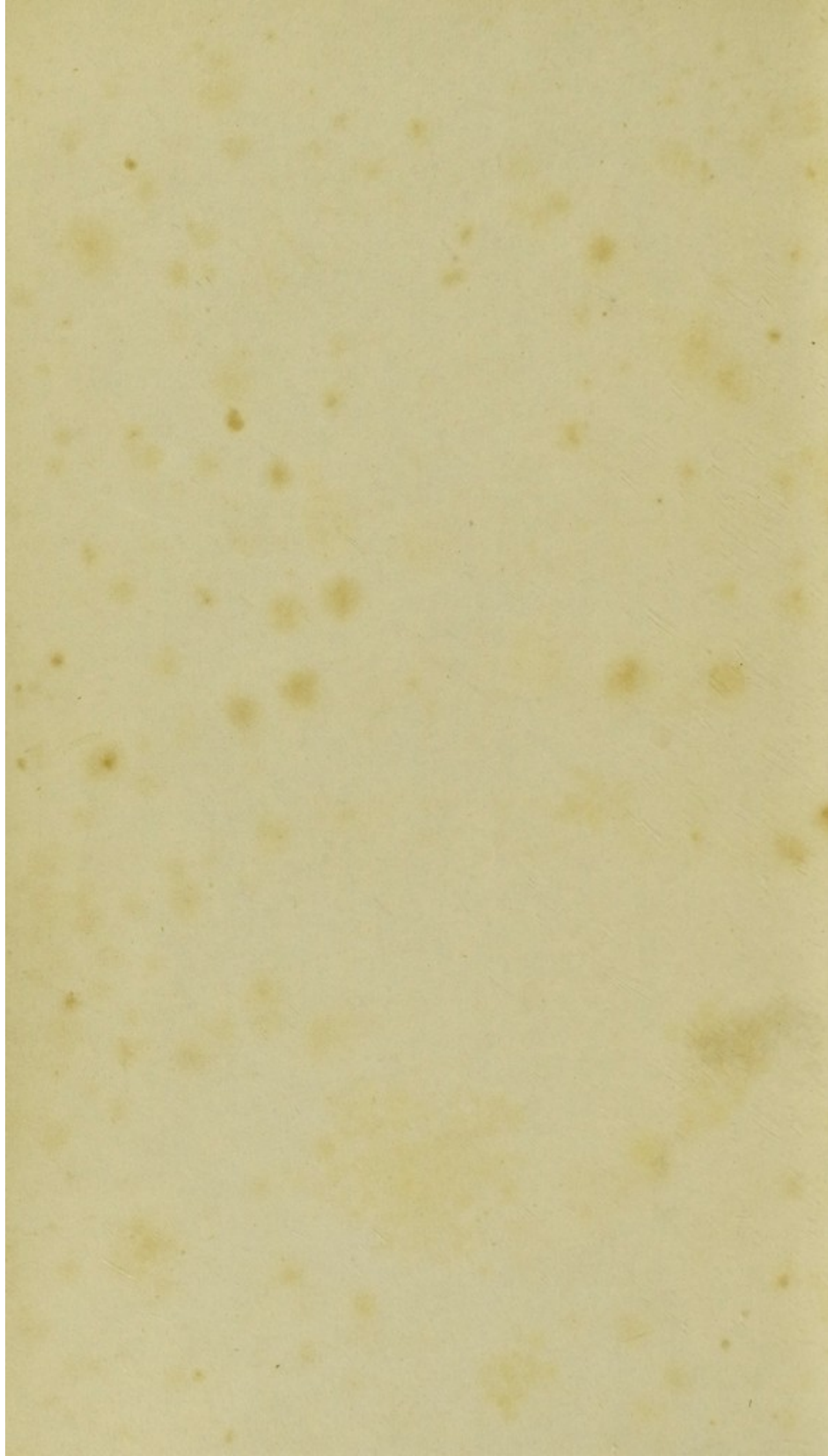
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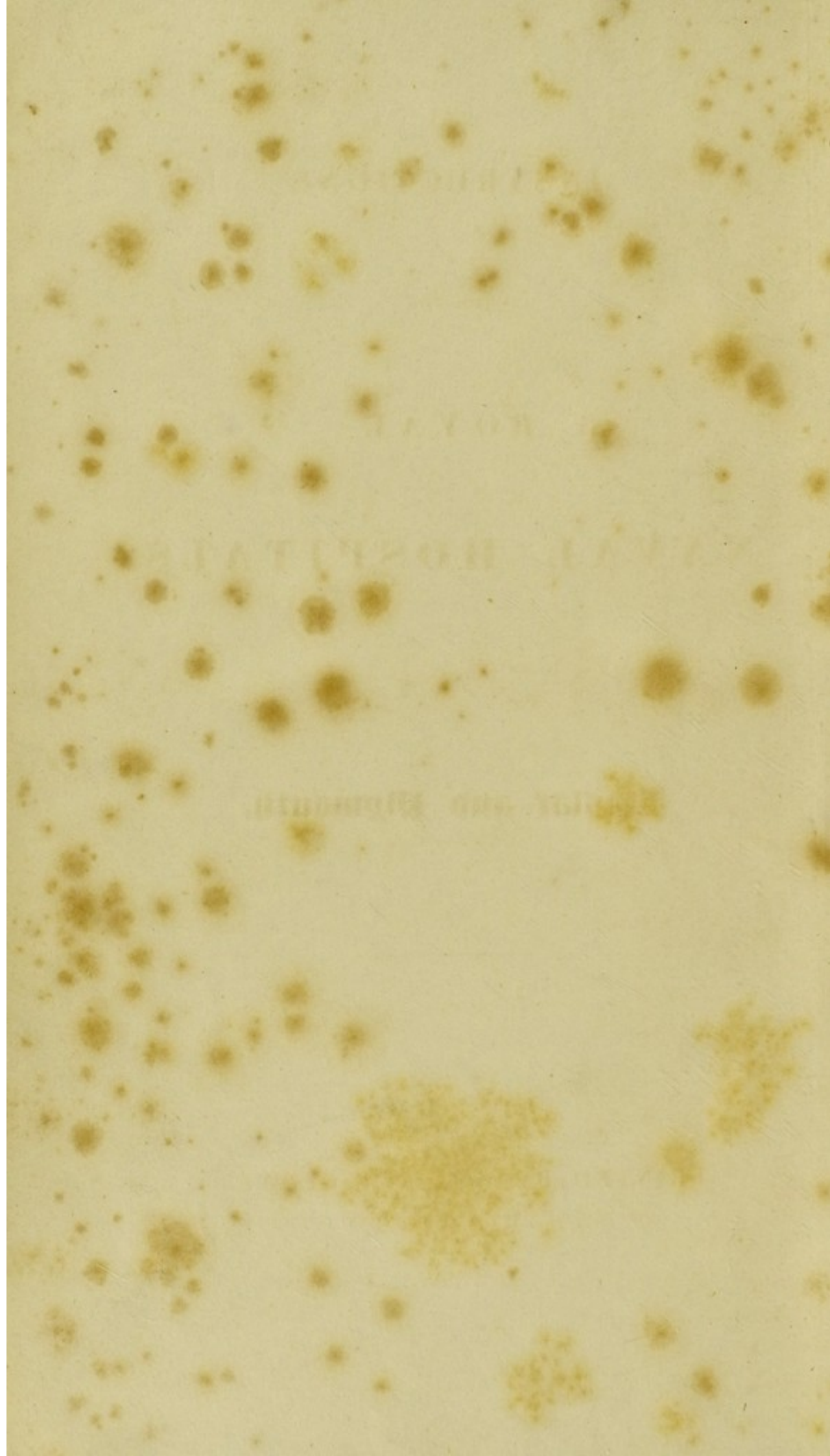












INSTRUCTIONS  
FOR THE  
ROYAL  
NAVAL HOSPITALS

AT

**Haslar and Plymouth.**

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LONDON:  
PRINTED BY WILLIAM CLOWES,  
FOR HIS MAJESTY'S STATIONERY OFFICE.

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MDCCCXXXIV.



INSTRUCTIONS

For the

ROYAL

NAVY

NAVY HOSPITALS

335559



PRINTED BY

FOR THE ADMIRALTY, LONDON

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# A LIST OF THE FORMS

REFERRED TO IN THE FOLLOWING INSTRUCTIONS.

No.	Articles to which they relate.
1 Entry Book of Provisions, Stores, Medicines, &c. . . . .	{ Superintendents, 52. Lieutenants, 10. Surgeons, 23. Junior Surgeons, 2. Agents, 5, 8, 39.
2 Quarterly Account of Bedding, &c. for the Service Afloat . . . . .	{ Agents, 6.
3 Quarterly Demands to complete ditto . . . . .	{ Superintendents, 48. Agents, 6.
4 Bill of Lading, or Receipt for Stores . . . . .	Agents, 6.
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6 Book for Issues and Expenditure of Stores, Medicines, &c. . . . .	{ Agents, 8.
7 Annual Account of Hospital Medicines, Stores, Necessaries, &c. . . . .	{ Junior Surgeons, 10, 11. Agents, 8.
8 Report of Survey on Medicines, Stores, &c. . . . .	{ Surgeons, 36. Junior Surgeons, 1, 11. Agents, 3, 8, 30.
9 Form of complete Book, Pay Lists, &c. . . . .	Agents, 9, 33.
10 Daily Muster and Check Book of Servants, Labourers, &c. . . . .	{ Agents, 10, 51.
11 Muster Book of Patients . . . . .	Agents, 13, 16, 25.
12 Conduct Lists . . . . .	{ Surgeons, 4, 5. Agents, 13, 15.
13 Discharge Certificates . . . . .	{ Surgeons, 5. Agents, 14, 15.
14 Entry Book of Patients' Beds and Effects . . . . .	{ Lieutenants, 7. Agents, 17, 18, 25.
15 Agents' Weekly Abstract . . . . .	{ Superintendents, 39. Agents, 22.
16 Allotment List . . . . .	Agents, 23.



No.	Articles to which they relate.
17 Patients' Wills . . . . .	Agents, 24.
18 Register of ditto . . . . .	Agents, 24.
19 A List of the Effects of Marines dead or run . . . . .	} Agents, 28.
20 Sale Book of Patients' Effects, Con- demned Stores, &c. . . . .	} Agents, 25, 29, 30.
21 Return of the Sums received for ditto .	Agents, 29, 30.
22 ——— Marines in the Hospital, their Stoppages, &c. . . . .	} Agents, 16, 31, 32.
23 ——— Deductions for Superannu- ation Fund . . . . .	} Agents, 33.
24 ——— Poors' Rates and Taxes paid.	Agents, 34.
25 Book for entry of Tradesmen's Bills .	Agents, 45.
26 Quarterly Abstract of the Victualling .	Agents, 36.
27 Demand for Forms and Sundries . .	{ Junior Surgeons, 6. Agents, 6, 7, 37.
28 ——— on Contractors for Provision or Stores . . . . .	} Agents, 39.
29 Scheme of Diet . . . . .	{ Surgeons, 20. Asylum, 13. Agents, 40, 42.
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31 Surgeons' Entry and Discharge Book .	{ Surgeons, 4, 20. Agents, 40.
32 Daily Victualling Book . . . . .	Agents, 41.
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33D Ditto, ditto, for Lunatics . . . .	} Agents, 43.
34 Quarterly Provision Account . . . .	Agents, 16, 43.
35 Store Matrons' demand on the Agent for Soap, &c. . . . .	{ Agents, 44. Store Matrons, 5.
36 Quarterly Account of Coals, Candles, &c.	Agents, 44.
37 Inventory of Stores in the Wards . .	{ Agents, 47 Ward Matrons, 8.
38 Quarterly Account of Hospital Bedding, Clothing, &c. . . . .	} Agents, 7, 49.
39 ——— Demand to complete ditto . .	{ Superintendents, 48. Agents, 49.
40 Prescription Ticket . . . . .	{ Surgeons, 10. Junior Surgeons, 3, 12.
41 Surgeons' Weekly Report of Patients for Survey . . . . .	{ Superintendents, 40. Surgeons, 21.







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# INSTRUCTIONS

FOR THE

RESIDENT ADMIRALS OR CAPTAINS SUPER-  
INTENDENT OF THE ROYAL HOSPITALS AT  
HASLAR AND PLYMOUTH.

---

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

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## ARTICLE 1.

**YOU** are to make the house allotted for you at the Hospital Residence.  
your constant residence, in order that you may be, at all times,  
in readiness to execute all the duties of your office, as well as all  
orders which you may receive from Us, and you are never to be  
absent without our permission. All other Officers, or persons, Absence.  
allowed houses or apartments in the Hospital, are constantly  
to reside therein, and never to be absent from their duty, or to  
remain out of the Hospital, during the night, without your leave.

## 2.

Lieutenants being appointed to assist you in the discharge of Lieutenants.  
your duty, they shall be next in authority to you, and take rank Authority.  
of each other according to the date of their respective appoint-  
ments to the Hospital. You are to regulate, and divide between Division of  
them, the duties contained in their Instructions, and all other duty.  
services which you may direct them to perform, in such manner,  
and cause them to execute the same in such rotation, as you  
shall, from time to time, think proper.



Senior Lieutenant to act for the Superintendent in his absence.

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

Uniform to be worn.

In order that no person belonging to the Hospital may fail in the respect due to you, or to the Lieutenants, or other Officers, through real or pretended ignorance of your, or their station, you are at all times, when in the Hospital, to wear the uniform to which you are entitled by your rank in the Royal Navy; to cause the Lieutenants to do the same, and the Civil Officers to wear such uniforms as have or may be established for them.

Authority of the Superintendent

Although the various duties of the Hospital be divided among many Officers, each of whom is to be answerable for the discharge of those within his department, yet we shall consider you as being responsible for the general economy, discipline, and good order of the whole, and for the punctual and faithful discharge of duty, not only by yourself, but by every officer and other person under your superintendence. For this purpose you are invested with full authority over all Officers, and other persons, employed in the Hospital; and you are to interpose this authority as often as you may see occasion for enforcing obedience to all orders and regulations which may be issued by Us, by the Physician of the Navy on our authority, or by yourself relating to the concerns of the Hospital. And should you see just cause, you are to suspend any of the Lieutenants, principal Officers, Hospital Mates, Clerks, or inferior Officers, forthwith representing to Us, the cause and circumstances thereof, in order that you may receive directions thereon; but

may suspend Officers,



if any of the Labourers, Nurses, or other Servants, should behave so as to make it improper to continue them in their employments, you are, on being convinced of the fact, to discharge them, and to enter others in lieu, observing, that all persons so discharged are to be reported to Us, with your reasons for the same, and those discharged for misconduct are never to be again employed in, or even permitted to enter the Hospital, on any pretence whatever.

and discharge  
other persons.

Discharged  
persons not to  
be re-entered.

## 6.

For the purpose of making known any orders that you may receive, which it may be necessary to communicate in writing to any Officer of the Hospital, or such as at any time you may, of your own authority, think fit to issue, you are to establish an order book, in which such orders are to be written, in the form of memorandums, or otherwise, as you may judge proper, and addressed to the Officers to whom they may relate, who are to take copies thereof, and to sign their initials in the margin of the book, as an acknowledgment of having received such orders.

Order book to  
be established.

## 7.

You are carefully to preserve all original orders and official letters, which you may receive; and at the end of every year, to cause them to be bound together in one volume. You are also to see entered in a book, to be kept by you for that purpose, all letters which you may have occasion to write, on the Public Service; and you are to form and regularly keep complete, an alphabetical Index to each of the before-mentioned books, in order that reference may, at any time, be readily had to every order which you may have received, or letter you may have written; and these books are to be deposited in your office for the information of your successors.

Official orders  
to be preserved.

Public letters to  
be entered.

Books to be in-  
dexed.

## 8.

You are to add to these Instructions, all such additional orders as you may, from time to time, receive, in the nature of

Standing Orders  
to be added to  
these Instruc-  
tions.



permanent or standing regulations, in order that the code may at all times be kept complete.

## 9.

All correspondence to pass through the Superintendent.

In order that you may have complete knowledge of the concerns of the Hospital, all Orders and Instructions to the Officers, and other persons under your direction, will be sent under cover to you. And you are to deliver them as soon as conveniently may be, to those for whom they are intended; and all official letters and reports, from Officers and other persons belonging to the Hospital, shall be delivered, unsealed, to you, which you are without fail to transmit, making such observations thereon as you may judge proper.

## 10.

To see that the business in each office is properly conducted.

You are to have access to the public accounts of every Officer belonging to the Hospital; and you are occasionally to visit the several offices, to see that the Clerks regularly attend to their duties, and that the principals of the respective departments preserve good order and regularity among them; and you are to make such inquiry, and demand such explanation, as may satisfy you that no part of the business of the respective Officers has been neglected, and suffered to run in arrear. And you are to cause all the Officers to be very particular in making up, in the forms prescribed, all the accounts and reports required by their Instructions, so as to be examined, approved by you, and transmitted, by post, as soon as possible after the several periods directed.

Accounts to be regularly transmitted.

## 11.

Accounts to be examined before transmission.

You are to cause every Officer, who has the charge of money, provisions, or stores, to lay his accounts, with the necessary vouchers and receipts for the same, before you, at the time they are ordered to be made up; which you, taking to your assistance any Officers or others, whom you may think proper, are to examine, with great attention; objecting to every thing



which you shall think incorrect, and not admitting of any expenditure of money or stores, or any purchase of stores or provisions, for which a regular order is not produced. If you find any part of the accounts incorrect, you are to object thereto; but if you find no cause for objecting, you are to certify that you have examined them, and that they appear to you to be just; and you are to transmit them, with any vouchers which may relate thereto, as soon as you conveniently can, without suffering any other person to be again in possession of them. You are also to pay attention to such repairs or works, of any kind, as may be carrying on in the Hospital; the bills for which are to be delivered every quarter, in the form prescribed, and being examined by you, and approved, they are to be paid by the Agent, or sent with such observations thereon as you may find necessary, to Us.

Bills for works performed to be examined.

## 12.

All first appointments of Clerks being vested in Us, no person shall be permanently entered in that capacity on the establishment, unless he shall be found, after one year's probation, to be perfectly competent to the performance of the duty to which he had been appointed, which is to be certified by you, observing that no person can be eligible to an appointment under sixteen years of age. And all persons proposed by the respective Officers, to be entered as Labourers, Nurses, Washerwomen, or Servants of any kind, are to be carefully examined by one of the Physicians, or Surgeons, of the Hospital; and you are to be perfectly satisfied that such persons be, in all respects, fit for the employment intended, before you authorize the Agent to enter them on the Hospital books. You are to observe that no person, of the above description, is to be received, who may be above thirty-five years of age, if others can be obtained; and, in engaging Nurses, Washerwomen, and Semstresses, the preference, where merit may be equal, shall be given to the widows of Seamen and Marines, who may have served in His Majesty's Navy; but no foreigners are to be entered for the above services. And re-

Appointment of Clerks.

To serve one year on probation.

Must be sixteen years of age.

Entry of Labourers, Nurses, &c.



Necessary Qualification for Nurses.

specting Nurses, in particular, as their duties are of a description which require peculiar qualifications, the possession of which are of the greatest consequence to the comfort and improvement of the Patients, the utmost caution must therefore be used in the selection of females for that office; and the Medical Officer, for whose department the Nurse may be required, must satisfy himself of the moral character, the bodily health, strength, sobriety, humane disposition, and general fitness for the duty of the party previously to his proposing her for the situation.

### 13.

Physicians and Surgeons not to practise out of the Hospital.

It being of the utmost consequence to the public, that the Seamen and Marines, sent to the Hospital, should be restored to health as expeditiously as possible, and that the attention of those to whose care and skill they are intrusted, should be diverted as little as may be to other objects, you are not to admit of the Physicians and Surgeons practising their professions out of the Hospital, unless their assistance be required by Officers of the Navy in Commission at the Port, by Officers of the Dock Yard, or in cases of sudden and accidental emergency. You are, except in the instances above-mentioned, to see that they confine their attention to the patients in the Hospital, to the Officers and others who may happen to be at sick quarters, and to the Officers of the Hospital, and their families, the servants, and other persons belonging to the establishment.

### 14.

Leave of absence to Officers.

You may occasionally grant leave of absence to the Lieutenants, principal Officers, Hospital Mates, and Clerks, not exceeding four days; if longer leave be desired, application is to be made to Us; and if for any of the Civil Officers, it must be made through the Physician of the Navy, with your opinion thereon, as to the expediency of granting the leave solicited, or any shorter time, consistently with a due regard to the public service; observing, that every application for leave is to express



the day on which it is to commence. In cases of real emergency, however, you are authorized to give such leave as shall appear to you absolutely necessary, representing the same to Us, stating your reasons, and the time for which you shall have allowed any Officer to be absent on such emergency. You are also authorized, occasionally, to grant such leave of absence to the Labourers and Servants of the establishment as shall, without prejudice to the Public Service, appear to you reasonable and necessary. To Servants.

## 15.

The Hospital Mates and Clerks are to be within the gates by eleven o'clock every night, and all other persons belonging to the establishment, except the Lieutenants, Physicians, Surgeons, Agent, and Chaplain, are to return by ten o'clock, unless your permission to stay out later shall have been obtained; and you are to cause the Porter to report to you, every morning, the names of those persons below the rank of the above principal officers who may return to the Hospital after the hours appointed for them, as well as the time at which they do return. *N<sup>o</sup> 63*

Persons to be in the Hospital by eleven o'clock at night.

Ditto by ten.

## 16.

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

Divine Service to be regularly performed.

## 17.

If complaint be at any time made to you of irregularity, neglect, or misconduct, in any Officers, or other persons, in the Hospital, or if you should yourself observe any thing improper in their behaviour, you are to inquire into the same as soon as possible, that every just cause of dissatisfaction may be removed by prompt redress, and the commission of faults be prevented by the fear of immediate correction.

Irregularities to be immediately inquired into.



## 18.

Proportion of  
Nurses to Pa-  
tients.

You are to take care that no more Nurses be employed than at the rate of one to every seven Patients; unless in case of emergency, and where the nature of their diseases shall require it; the particulars of which are immediately to be stated to you by the Physicians and Surgeons, under whose care Patients requiring such additional attendance may be, and who must take care to notice the same on the Weekly Return, No. 44; nor shall a greater number of Labourers, Washerwomen, or other Servants, at any time be retained in the Hospital, than you shall think absolutely necessary; and whenever an increase shall be required, the Officer requiring it is to represent the same to you in writing, stating the number that, in his opinion, will be wanted; and if you should be convinced of the propriety thereof, you are to order them to be employed, taking particular care that they be discharged again whenever they shall be no longer necessary.

Servants of the  
Hospital to be  
as few as pos-  
sible.

## 19.

Labourers to  
assist the Phy-  
sicians and  
Surgeons when  
necessary.

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



## 20.

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

Musters to be enforced.

## 21.

When any of the Servants or Labourers, belonging to the Hospital, shall be absent with leave, for more than two days, or shall be absent from their duty without leave, you are to cause them to be checked of the whole of their pay and provisions during the time they shall be so absent; and if any of them shall neglect their duty, you are to give directions that such part of their wages and provisions be stopped as you may think proportionate to the degree of their neglect.

Servants to be checked of pay and provisions when improperly absent.

## 22.

You are to extract from these Instructions, as well as from such others as you may receive from Us, all such parts as relate to the conduct of the Patients, and the duties of the Nurses and other Servants in the Hospital, which, with such other regulations as you may think proper to establish for the maintenance of discipline and good order, you are to cause to be printed and hung up in every ward, and such other places as you may think fit, that all persons concerned may know what they are expected to do, and that no one may pretend to be ignorant of the orders and regulations which he will be required to obey. And you are to transmit to Us copies of all the written regulations that you may issue on such occasions.

Regulations to be printed and hung up for public inspection.



## 23.

Servants of the  
Hospital to be  
received as  
Patients when  
sick.

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

## 24.

Superannua-  
tion of Officers  
and

Servants.

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

Exceptions.

## 25.

Duty of receiv-  
ing Patients.

You are to take care that the duty of receiving Patients, and the measures attendant thereon, be strictly attended to, as prescribed in the Instructions to the respective Officers hereunto annexed on that head.

## 26.

Fit subjects to  
be received, al-  
though proper

When men who may be sent from His Majesty's Ships shall, in the opinion of one of the Physicians or Surgeons,



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

tickets may not be sent with them.

Unfit objects to be returned to their ships.

## 27.

You are to be very attentive in observing that the sick be properly attended to, and kindly treated, that the wards, and every thing in them, be kept clean and well aired, and that the men have every allowance to which they are entitled; but you are not, on any account, to interfere, or to suffer the Lieutenants, or any other person, to interfere, with the Medical Officers in their professional treatment of the sick.

Kind attention to the sick required,

but not to interfere with the medical treatment.

## 28.

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

Every assistance to be given to the Physician of the Navy.

## 29.

You are to take care that the Physicians and Surgeons visit their respective wards every morning and evening, or oftener if necessary, agreeably to their Instructions; and you are also to observe that the wards are to be frequently visited at uncertain

Wards to be visited.



times in the course of the day, by the Hospital Mates, not only for the purpose of administering medical and surgical assistance, but likewise for the purpose of keeping the Nurses and other Attendants on the sick strictly to their duty, and seeing that the Patients be at all times treated with that attention and kindness, so necessary for the comfort and consolation of men languishing under pain and sickness.

## 30.

Bedding to be aired.

When a Physician or Surgeon shall represent to you the necessity of airing the bedding of any ward, you are to direct a Lieutenant to select a proper number of Labourers to assist the Nurses of such ward in taking out, airing, and returning the same; and during the time the said bedding shall be in the airing ground, he is to take the necessary measures for preventing any Patient, or other improper person, from going near it, by causing sentinels to be placed for that purpose.

## 31.

Lieutenants to visit the Patients in the forenoon,

and attend to their complaints.

You are to direct the Lieutenants, in turn, at all times, to attend the admission of Patients, to visit all parts of the Hospital occupied by Patients, at least every forenoon, or oftener if you should think it necessary, going into every ward and cabin to see that it be clean, and that the beds, linen, and persons of the sick, be also as clean as circumstances will admit, that the Nurses be present and attentive to their duty, and that the men be well taken care of, and have every thing to which they are entitled. The Lieutenant is to hear all the complaints the men may have to make, and, if they be well founded, but not of a nature so trifling as to admit of his redressing them on the spot, he is to report them to you, and you are to inquire into them immediately, and do justice to those who may have been injured. The provisions of this Article are not to apply to the Lunatic Asylum, for which there are specific Instructions. There is not, however, any objection to the Lieutenant on duty continuing the practice of visiting the Asylum with the other parts of the Hospital at the serving of the Patients' dinner.

To visit the Asylum.



## 32.

Much inconvenience having been experienced by the Patients from the evening musters in the wards, and as desertion is now rendered nearly impossible by the precautionary measures taken in the nightly visits of the Physician, the Surgeon, the Lieutenant on duty, the Hospital Mates, and Overseer of Labourers, together with the imperative duty of the Nurses to make a report to the proper Officer the moment any Patient is discovered to be absent from his ward, you are therefore to cause the Patients to be mustered by the Agent, or one of his Clerks, twice a week, or oftener if you think necessary, at such hours as you may direct, for a check to his original Monthly Muster Books; and in the event of war, should the before-stated Inspections not be considered to afford sufficient security, you are to represent the case to Us, and propose such further measures as in your judgment may be required to effect the intended purpose; and if the Porter, or any other person belonging to the Hospital, should be detected in assisting, or conniving at the desertion, or other misconduct of any man, you are immediately to suspend or discharge such person, agreeably to the authority herein before-mentioned, and report the circumstances of the case to Us; but if a Sentinel be so detected, you are to represent the particulars of the case to the Officer of the Guard, or to the Commander-in-Chief of the troops in the district, and if proper notice be not taken of your representation, you are to report the same to our Secretary, for our information.

Nightly visits of Officers, &c.

Nurses to report absent Patients.

Musters of Patients.

Punishment for assisting the desertion &c. of men.

## 33.

You are to cause all fires and lights, in the different wards, cabins, and other places, occupied by the Patients, to be put out during the summer at nine, and in the winter months at eight o'clock in the evening; and you are to direct the Lieutenants constantly to visit all the wards after this time, and most particularly to ascertain that the Patients are all present and have retired to their beds, and that none of them are absent; also that there be no noise or disturbance of any kind, nor any

Fires and lights to be put out at the hours mentioned.

Lieutenants to visit the wards in the evening.



Precaution  
against fire.

fires or lights burning, except such as may have been required to be kept in by the Medical Officers for the use of the sick ; and that every possible precaution be taken for the prevention of fire in every part of the Hospital. The fire engines and fire buckets are to be placed in the most convenient situations ; they are to be frequently examined, and always kept in perfect order ; and the engines are to be worked once a month, and such regulations and arrangements made, as in the event of fire breaking out in any part of the buildings, may tend most speedily to extinguish the same.

34.

Leave of ab-  
sence to Pa-  
tients.

The space within the walls being large enough to admit of the Patients of all descriptions having air and exercise sufficient for their health, you are not to grant leave to any of them to go out, but on very particular occasions, nor then unless the Physician or Surgeon, whose Patient the person requiring leave may be, shall have certified to you that his health is not likely to suffer thereby.

35.

Admission of  
strangers.

No strangers, except Officers in their uniforms or regimentals, are to be admitted into the Hospital, unless by your permission, or under such regulations as you may find necessary to make on that subject. All persons applying to enter, who state themselves to be acquaintances of, or to have business to transact with, any of the Officers of the Hospital, are to be admitted with proper precaution. You are to take care that the Lieutenants and Porter of the gate be very particular in this part of their duty ; and should they observe any thing suspicious in the conduct or appearance of any such visitors, some person, in whom confidence can be placed, is to accompany them to the Officer whom they wish to see. Women are never to be admitted into the Hospital without your leave, unless they belong to the family, or be acquaintances of some of the Officers of the establishment. But all Officers in their uniforms,



Surgeons and Assistant Surgeons, are invariably to be admitted to visit the men belonging to their respective ships, who may be Patients in the Hospital.

The provisions of this article are not to apply to the Museum and Library, the access to which is particularly pointed out in the Instructions to the Lecturer.

## 36.

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

Guard of the  
Hospital.

Caution to  
prevent de-  
sertion.

## 37.

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

Spirituous  
liquors, &c.  
not to be sold  
in the Hospital.

## 38.

You are to punish such of the Patients whose misconduct

Punishment  
of Patients.



shall deserve it, by confining them to their wards, by solitary confinement, or by compelling them to wear yellow jackets, with the crime, if of a serious nature, marked on the back; and if such jackets should be lost, or wilfully injured, they are to be charged against the wages of the persons ordered to wear them. But you are not to inflict any punishment on a Patient, without informing yourself from the Medical Officers under whose care such Patient may be, whether it may be attended with any risk of affecting his health, or retarding his recovery; and you are not to suffer any other person to inflict these punishments.

## 39.

Weekly return  
of Patients to  
be sent on the  
Form.

No. 15.

You are to cause the Agent to make out a weekly return of the number of Patients in the Hospital, in which is to be specified the names of the ships to which they belong, the increase or decrease in number since the last return, agreeably to the form prescribed in his Instructions, and any other circumstance with which it may be necessary that we should be acquainted: this return is to be attested by you, and regularly transmitted to Us for the Physician of the Navy.

## 40.

Survey of  
Patients.

No. 41.

The Physicians and Surgeons are to report to you, every Monday morning, the names and diseases of such men under their care as shall appear to be fit objects for being surveyed; and whenever the number in the Hospital shall amount to ten, or even a smaller number, provided there be among them consumptive cases, requiring an early removal from Hospital atmosphere, you are to transmit a list of them, agreeably to the form prescribed, to the Commanding Officers at the Port, and to request that he would direct such Officers as he may think proper to repair to the Hospital, to survey them; and whenever the survey shall take place, the senior Lieutenant of the establishment, with the Physicians and Surgeons, under whose care the men may be, are to be present at it, to assist the Surveying Officers in forming a judgment on the respective cases of the men, by any informa-



tion they may be able to give, and cause an account to be taken of the manner each man is to be disposed of by the decision of the Surveying Officers.

## 41.

If the Commanding Officer at the Port should desire to have an Officer surveyed, and should request you to direct the Physicians and Surgeons to survey him, you are immediately to comply with such application. He is to be examined in your presence, and the Physicians and Surgeons are to make their report to you, on the annexed Form, which you are to transmit to the Commanding Officer at the Port; and whenever any Medical Officer shall have been so surveyed, you are to transmit a copy of the report of survey to Us, for the information of the Physician of the Navy.

Survey of  
Officers.

No. 57.

## 42.

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

How to proceed when  
men are discharged from  
the Hospital.

## 43.

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

Deaths of all  
Officers in the  
Hospital to be  
reported immediately.



## 44.

Effects of  
dead men to  
be taken ac-  
count of.

On the death of any Patient, you are to direct one of the Lieutenants forthwith to examine his effects, in the bed house, by the account in the bed and effect book, preparatory to being sorted in lots and entered in the sale book, to sign the same, and to cause such effects to be deposited in the apartment allotted for their reception.

## 45.

Unclaimed  
effects to be  
sold by pub-  
lic auction.

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

## 46.

Disbursements  
to be made by  
the Agent.

Wages to be  
paid monthly;  
Salaries to be  
paid quarterly.

All disbursements are to be made by the Agent in the presence of yourself, or of a Lieutenant under your control and approval. The wages of the inferior Officers, Labourers, Nurses, and other Servants are to be paid monthly, and your own salary, with those of the principal Officers, Hospital Mates, and Clerks, quarterly; you are therefore to cause the Agent to prepare the Pay Lists accordingly, and when such wages and salaries are about to be paid, he is to lay before you the said Pay Lists, which you are carefully to examine, by his complete, and check books, and finding the same to be correct, you are to attend or to order a Lieutenant to control



the payment thereof, to see that all stoppages be made as directed, and that strict justice be done in all cases between the public and individuals: and you are to certify, at the bottom of the List, in words at length, the total amount of the money paid; and if any of those, who are entitled to pay, be absent, you are to cause their names to be written on the back of the List, and to certify that they have not received their wages.

Superintendent  
or a Lieutenant  
to control the  
payment.

## 47.

Whenever money shall be wanted for paying the salaries and wages of the Officers and Servants employed in the Hospital, or for defraying the usual expenses thereof, the Agent is to represent the same to you, stating the balance remaining in his hands, the sum wanted, and the services for which it is required; and if you shall be satisfied of the necessity thereof, you are to approve and transmit the same to Us without delay.

How to pro-  
ceed in ob-  
taining money.

## 48.

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

Provisions, &c.  
required on the  
spot.

Quarterly Re-  
turns on Nos.



3, 39, 48, 49,  
and 52.

ing the quantities of the several articles remaining in store, with the quantities required to replace those expended in the preceding three months, so as to complete the proportions to be kept in Dépôt, which, when approved by you, are to be transmitted to Us, as demands for the consideration of the Physician of the Navy.

## 49.

Agent's account of provisions to be examined.

You are to be very particular in examining the Agent's quarterly account of the receipts and issues of provisions, previously to your approving and transmitting the same; causing the remains thereof, as well as of the necessaries in his charge, to be surveyed by a Lieutenant and himself, the report of which is to be delivered to you, and taking every possible means to satisfy yourself that the number of Patients, on each species of diet, is correctly stated. You are likewise to pay strict attention to due economy in the expenditure of coals, candles, soap, &c., and to be very careful, previously to your approving and transmitting the Agent's quarterly account of the receipts and issues of those stores, that he produce all the vouchers necessary for your auditing the same; and you are carefully to compare the entries in your original receipt book, with each of the accounts before-mentioned.

Economy to be observed in the expenditure of stores.

## 50.

Slop clothes to be obtained from the Storekeeper of the Victualling-Yard, or otherwise.

Whenever it shall be necessary for the Agent to be supplied with slop clothes, he is to make a regular demand, which, with your approval, is to be transmitted to Us for the information of the Physician of the Navy, when the necessary orders will be given to the Storekeeper of the Victualling, or otherwise; and if any of the men in the Hospital should absolutely require any such articles before they can, with propriety, be discharged from the Hospital, you are to order the Agent to supply them therewith, and to charge the same in his muster books, and on the tickets with which the men are discharged from the Hospital.



You are to direct a Lieutenant to attend the receipt of all provisions, and other articles, brought for the daily use of the Hospital, and, in conjunction with the Agent, to see the whole weighed, counted, or measured, as the case may be, and to take care that the quality of every kind of provisions, vegetables, &c. be agreeable to the contract, and in quantities according to the demands; but should there be any deficiency in the quantities, or any portion of the articles be rejected by the Receiving Officers as being unfit for use, or of an inferior quality, you are to direct the Agent to provide others in lieu thereof, at the market prices, calling on the Contractor for payment of any excess of cost that may be incurred, and enforcing such penalties as are provided for in the bond given by him. And you are to order the Agent, or Junior Surgeon, according as it may relate to them respectively, to give you timely notice when provisions or stores of any kind, supplied by contract or otherwise (except the daily supplies before-mentioned), are to be received into the Hospital; and you are to direct one of the Lieutenants, and such other persons as you may judge proper, to attend with the Agent, respecting articles appertaining to his department; and a Physician or Surgeon with the Junior Surgeon, with respect to articles to be under his charge, for the purpose of carefully examining such stores as soon as they arrive, to see that the quality agrees with the contract or agreement, comparing the stores, of all kinds, with the samples or description by which they are to be delivered, and ascertaining the quantity, by seeing it carefully weighed, counted, or measured, as the case may be; and if any such stores, medicines, or necessaries, shall be found of a quality unequal to contract, or to the sample, or description, by which they are to be delivered, you are to transmit the Inspecting Officer's report thereof to Us for our directions thereon. You are, from time to time, to cause the weights and measures, by which provisions and stores are received and issued, to be carefully examined, for the purpose of seeing that they be exact.

A Lieutenant to attend the receipt of provisions in conjunction with the Agent.

Stores to be purchased in lieu of those deficient, and the Contractors to bear the excess cost and penalty.

Receipt of provisions and stores.

How to proceed with stores of inferior quality.

Weights and measures to be examined.



Books to be kept of the receipts of provisions and stores.

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

Quality of stores to be inspected.

Store-rooms to be frequently visited.

No smuggled goods to be admitted.

You are, as often as your other duties will admit, to be very attentive when stores are receiving into the Hospital, from Contractors or others, to inspect the quality thereof, and compare the same with the samples given to you, so as to be enabled to judge how far they may be answerable to the contracts under which they are delivered: and you are to consider it an important part of your duty, frequently to visit the store-rooms, and carefully to inspect the condition of the stores deposited therein; you are to see that they be arranged in the best possible manner for preventing their being damaged from an improper exposure to damp, or from any other cause; that they be taken out and aired when necessary, and that those which have been longest in store be first issued; you are occasionally to order one of the Lieutenants to accompany the Agent through the store-rooms, for the purpose of assisting him in these duties, and of reporting to you whether every thing be done that is consistent with a due regard to the systematic arrangement and careful preservation of His Majesty's stores. And you are to be very careful that no prohibited or smuggled goods be landed, secreted, or otherwise received into any part of the Hospital; and that no article be deposited in the store-rooms, except the stores for which they are respectively appropriated; and you are to direct the Lieutenants to pay strict attention to ensure obedience to this order.



## 54.

The several Officers of the Hospital, who are required to keep or transmit accounts, will be furnished by the Agent with such printed forms and paper as they may, respectively, from time to time demand, by note under their hands, approved by you. You are to take every precaution to prevent any such forms or printed paper from being unnecessarily expended, wasted, or appropriated to any other purpose than that for which they are intended; and that when used, they have all the columns properly and correctly filled up before transmission, and you are to cause a strong injunction to this effect to be hung up in the respective offices.

Printed forms  
will be furnish-  
ed.

## 55.

Neither stores, provisions, medicines, nor necessities, which have been received into the Hospital for the use thereof, or for the use of His Majesty's Ships, are, on any account, to be carried out again, without your order in writing; excepting such medicines or necessities as may be required for Officers at Sick Quarters, or such as may be issued for the use of His Majesty's Ships, agreeably to the proportions established; and if you should have occasion to give such orders, you are immediately to inform Us thereof, and of your reasons for so doing.

Stores, &c. not  
to be suffered to  
be taken out of  
the Hospital.

## 56.

No wine, porter, or other necessities are ever to be issued from the Dispensary, unless prescribed by the Physicians and Surgeons, and the Junior Surgeon is to keep books for the entry of the daily expenditure thereof, and to make out from them a quarterly abstract of the receipts, expenditure, and remains of those articles,—which remains you are to direct a Lieutenant and the Agent to survey, the report of which is to be delivered to you. And you are then to call to your assistance such Medical Officers as you may think proper, and carefully audit every entry made in the books above-mentioned, rejecting every charge for which the Junior Surgeon shall not produce

Issue of wine,  
porter, and ne-  
cessaries.

*N<sup>o</sup> 50*

*N<sup>o</sup> 51*

Accounts of  
those issues to  
be examined.



the prescription ticket or note, which authorized him to supply the articles therein contained. And you are to examine his account of the receipts of the necessaries, &c. above-mentioned, by comparing the said abstract with the original book, in which the receipts were attested by the Medical Officers on duty, at the Dispensary; and if, upon a careful investigation, you should be convinced that the account is just, you, with the Physicians or Surgeons, by whom you shall have been assisted, are to certify the same at the foot thereof, and transmit it to Us. And when wine and porter shall be prescribed, as before-mentioned, every precaution is to be taken to prevent any man from drinking the allowance of another, causing it to be made known to the Nurses, that should any of them be detected in allowing such an abuse to take place, they will be immediately discharged.

Caution against one man drinking the allowance of beer or wine belonging to another.

## 57.

Bundles, &c. to be examined as they pass the Hospital gates.

You are to be very particular in causing the Porter to examine carefully all parcels or bundles before he suffers them to pass the gate, in order to prevent any thing improper from being carried into the Hospital, or the most trifling article, the property of Government, or clothes, or other articles, belonging to the Patients, from being carried out, without your authority; and all persons, on whom shall be found any article of the above description are to be detained until the circumstances shall have been investigated by you, or one of the Lieutenants, and such measures taken thereon as you may judge expedient.

## 58.

Examination of buildings,

You are to cause the buildings of the Hospital to be frequently examined, and such defects as may require immediate attention are to be reported to Us for our directions thereon; and, as a means of preventing injury to any of the Wards or apartments in the Hospital, from damp, disuse, or neglect, you are to give particular directions that every Ward be brought into use in rotation, so that the whole may receive the benefit of being occupied for a limited period during the year: but great care



must be taken that the empty Ward, intended to be fitted for the reception of Patients, be perfectly dry and properly ventilated previous to their removal into it; also that the vacated Ward be thoroughly cleaned and aired before it is shut up; and in the month of November, in each year, you are to cause a general and minute survey to be taken of every part of the Hospital, Out-buildings, and Walls, belonging thereto, and to report to Us their condition, and such repairs as they may appear to require, noting the cause from which such repairs have become necessary, and adding thereto an estimate of the expense attending the same, in order to your receiving our directions thereon; and if you should receive authority for causing the repairs to be undertaken, you are to give the necessary directions, and take particular care that all such works be, as far as possible, executed during the summer; but you are never, for such, or other purposes, to suffer any expense to be incurred without our authority.

and perform-  
ance of repairs.

## 59.

The practice of taking gratuities for the nomination, or admission of persons as Clerks, or in any other situation in establishments under Government, as well as the receiving of fees of any kind, being abolished, you and all the Officers, Clerks, and other persons, are strictly prohibited from demanding, or receiving, either directly or indirectly, under any name, promise, or pretence whatever, any perquisite, fee, gratuity, or reward, for the nomination or admission of any person as a Clerk, or in any other capacity in the Hospital, as well as from receiving any fee, gratuity, or reward whatever, from any Contractor, Tradesman, or other person, having any business to transact, either as a principal or as an Agent, at the Hospital, or elsewhere. You and all Officers, Clerks, and other persons belonging to the Hospital, are likewise strictly prohibited from having, either directly or indirectly, any interest or concern whatever in any provisions, stores, clothing, medicines, or necessities, of any kind, which may be purchased for the service of

Fees &c. for-  
bidden.



Oath and bond  
to be taken  
by Officers and  
Clerks.

Government, or in the purchase of any stores or other articles which may be sold by Government, or to act as Agent for any person or persons, directly or indirectly, on any pretence whatever, nor to have any other occupation than that allotted them in the Hospital. To this effect you are to see that all the Officers and Clerks, before they enter on the duties of their office, take and subscribe the usual oath, and give bond in three times the amount of their respective salaries, and which you are to transmit to Us; and you are to observe that any Officer, or other person whatever, belonging to the Hospital, who may act contrary to this regulation, in any respect, will be dismissed from his situation, and declared incapable of serving His Majesty in any civil capacity whatever.

## 60.

To see that all  
Instructions are  
properly at-  
tended to.

Contrary in-  
structions  
to be given in  
writing,

and considered  
only as tempo-  
rary.

To report when  
he deviates  
from his own  
Instructions.

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

## 61.

General injunc-  
tion for the  
performance of  
duty.

You are, on all occasions, to take care that proper subordination and regularity be preserved, not only by the Patients, but by every Officer and other person belonging to the establishment. And you will be of course expected to take such interest in the several important duties committed to your



charge, as shall not only insure the observance of the best economy on all occasions, but the prevention of any abuse or neglect of duty in any part of the establishment.

Given under our Hands, this

To

*The resident Admiral or Captain  
Superintendent of the Royal  
Naval Hospitals at Haslar  
and Plymouth.*

By command of their Lordships,



# INSTRUCTIONS

FOR THE

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

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

### ARTICLE 1.

Rank.

To act for the  
Superintendent  
in his absence.

**YOU**, and the other Lieutenants, are to take rank of each other, according to the dates of your appointments to the Hospital, and the Officer, on whom the superintendence of the establishment may devolve, in consequence of the Superintendent's absence, is, for the time, to exercise his authority and perform all his duties.

2.

Uniform to be  
worn.

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

3.

Duties to be  
performed in  
turn.

The Superintendent will regulate and divide between you and the other Lieutenants, the various duties to be daily performed, in



such manner, and in such rotation, as he shall think proper ; and whenever it shall be your turn to execute any of the duties contained in these Instructions, you are to be very attentive in complying therewith.

## 4.

You are to visit every part of the Hospital at least once in the forenoon of every day, or oftener if the Superintendent should think proper, and at such hour as he shall direct, for the purpose of seeing that the wards, beds, linen, and persons of the Patients be as clean as circumstances will admit ; that every regulation, for the support of good order, so essential to the comfort and recovery of the sick, be assiduously observed ; that they be treated, by every description of Officer and person under whose care they may be, with that attention and tenderness which their situations require ; and that they be supplied with every allowance to which they are entitled. You are to listen, patiently, to all complaints the men may have to make, and if they appear to you to be well-founded, but not of a nature so trifling as to admit of your redressing them on the spot, you are immediately to report them to the Superintendent, with every circumstance relative thereto. You are not, however, to interfere in any way in the medical treatment of the Patients, nor, directly or indirectly, with the moral treatment, or measures considered necessary in the Asylum ; all complaints from the inmates thereof are, therefore, to be laid before the Superintendent.

To visit the Hospital once in the forenoon.

Complaints of Patients to be attended to.

Not to interfere in the medical treatment.

## 5.

You are, every evening, after the Patients shall have returned to their Wards, to see that the external doors be shut and secured, agreeably to the regulations on that head, and you are to walk all round within-side the boundary walls of the Hospital, and inspect every place in which men might be concealed, with a view to make their escape in the night ; carefully observing whether there be any holes or contrivances of any

Hospital to be inspected every night.



kind made for assisting men to get over the wall, or in any way attempting to make their escape; or for the purpose of introducing spirituous liquors, or any other improper articles, into the Hospital.

## 6.

Wards to be visited every evening.

You are also, every evening, after the time fixed for putting out the fires and lights, to visit all the wards, cabins, and other places occupied by the Patients and Servants, for the purpose of ascertaining most particularly that all the Patients are present, and have retired to their beds, and that none of them are missing, and that there be no noise or disturbance of any kind, or any fires or lights burning, excepting such as may have been required to be kept in by the Medical Officers, and that every possible precaution be taken for the prevention of accidents by fire; and you are to report to the Superintendent all irregularities or disorderly conduct which you may discover in the Patients, Nurses, or other persons, or any suspicion which you may have of Patients attempting to desert.

Caution against fire.

## 7.

To attend the admission of Patients.

Inspect their clothing, and other property.

To see the articles entered in the Bed Book, and to sign it.

Injunctions to Nurses.

You are at all times to attend the admission of Patients into the Hospital, and to see that there be no delay in removing them to the bathing room, or their ward, as the Receiving Medical Officer may direct, and that the boats be not detained unnecessarily: you are also to see that their clothes, bedding, and other property, agree with the inventory on the back of their sick ticket, or conduct list, and that the whole, including watches, money, &c. be entered in the Bed and Effect Book, and delivered into the custody of the Agent, together with the book which you are to sign; and you are to lay strong injunctions on the Nurses to give you immediate information, should they at any time discover that a Patient had concealed any of his valuable effects and carried them into the ward with him, in order that you may go and receive them, when they are to be deposited in the custody of the Agent, and entered in the



book as above directed. And whenever men are discharged from the Hospital to their ships, you are to see that they be, without loss of time, carefully conducted to the boats appointed to receive them, and, when necessary, you are to accompany them, and give every assistance in your power to prevent desertion or intoxication; and you are to be careful, on all occasions, when Patients are discharged, that they carry away with them the clothes, bedding, arms, accoutrements, and effects of every kind, which may be belonging to them in the Hospital.

To see that they take away their property, &c.

## 8.

On the death of any Patient, you are forthwith to examine his effects left in the Ward, and in the bed-house, to see that they agree with the account taken of them, in the Bed and Effect Book kept by the Agent for that purpose, to sign the same, and to cause them to be deposited in the apartment allotted for the reception of such effects; and you are to give directions, when a suitable or the usual time has elapsed, that the body be removed in a decent manner, and that the Matron cause the bed, bedding, linen, and clothes, used for the deceased, to be taken immediately out of the Ward.

Death of Patients.

Effects.

Corpse.

Bedding, &c.

## 9.

You are to superintend the muster of the Artificers and Labourers, who are to be assembled at the usual place, for that purpose, on their coming to and leaving off work; and you are also to observe the conduct of the different Overseers, and see that they perform, in every respect, their duties, in keeping the people under them diligently employed in the various works assigned to them. You are to take care that none of them be, on any pretence, employed in matters not relating to the public duties of the Hospital, and that the works of every kind carrying on be well and faithfully executed.

Muster of workmen.

Employment.



## 10.

To attend the receipt of provisions, stores, &c.

You are, when directed so to do, to join such person or persons whose duty it may be, to attend the examination and receipt of provisions, stores, coals, and necessities of every description; you are to see them carefully weighed, counted, or measured, as the case may be, and to take particular care that the quantities agree with the bills of parcels, and that the quality be equal to contract, sample, or description by which they may be delivered; you are to see them entered in a book directed to be kept in the office of the Superintendent for that purpose, and jointly with the person or persons above-mentioned to sign your name on the receipt book, as a proof of your having attended that service, making, in conjunction with the others concerned, such reports to him thereon, as he may require, or as you may from time to time find requisite.

## 11.

Survey of provisions, &c.

You are also, when so directed, to join such person or persons as may be appointed, to survey the stores, provisions, necessities, and other articles belonging to, or remaining in the Hospital, and jointly with such person or persons faithfully to report, under your hand, to the Superintendent, the remains and condition of all such stores, provisions, necessities, &c., as the case may require; and if, on any survey, you should differ in opinion from the other Surveying Officers or persons, you are to withhold your signature from the report of survey, and state your reasons thereon for so doing. You are, likewise, to join the Agent in appraising such part of the Patient's effects as may be ordered to be destroyed, to prevent infection; and to attend the sale of dead men's effects, and of such old stores as may be sold at the Hospital, taking an account of the produce of each lot, to enable you to join the Agent in signing the account of such sales.

Patient's effects to be valued before destroyed.

Sale of effects to be attended.



## 12.

You are daily to superintend the weighing and cutting up of the meat, and the issuing of the provisions and stores, inspecting also the cook room, to see that the provisions be clean and properly dressed, and that justice be, in every respect, done to the Patients and people belonging to the Hospital.

To attend the weighing and dressing of the provisions.

## 13.

You are, on all occasions, to be particularly watchful over the conduct of the Porters and Sentinels, frequently visiting their posts, to see that they be alert and attentive to their duty; and you are to consider it an important part of your office to enforce all regulations made for preventing the introduction of spirituous liquors, wine, strong beer, or any improper articles, into the Hospital, by any ways or means whatever, or any articles, however trifling, the property of Government, or of the Patients, from being carried out without permission; and you are also to be very careful in seeing carried into effect all orders and regulations with respect to the admission of strangers, and the going out and coming in of Servants, Labourers, &c. belonging to the Hospital.

Conduct of Porter, &c., to be watched.

Spirituos li- quors, &c., not to be admitted.

## 14.

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

## 15.

You are to consider the Instructions contained in the preceding articles, as the general outline of your duties, which together with all such directions as shall, from time to time, be given by the Admiral or Captain Superintendent, you are hereby most strictly enjoined diligently to obey, aiding and assisting, on

General injunction for the performance of duty.



every occasion, to the utmost of your power, in carrying all his orders and instructions into execution; for this purpose you are to be very careful that every Officer, and other person, do strictly perform the duty assigned to him; and also, that good order, regularity, and subordination amongst the Patients, and all classes of people belonging to the Hospital, be strictly enforced. And it is expected, that you feel an interest in the whole management and concerns of the Hospital, and zealously attend to every thing going on therein, causing the best economy to be observed, on all occasions, and being very watchful to prevent, by every means in your power, the smallest abuse in any branch of the establishment; and you are to report any difficulty or obstruction which you may meet with in the performance of any part of the services intrusted to your care; and all misconduct or irregularity which you may discover in any person employed in the Hospital.

Given under our Hands, this

To

*The Lieutenants of the Royal Naval }  
Hospitals at Haslar and Plymouth. }*

By Command of their Lordships,



# COMBINED INSTRUCTIONS

FOR THE

PHYSICIANS AND SURGEONS OF THE ROYAL  
HOSPITALS AT HASLAR AND PLYMOUTH.

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

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## ARTICLE 1.

THE Admiral or Captain Superintendent is invested with full authority over all Officers and other persons in all matters relating to the general economy, discipline, and good order of the Hospital; he is to control the disbursement of public money, and the receipts and expenditure of stores, provisions, and necessaries of every kind; he is responsible for the punctual and faithful performance of the respective duties of all Officers and other persons belonging to the Hospital, and for the regularity and due subordination to be maintained therein. You are therefore to obey his directions on all occasions, excepting in cases that are purely medical; and whenever such directions shall happen to be contradictory to these Instructions, or to any other standing regulations which you may be under at the time, you are to inform him thereof in writing; but, if notwithstanding he shall deem it proper to persist in the order he has given, you are immediately to comply therewith, and represent through him the circumstances of the case to Us. And as Lieutenants are appointed to assist him in the execution of his duty, you are to consider them as being next in authority to him; and are, in consequence, as well as all the Officers and persons employed under you, to behave with proper respect to the said Lieutenants, and to attend to such directions as they may

Superintendent's authority.

To control expenditure of every kind.

His directions to be obeyed. Exceptions.

To inform him if orders be contrary to standing regulations.

To behave with proper respect to the Lieutenants.



To attend to  
their directions.

find necessary to give for the punctual execution of all orders and regulations established for the government of the Hospital.

## 2.

Duty of receiving  
Patients.

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

Persons with  
slight hurts not  
to be received.

Exceptions.

Insane Patients.

## 3.

To instruct the  
Hospital Mates  
when on the  
receiving duty.

You are to instruct the Hospital Mates, when they shall be employed in receiving men, should any of the cases mentioned in the preceding article be presented, to give you immediate notice, with the particulars of each; and you are, as soon as possible, to visit, examine, and prescribe for such Patients, observing that no man sent for admission is to be rejected without your examination; and should you see cause to reject any man, or afterwards discover that he has been feigning a disease, &c. for the purpose of imposition, you are immediately to represent the circumstance to the Superintendent, that he may take such steps on the occasion as he shall think proper.

To visit the men  
admitted.

Hospital Mates  
not to reject any  
Patient.  
Surgeons, &c.  
to reject on  
proper causes.



## 4.

Every Seaman or Marine sent from His Majesty's ships for admission into the Hospital is, by the regulations, required to bring with him a sick ticket, signed by the Captain and other signing Officers, together with a Conduct List properly signed; and Marines from Head Quarters, and all other persons eligible to admission as Patients, are also to bring with them Conduct Lists regularly filled up, on the back of which Lists or the tickets you are to sign your name as an authority to the Agent for entering the Patients on the Muster Book; and you are to insert their names in the Entry and Discharge Book as per margin, which you are to keep for that purpose. You are to observe that Officers on half-pay, admitted as Patients under special authority, men belonging to ships in ordinary, revenue cruizers, naval transports, victualling hoys, coast guard, victualling yards, the Breakwater, the Police Force employed in any Government Establishment, critical cases from the Dock Yard, and from all vessels being the property of the Crown, are to be treated in every respect the same as those sent from His Majesty's ships in commission.

Patients from ships to bring a ticket and Conduct List.

Also Marines from Head Quarters.

*N<sup>o</sup> 12*

No. 31.

Officers on half-pay to be admitted; also Men in ordinary, transports, hoys, Dock-Yard Police Force, &c.

## 5.

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

Servants of the Hospital.

To be entered by Form No. 12.

Discharged by Form No. 13.

To report them if twenty-eight days sick.

## 6.

Every Patient received into the Hospital is to be washed in Treatment of



Patients on  
being received.

Hospital Mate  
to attend if  
necessary.

Patients with  
contagious  
diseases.

Measures to  
prevent infec-  
tion.

Communication  
with any ward  
cut off.

To report every  
change.

a bathing tub with warm water and soap, before he be put to bed, unless you shall deem it improper; in such case he may be gently washed with a towel by the Nurse, should his case admit of it; and this process of washing and bathing Patients is, when it can conveniently be done, to take place in the presence and under the superintendence of an Hospital Mate, should you judge it to be necessary, in order that he may immediately administer any relief that may be required. The cases of all Patients received into the Hospital with contagious diseases are to be reported to the Superintendent immediately, that he may give the necessary orders for purifying their clothing, bedding, &c.; and you are to suggest to him such means as may, in your opinion, tend to destroy and prevent the spreading of contagion, whether by burning the whole or any part of the effects of such Patients or otherwise; and when, from the nature of a disease in any ward under your care, it shall be deemed prudent to prevent communication therewith, except by the Medical Officers and Nurses, you are to represent the same in writing to the Superintendent, with the names of the Patients in such ward, in order that he may authorize the Agent to give them the muster letter, and also take such measures thereon for preventing communication as he shall think proper, and you are to report to him every change that may take place in such ward during the time it may remain in that state.

## 7.

Disabled Pa-  
tients to bring  
with them a  
certificate,  
No. 18, Appen-  
dix, Surgeons'  
Instructions.

How to proceed  
should one not  
be granted.

When a Patient shall be received into the Hospital from any of His Majesty's ships in consequence of a wound or hurt received in the service, which shall make amputation necessary, or shall be so disabled as to render him an object for a pension, you are to insert on the certificate for wounds and hurts, which should be brought with him from his ship, such further particulars of his case as may have occurred whilst under your care; but if no such certificate shall have been granted to him, you are to represent the omission to the Superintendent, that he may apply to the Captain of the ship for one; and if it should not afterwards be sent, you are to make a detailed state-



ment of the case, shewing, as far as practicable, the particulars of the time and manner in which he received the injury, and deliver it to the Superintendent, to be transmitted to Us, that we may take the necessary steps to obtain such certificate.

## 8.

You are to see every Patient who may be committed to your care as soon as possible after his admission into the Hospital, to prescribe for him such treatment as you may judge proper, and *regularly* to visit all your Patients morning and evening, and at such other times as the nature and urgency of their complaints may render necessary: your morning visit, in the summer, is to commence at or before half-past nine, and in the winter, at or before ten o'clock. Your evening visits throughout the year are to be made at six o'clock, or such later hour as the prevailing diseases, or the nature of the cases under your care may require. You are to direct your Hospital Mates, in case any Patient should become worse at any time in the day or night, to report the same to you immediately, in order that you may visit him; and on all occasions, when a Patient shall be dangerously ill, an Hospital Mate is to visit him as frequently as you may judge proper, by day and by night, in order to watch the crisis of his disease, and to give you immediate information of every change; and you are also to give positive directions to the Nurses, whenever any Patient under their care shall desire to see a Medical Officer, or whenever the Nurses themselves shall observe any Patient to be worse, whether in the day or night, immediately to make the same known to one of the Hospital Mates.

To visit Patients on their admission.

To visit Patients regularly.

Hours of the visits.

Directions to Hospital Mates.

Patients becoming worse to be reported to you.

Orders to the Nurses.

## 9.

You are, at every visitation, carefully to examine into the progress of each Patient's disease, diligently observing the effect of the medicines and diet already prescribed, and varying the treatment as the occasion may require. And as the successful treatment of wounds or hurts must greatly depend upon the judicious management of the constitution, you are at each visit

To observe the effect of the medicine, &c.



To examine into the general health of Patients.

To superintend dressing the Patients.

Critical cases to be dressed by the Surgeon.

carefully to examine into the general health of every Patient committed to your care, and to watch minutely the effects of your previous prescriptions. You are to superintend your Hospital Mates when employed in dressing the Patients; but critical cases, or all such as may require a degree of superior skill and dexterity, are to be, for the benefit of the Patient, dressed by yourself, by which you will shew your Mates an example of professional expertness, and impress on their minds the necessity of paying the strictest attention to cleanliness, and to the most gentle mode of treatment in the execution of this most important part of their duty.

## 10.

No. 40, on which to prescribe medicines, &c.

To insert the different symptoms of disease,

and note how the Patients are disposed of.

Physician and Surgeon to visit each other's Patients if required.

You are to have for every Patient under your care a prescription ticket, in the annexed form, which you are to properly fill up, and insert the time when you received or first visited him, as also the daily prescription of medicines, wine, porter, and every other necessary ordered from the Dispensary, as well as the diet. You are likewise *carefully to insert therein the different symptoms of his disease, as they shall from time to time present themselves; and, as you may change the treatment, the cause that induced you to do so;* and you are to note the time of the Patient's discharge, and whether cured or uncured, invalided, deserted, or died, as the case may be; and whenever Patients in a Physical ward shall require the aid of the Surgeon he is to afford it: the Physician, also, is to afford similar assistance to Surgical Patients.

## 11.

Hospital Mates to see that the proper medicines be regularly taken by the Patients.

You are to direct your Hospital Mates to attend regularly when the medicines shall be brought from the Dispensary, to see that they be properly placed by the Nurses at the head of the cradle of each Patient for whom they are intended, and that they be regularly taken as directed by you.

## 12.

Each Patient to

Every Patient, on his first admission into the wards, is to



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

have a clean bed, &c.  
To attend to cleanliness.  
Changes of linen.

Cradles, &c. to be washed and scoured.

## 13.

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

Beds and bedding to be aired,

on application to the Superintendent.

Sentinels to be placed.

## 14.

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

Precautions to prevent infection.

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

Convalescent Patients to be removed.

To prevent the spreading of disease.

## 15.

As the difficulty of curing wounds or sores in surgical wards may, in a great degree, be ascribed to the exposure of the Pa-

Causes of the difficulty of healing wounds.



tients to impure air, which affects them in two ways; first, by the respiration thereof, producing a state of constitution unfavourable to health; and secondly, by the tainted atmosphere of the foul or sphacelating ulcers coming in contact with the surface of recent or clean wounds or sores: you are, in consequence, to take particular care that all the wards under your direction be well ventilated; and that no Patient whose wounds may be recent or clean be placed in the same ward with those who may be afflicted with foul or sloughing ulcers; observing also that when a wound or ulcer becomes clean, the Patient is to be removed to a convalescent ward, and that all the foul bandages, on their being taken off, are to be immediately immersed in boiling water, and thoroughly washed, and every sponge and utensil, after being employed in dressing, regularly cleansed in the same manner, taking particular care that each Patient be allowed a sponge, exclusively for his own use. Great care is likewise to be taken that every sponge be destroyed as soon as the Patients are cured; but if the case has been a foul or sphacelating ulcer, the sponge is to be destroyed whenever the sore shall have become clean, that the diseased action may not be renewed; and care is also to be taken that the bedding and clothing of all Patients labouring under ulcers of any description be so purified as to prevent the possibility of communicating infection. You are further particularly to observe, that all Patients afflicted with erysipelas be invariably kept in a ward to be exclusively appropriated for such disease.

## 16.

Wards, &c. to be kept clean. Distance between the cradles. You are to see that the wards and utensils therein be kept in a state of the most perfect cleanliness; that the distance of four feet be preserved between each cradle, when the service will admit, but never less than two feet; that there be a proper number of Nurses, not exceeding the proportion of one to seven Patients, except in cases of necessity, which you are to report as hereafter directed, and to prevent by every possible means the occur-



rence of such necessity. You are particularly to observe that they are not to be employed in any private attendance or business whatever, nor on any duty not connected with the wards to which they belong, and you are not only yourself, but also strictly to enjoin your Mates and Nurses, to behave with the greatest tenderness and attention to the Patients. And as sickness generally depresses the spirits, it becomes not only your duty, but that of every person who attends the Patients, to soothe and cheer their minds by the most humane attention, to hear with patience all their complaints, to explain and redress, as far as possible, whatever they may think grievances, by every expression of consolatory kindness, which will naturally inspire them with confidence, exhilarate their spirits, and add to their hope of recovery, to which it cannot fail to contribute. And should you consider any of the Nurses to be, from age, infirmity, or other cause, incapable of properly performing their duty, you are, without fail, to represent the same, with all the circumstances of the case, to the Superintendent; and as it is of the utmost importance that none but females possessing the requisite qualifications should be employed as Nurses, you are to satisfy yourself of the good moral character, health, strength, sobriety, proper age, humane disposition, and general fitness of any Candidate for the office, before you propose her to the Superintendent for such employment.

Nurses not to be employed on any private attendance or business.

Behaviour to the Patients.

Necessary qualification for a Nurse.

### 17.

Should the number of Patients under your care, be at any time greater than you, with the Hospital Mate or Mates then allowed to you, are capable of properly attending, you are to represent the same to the Superintendent, and to state what additional assistance you may deem necessary. But that the sick may have the undivided benefit of the services of your Assistants, you are to observe that their duties are to be considered strictly of a professional character, and consequently wholly confined to their attendance on the Patients, under such regulations and directions as you may think proper.

If additional assistance be required.

Duties of the Hospital Mates.



## 18.

Not to open or occupy unnecessary wards.

Officers according to their rank, &c.

When additional wards be required.

All the wards to be occupied in rotation.

In order to avoid the incurring of unnecessary expense, you are to see that no more wards be occupied than are really necessary, and that those appropriated to the reception of Patients with similar complaints be fully occupied, agreeably to the space allowed, before another ward be used.

Officers are to be accommodated in as few wards or cabins as their rank, the nature of their complaints, or other circumstances will warrant; observing, however, that you are not to place Officers in the same ward or cabin, who are not accustomed to mess and associate together on board His Majesty's ships, nor Officers, who walk the quarter-deck, in the same ward with inferior Patients. You are, whenever you may require any new ward to be prepared for the reception of Patients, to apply to the Superintendent, in writing, representing your reasons for so doing, in order that he may, if satisfied of the propriety, give orders accordingly. And as all the wards in the Hospital are to be occupied in rotation for a limited period during each year, that none of them may sustain injury from damp or neglect, you are, upon receiving the orders of the Superintendent, to take the most effectual means for complying therewith, with the least possible delay or inconvenience to the Patients; observing that you are always to have two wards in complete readiness, with the exception of bed-linen, one for Physical and one for Surgical Patients, in the event of any sudden influx of Patients, or other contingency.

## 19.

Officers to be surveyed previous to admission.

Death of Officers to be reported.

All Officers sent to the Hospital as Patients are, if their health will admit, to be surveyed by you, in the presence of the Superintendent or one of the Lieutenants, and you are to submit in writing to the Superintendent, for his approval, and transmission to Us, your reasons for receiving or rejecting them, as the case may be. And upon the death of any Commissioned or Warrant Officer, the Medical Officer under whose care the event may occur is forthwith to transmit a detailed



statement of the case to the Physician of the Navy, as well as of the cases of such Surgeons and Assistant Surgeons, as may be discharged, cured or uncured. And all Officers sent to the Hospital to be surveyed, are also to be examined by you as before directed, and whatever may be the result of the survey, a report of the case, signed by you and detailing the cause, if found incapable of service, on the form as per margin, is to be delivered to the Superintendent for his approval and transmission to Us, a copy of which is to be sent to the Commanding Officer at the Port, if the survey should have been held at his desire; and if it be a Medical Officer, a report is to be sent to the Physician of the Navy. You are also to report to the Superintendent the cases of such old and infirm Officers as you may consider to be, from age, disease, &c., incapable of further service, in order that a survey may be held on them. But you are not on any account to grant certificates, except in cases requiring serious operation or treatment, and coming under your own immediate cognizance, or when they shall be required by the proper authority.

Also cases of Medical Officers discharged.

Unserviceable Officers ditto, on No. 57.

Reports of the survey to be transmitted.

Old and infirm Officers reported.

## 20.

A regular scheme of diet having been established for the sick, shewing the species and quantity of provisions constituting each diet, you are to prescribe such of these as in your judgment may be proper for the respective cases.

Scheme of diet, No. 29.

And you are to have, in each ward, a Diet Book, in the form annexed, wherein you are, at each morning visit, to prescribe the proper diet for the Patients for the following day, noting the whole number in the ward, and the number to be victualled on each diet, with the quantity of coals and candles you may think requisite, according to the season of the year, the necessity for fires and lights during the night, &c. And as the scale admits, in particular cases, the substitution of such quantities of fish, fowl, veal, &c. as, with a due regard to economy, you may think necessary for the recovery of any Patients, you are, whenever you may prescribe any of those articles, to make

No. 30.

To note the number on each diet. Quantity of coals and candles. Fish, fowls, &c. as substitutes.



List of extras,  
No. 60,  
with Diet Book  
to be sent to  
the Agent.

No. 31, to be  
sent to the  
Agent.  
Tickets to be  
prepared.

Casualty diet,  
cases for.

Regular diet if  
victualled pre-  
viously.

To examine the  
provisions,  
cooking, &c.

To report any  
neglect.

out a list, in the annexed form, of the Patients for whom the same are intended, with the quantity for each, which list, with the Diet Book of the ward, you are to send by a Nurse immediately to the Agent's Office, that he may arrange his demands accordingly; observing that you are not to prescribe for such men as are to be discharged on the following day, but to fill up the discharge column in the Entry and Discharge Book, and send it also to the Agent, that he may get their tickets ready, and victual them on the bread and cheese diet. When Patients are received into the Hospital who have been previously victualled for the day, and the Diet Books of the ward in which they may be placed have been made up, you are to prescribe the diet for them for the following day, on the part of the form, No. 30, for casualty diet; but if they shall not have been previously victualled, you are to prescribe diet for them immediately for that day also, in the said form, which is to be sent to the Agent as soon as possible, that he may issue or provide the same. And you are, occasionally, to examine the provisions and other articles allowed to your Patients, and to ascertain that they be good in quality, well dressed, and properly served; and should there be any neglect or want of attention in any of the persons appointed to perform or superintend this essential duty, you are to report it to the Superintendent.

## 21.

Weekly Report,  
No. 41, of Pa-  
tients for sur-  
vey.

If none, the  
report to be  
made.

To be present  
at surveys.

You are to report to the Superintendent, every Monday morning, in the annexed form, the names and diseases of such of your Patients as you may consider proper objects for being surveyed, with your reasons for it; and should there not be any Patients of that description, you are to make a report to that effect, that he may have full information on that head; and whenever a survey shall be held on any men under your care, you are to be present, and assist the Surveying Officers with every information in your power respecting the cases.

## 22.

The Junior Surgeon being directed to deliver to you in proper



time lists of such medicines and necessaries as may be required for the service of the Hospital, you are to examine, adjust, and approve the same; and they are then to be delivered to the Superintendent for his approval and transmission to Us for the directions of the Physician of the Navy. But should an immediate necessity occur for any particular articles of medicines, &c., the Junior Surgeon will deliver to you a list thereof, and state whether the whole or any part can be spared from the other branch of the service in his charge, and you are, if satisfied of the necessity, to transmit such list to the Superintendent that he may give orders accordingly; but you are to observe, that procuring a supply by purchase is never to be resorted to except in a case of real emergency, and that the Junior Surgeon is not to supply any of the articles in his charge, except such as are inserted in your prescription-tickets or demands; and whenever you may require any articles not supplied from the Dispensary, you are to represent the same in writing to the Superintendent, that he may, on seeing the propriety thereof, give orders for such articles being either regularly demanded or procured on the spot, according to circumstances.

It is also to be observed that bread is never to be used for poultices, a mixture of linseed meal and pollard answering the purpose equally well.

## 23.

The duties of the Dispensary being of such a nature as to preclude the superintendence of any other than a Medical Officer, you are, alternately, to visit that Department daily, at the most convenient hours, to inspect the mode of compounding the medicines, and see that the prescriptions be carefully made up, and that the whole business of the Dispensary be carried on by the Junior Surgeon, with the strictest propriety and economy; and when medicines, &c. are received in the Dispensary, you are, in conjunction with him, carefully to examine the quality and quantities thereof, by the invoices, and should there be no objection to their being received, the particulars are to be entered in

*N<sup>o</sup> 48749*  
To examine demands for Hospital medicines, &c.

Immediate supply if wanted.

Not to purchase except in particular cases.

Nothing to be issued except on the prescription-tickets or demands.

Extra articles if required.

Examine the quality of medicines, &c. received.



*See*  
To sign the  
Entry-book.

If rejected to  
sign the report.

To assist the  
Superintendent  
to examine  
medicine ac-  
counts.

the Book kept by him for that purpose, to which entry your joint signatures are to be affixed. But should any of the articles, on inspection, be found not to correspond with the invoice, or be of a quality unfit to be received, he is to make a report thereof, which is also to be jointly signed, and delivered to the Superintendent for his information and directions. And as the Superintendent will, at stated periods, with the assistance of such Medical Officers as he may think proper, examine the account of the receipts and issues of necessaries, &c., you are, when so directed, to attend and give him every assistance in your power.

## 24.

To join in con-  
sultation.

To be guided  
by the majority.

Copy of the  
consultation to  
be sent.

In all critical cases, or in such as may demand a capital operation, the Medical Officer, under whose care the Patient may be, is to consult his colleagues, together with the Physician and Junior Surgeon, who are to assemble as soon as possible for that purpose, and by the opinion of the majority he is to be guided; but if the voices be equal, the Surgeon under whose care the Patient may be, is to have the casting vote, and a copy of the consultation is invariably to be sent, signed by the respective Officers, to the Physician of the Navy.

## 25.

Daily report on  
No. 42.

Weekly state-  
ment on No. 43,  
for Patients.

Rank, &c. of  
Officers.

You are to make a daily report to the Superintendent, in the annexed form, of the Patients under your care, noting the wards in which they are placed, and filling up the different columns in conformity with the headings, together with such remarks as you may consider necessary. You are also to deliver to him a weekly statement in the annexed form, shewing the number of Patients under your care, the diseases they are each afflicted with, and the names of the ships, division, or service to which they respectively belong, together with the names, rank, and diseases of the Officers, with your opinion of the probable time in which they may be again fit for service; observing



that this statement is to be made out in sufficient time for being delivered to the Agent, in order to enable him to fill up the abstract, which he is to forward in time to arrive at our Office on every Monday morning. And in order that the Physician of the Navy may have the earliest intelligence of fever, or other epidemic breaking out, or of any unusual influx of Patients on any occasion, you are *immediately* to report the same, with all the circumstances relating thereto, to the Superintendent for his information, without waiting till the usual period of making the report.

To be delivered to the Agent.

To report on all extraordinary occasions.

## 26.

A weekly report is to be made by you, in the annexed form, of the names of all the Patients, including those belonging to the Police Force, sick Servants, &c., who have been twenty-eight days under cure, which report, and the abstract on the back, shewing the changes that have taken place, you are to fill up in the manner pointed out thereon, with the number of Nurses employed by each Medical Officer respectively, stating particularly the causes for any employment of additional Nurses or other extra assistance for the Patients, which report and abstract, after being fairly written out, is to be delivered to the Superintendent for being transmitted, so as to arrive at our Office on Monday. Each Medical Officer is, therefore, to fill up and sign in good time such part of the said report and abstract as relates to the Patients under his care; and at the expiration of every quarter a joint report of the state of the Hospital, in the form annexed, is to be transmitted to Us, for the information of the Physician of the Navy, together with the prescription-tickets of such Patients as may have died during that period.

Weekly report, on No. 44, of men twenty-eight days sick.

To note the cause of employing extra Nurses, &c.

Nosological Returns, No. 45.

## 27.

As the Surgeons of His Majesty's Ships are directed by their instructions to transmit with every Patient a correct written statement of his case, you are, without fail, whenever this shall be omitted, or it shall appear that a Patient has either been neglected or injudiciously treated by the Surgeon of the Ship

Articles 25 and 27. Patients to bring statements of their cases. If not sent, to be reported.



Also improper treatment.

from which he was received, to communicate immediately the particulars of *such neglect or injudicious treatment*, in writing, to the Superintendent, that he may transmit the same to Us, for the consideration of the Physician of the Navy.

## 28.

To attend on Officers and their families.

To prescribe medicines from the Dispensary.

To report the illness of Officers.

To report occasionally on their state of health.

Not to be allowed wine, porter, or necessaries.

Allowed to inferior Officers, &c.

Weekly expenditure of wine, porter, &c. on No. 46.

Noting larger quantities than usual.

Whenever your assistance shall be required by the Superintendent, the Officers, their families, or servants, you are to afford them the same medical aid as to the Patients in the Hospital, and prescribe medicines for them, to be supplied from the Dispensary, reporting to the Superintendent when you may have under your care any Officers, &c. belonging to the establishment not usually received into wards, who may be unable to attend their duty, and reporting to him from time to time the state of their health during their continuance under your care, and informing him when they return to duty; and should any of the principal Medical Officers be confined by illness, and unable to attend his Patients, a report of his case is to be made by the Medical Officer attending him to the Superintendent, after he shall have been absent from his duty three days, who will transmit the same to Us, for the information of the Physician of the Navy. But you are to observe that no wine, porter, or necessaries, are to be allowed from the Hospital stores to any of the principal Officers, their families, or servants, when sick; these articles may, however, be supplied to the Hospital Mates, Clerks, and others below that rank, when they are actually confined by illness, and require the same as a medicine; and you are to make out and transmit to the Physician of the Navy a weekly return, in the form annexed, of all persons for whom you may have judged it proper to prescribe wine, porter, and other necessaries, noting therein the names, rank, and cases of those Patients for whom you may have found it necessary to prescribe more than a pint of wine or a quart of porter daily.

## 29.

It being deemed of essential importance that the Junior Medical Officers should as early as possible after their entrance



into the service obtain a knowledge of the diseases more particularly incident to Seamen ; and it being also desirable that those of longer standing should have an opportunity of renewing their knowledge, on the same points, you are to deliver alternately on the Wednesday in each week, during the months of April, May, June, and July, a clinical lecture on such diseases as may have been under your care, to the Medical Officers of the Fleet and Hospital who may be able to attend ; and a book is to be kept by each Lecturer, in which are to be inserted the heads and principal points treated of, which book is to be laid before the Physician of the Navy when he visits the Hospital ; and should it at any time appear that improvements may be made in any branch of physical science, or in the mode of treatment of Patients, at the Hospital, so as to be productive of benefit to the service, you are, without fail, to report the same for the consideration of the Physician of the Navy.

To deliver lectures.

Time and subject of ditto.

To register the heads, &c. of the lectures.

Improvements in science to be reported.

### 30.

The Surgeon is to perform all operations required on such Patients as are intrusted to his care, and the particulars of such as are of an important nature, together with all interesting cases of disease (whether of a physical or surgical nature) which may occur amongst the Patients under your care, with the commencement, progress, and termination of each, and the mode of treatment adopted, are to be fully recorded in the books supplied to you for that purpose, which you are distinctly to understand are to be regarded as public property, and not to be removed by you, or in any way mutilated by cutting out leaves or otherwise under any pretence whatever, and the cases are to be entered in such a neat and scientific manner as will render them not only useful to your successors, but creditable to the Institution. And if any contagious or epidemic malady should prevail during your service, you are to prepare and insert a general account comprehending its origin, symptoms, progress, and method of cure, so far as the same may have come under your observation ; and in order to shew the progress

Important cases to be registered.

The registers public property.

To be entered in a neat and scientific manner. Contagion to be fully detailed.



To insert in No. 45 a list of cases.

On retirement to obtain a receipt.

To exhibit the records to the Physician of the Navy.

of these records you are to insert in the Quarterly Report a list of the cases in question during that period. You will also be furnished with two blank Books; in one of which you are to enter an exact copy of all Letters which you may have occasion to write on the Public Service, and, in the other, to insert a full description of all newly-invented instruments sent to the Hospital for trial, with an account of the purpose for which they were intended, and the result of the experiments to which they had been subjected; and on your retirement from the service of the Hospital, you are to obtain a receipt from your Successor for the Books of Record, Letters, &c. transferred to him, and deliver it to the Superintendent, in order that he may transmit it to this Office. And when the Physician of the Navy shall visit the Hospital you are to exhibit the said records to him, and state, in writing, every circumstance which you may think likely to be productive of comfort to the Patients, or advantage to the Service in general.

### 31.

To attend to the conduct of the Hospital Mates.

Not to grant leave except the service will admit.

To report any neglect.

To grant certificates only when satisfied with their conduct.

To hasten the cure of Patients.

You are to observe that your Hospital Mates are to be constant in their attention to their duty, and not to be absent at any time without the permission of the Superintendent, sanctioned by your consent, which you are to grant only when the service will admit of the indulgence; taking care, however, that the wards be never left without proper medical assistance, for which you will be responsible; and you are to report to the Physician of the Navy any neglect or inattention to their duties which you may discover in them, and not to grant them certificates unless fully satisfied with their conduct. You are also to report whenever it shall appear to you that their number may be reduced without injury to the service, so that every unnecessary expense may be prevented. You are enjoined to use all your skill and diligence in hastening the cure of the Patients under your care, that no man may be kept on shore after he shall have become fit to return to his duty on board; and



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

To send a list of Men for discharge to the Agent. May be discharged at other times.

## 32.

Should you at any time be ordered to visit a ship whose crew may be sickly, you are to make a report to the Superintendent, to be by him transmitted to Us, for the information of the Physician of the Navy, on the particular nature of the disease existing on board such ship; and whether, in your opinion, it has been caused by mismanagement, or a want of attention to cleanliness, &c.; and if so, to state to whom such mismanagement or want of attention is to be attributed. In the mean time you are to recommend to the Commanding Officer such measures as may appear to you best calculated to check the malady from whatever source it may have arisen. And whenever you may be directed to join in the survey of officers or men, either at the Hospital, or on board any of His Majesty's ships, or in any survey on medicines, stores, or necessaries, should any difference of opinion exist between you and the other surveying officers, such difference is to be explained on the report.

If ordered to visit a ship with a sickly crew.

To state the causes.  
To whom attributable.

To recommend curative measures.

## 33.

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

Requiring the assistance of Labourers.

To see that they return to their duty. Never to be employed on any private business.



## 34.

To recommend  
vaccination.

It being thought proper that the practice of vaccine inoculation shall be extended throughout His Majesty's Navy, you are to advise all such Patients as you may consider fit subjects for it, and who are known to have escaped the small-pox, or who are even doubtful of having had that disease, to be vaccinated. Should any object to it, you are, with a view to overcome their prejudices, to represent the harmless nature of the operation, and the subsequent advantages thereof.

To point out the  
advantages  
thereof.

## 35.

Private practice  
forbidden ;

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

likewise to the  
Hospital Mates.

## 36.

Instruments in  
charge of the  
Senior Surgeon.

The surgical instruments for the service of the Hospital being in the charge of the Senior Surgeon, he is to be accountable for their safe custody and preservation in a serviceable state. He is therefore to report to the Physician of the Navy, whenever any of them may be worn out or in want of repair, for his directions, and to make timely demands on him for such as may be absolutely required for the service ; and he is, on the 30th June in each year, to request the Superintendent to order a survey to be held on the whole in his charge, the report of which, on the Form, as per margin, is to be delivered to the Superintendent, together with the annual account of the receipt and expenditure thereof, on the annexed Form, for his approval and transmission to Us for the information of the Physician of the Navy.

Surgeon to re-  
quest a survey.

No. 8.

No. 47.



## 37.

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

To obtain printed forms.

Not to be wasted, or used for other purposes.

## 38.

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

Travelling expenses.

## 39.

Lastly.—The foregoing instructions define your general duties so far as previous experience suggests and circumstances can be anticipated; but in the concerns of the important situation you fill, occurrences must take place for which no specific instructions can previously be given; you are therefore to obey, with the utmost attention, every order which may be given to you by the Superintendent, or Lieutenants, by his authority, excepting in cases that are purely medical, as before stated, taking care that in like manner the Hospital Mates, and all persons employed under you do strictly perform the duties assigned to them; that the best economy be observed on all occasions, and that every means in your power be adopted to prevent the embezzlement of public property, or the smallest abuse in any part of the service with which you are intrusted. You are also to assist, to the utmost of your abilities, in carrying into effect all the regulations which now are, or may hereafter be, established by the Superintendent for maintaining good order within the walls of the Hospital, reporting to him every instance

On extraordinary occasions.

To obey the orders of the Superintendent, except in cases purely medical.

To prevent embezzlement.

To assist in carrying into effect all regulations.

To report misconduct, &c.,



or obstruction  
in your duty.

of misconduct or irregularity which you may discover in any person employed therein, and every difficulty or obstruction you may meet with in the performance of any part of your duty, in the execution of which it is expected that you set a good example, by exhibiting constantly a due degree of zeal and interest for His Majesty's service, and exerting yourselves to fulfil, not only the letter, but the spirit of these instructions, as well as of all such as you may from time to time receive; and in cases for which no particular directions can be furnished, you are to use all possible diligence and attention to expedite and promote the welfare of the public service to the utmost of your power.

Given under our Hands, this  
7 November 1834.

*W. F. F. P. P. P.*  
*W. F. F. P. P. P.*

To

*The Physicians and Surgeons of the Royal  
Hospitals at Haslar and Plymouth.*

By Command of their Lordships,

*J. C. M. M. M.*



# INSTRUCTIONS

FOR THE

## MANAGEMENT OF THE LUNATIC ASYLUM AT THE ROYAL HOSPITAL AT HASLAR.

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

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### ARTICLE 1.

YOU are to have the charge and superintendence of the Patients in the Lunatic Asylum, in addition to your duties as Lecturer; and, in consideration of which, you are not to be called upon to perform any other of the general duties of the Hospital, except as pointed out in the 9th Article of the Lecturer's Instructions, and in cases of sudden and accidental emergency, it being intended that in the occasional absence of the Physician or Senior Surgeon the duty of either shall be performed by the Junior Surgeon; and, in the event of your absence, from sickness or any other cause, your duties in the Asylum will be performed by the Physician.

To have charge  
of the Lunatic  
Asylum.

Not expected  
to attend to  
other duties ex-  
cept on sudden  
emergency.

In case of ab-  
sence the Phy-  
sician to offi-  
ciate.

### 2.

You are to visit the Day and Bed-rooms, as also the Airing-grounds, regularly every morning and evening, and when a Patient is found to labour under an acute or chronic disease, so as to require physical or particular surgical attendance, he is to be removed into a ward appropriated for sane Patients, and placed under the care of the Physician or Surgeon, as the case may require.

Daily visits.

Removal of Pa-  
tients.



## 3.

Selection of  
Patients.

To keep a Case-  
book.

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

## 4.

Copy of each  
case to be trans-  
mitted.

No. 54.  
Nosological re-  
port also.

A copy of the case of each Lunatic, within three weeks after he is received into the Asylum, is to be transmitted to the Physician of the Navy; and a special Report, together with a nominal list of the several Lunatic Patients, with their cases distinguished by the letters inserted in the said Report, is to be transmitted on the Form as per margin, at the expiration of each quarter, separate from the general Medical Report of the Hospital.

## 5.

Post-mortem  
examination.

Instructions to  
discharged Pa-  
tients.

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



## 6.

You are to be unremitting in your attention to every means calculated to increase the comfort, or promote the recovery, of the Patients under your charge, and, if possible, to improve the practice in a disease for the cure of which very much still remains to be discovered.

Attention to the recovery of the Patients.

## 7.

On observing any impropriety in the conduct of a Keeper, or Nurse, you are to communicate the same to the Superintendent, that it may be immediately checked and means taken for the future prevention thereof.

To attend to the conduct of the Keepers and Nurse.

## 8.

During the time of meals the Lieutenant on duty will visit the Asylum; but you or your Assistant are to be present to examine the state of the provisions as to cooking and cleanliness, and to ascertain that equality is observed in the distribution, and that the Patients are not defrauded of any part of their allowance by the Keepers or Nurses; and you are to take care likewise that their meals be served up in as decent and comfortable a manner as circumstances will admit—furnishing for the use of the Patients, at their dinner, a competent number of wooden bowls, platters, and spoons, and withholding these utensils from such of the Patients only as may occasionally be in a state to misapply them, or who may for the time be insensible of their use: and the Cook-room is to be visited occasionally by yourself or your Assistant, when the provisions are served out, with a view to the object pointed out in the leading part of this Article.

Attendance at meals.

To see that the Patients are not defrauded.

Utensils allowed.

Cook-room to be visited.

## 9.

Care is to be taken that no Patient under coercion, or insensible to the calls of nature, shall be permitted to remain in the room with the other Patients at meal times, and all such insensible Patients are, as much as practicable, to be kept separate from the others.

Separation of Patients.



## 10.

Cases of Lunatics to be required.

When a Patient is sent for admission into the Lunatic Asylum, if he should come from any of His Majesty's Ships, Hospitals, Marine Divisions, &c., you are to require from the Surgeons a full and distinct account of the origin and progress of the case; and should the Patient be sent under other circumstances, you are to collect all possible information relative thereto, and insert the same in the Journal. You are then carefully to examine into his case, and if it be one of long standing and decided insanity, he is to be placed, of course, with the insane Patients; but if the case be one of a recent date, or if there be any doubt of the character of the disease, he is to be placed in a Probationary Ward, where he is to remain as long as in your judgment may be necessary.

## 11.

Treatment of Patients.

Employment and recreation.

Materials for amusement, comfort, &c.

As no means have been found more effectual for restoring insane Patients to a state of sanity than exercise or moral treatment, every encouragement and facility should be afforded to those Patients whose malady will admit of their being employed in any kind of labour, occupation, or innocent recreation; and, for this purpose, certain books, paper, pens, ink, drawing materials, and musical instruments, such as a flute, will be furnished for their use at your discretion; and, in addition to the tobacco already allowed, a portion of snuff will be placed at your disposal for such individuals as may prefer it: and, as a stimulus to industry in any works they may be employed on, they should have a small reward in proportion to their merit.

## 12.

Patients when convalescent.

The Patients when in a state of convalescence are to be placed among the Convalescent Sane Patients of the Physician, in order that the completion of the recovery may be more fully ascertained, and should any doubt arise as to the individual in question being in a proper state to be received into the Physician's Wards, you are to apply to the Super-



intendent for a survey on the Patient, by the principal Medical Officers of the Hospital, by whose decision the Physician and yourself are to be guided, and no such Patient is to be discharged from the Hospital but upon the conjoint opinion of the whole or a majority of the principal Medical Officers, which opinion should not in any case be fully formed until after at least three visits, with a reasonable intervening time between each, so as to enable them to decide with confidence.

Patients to be surveyed.

Rules for discharging a Patient.

## 13.

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

## 14.

Finally.—You are to observe that no individual of the establishment is to interfere directly or indirectly with you in your medical or moral treatment of the Patients under your charge, whether such treatment shall consist in innocent recreation and amusement, or any coercive measures, which you in your professional judgment shall think proper to adopt for their benefit; but should the visiting Lieutenant, or any other Officer, have any proposition to offer regarding your Patients, such proposition is to be made by him to the Superintendent only, in order that he may confer with you on the subject, and, if necessary, report the matter for our consideration and direction.

Interference not allowed.

Given under our Hands, this

To

*The Surgeon in charge of the  
Lunatic Asylum at Haslar.* }

By command of their Lordships,



Royal Hospital,  
at Haslar.

# SCALE of VICTUALLING

ARTICLES OF DIET, &c.	SUNDAY.		MONDAY.		TUESDAY.	
	Roast Beef.	Mutton Soup.	Corned Pork and Vegetables.		Mutton Stew.	
	Officers.	Men.	Officers.	Men.	Officers.	Men.
Beef _____ ozs.	12 ea.	—	—	—	—	—
Mutton _____ „	—	12 ea.	—	—	12 ea.	12 ea.
Corned Pork _____ „	—	—	4 ea.	4 ea.	—	—
Bread _____ lbs.	1 ea.	1 ea.	1 „	1 „	1 ea.	1 ea.
Butter _____ ozs.	1 „	—	1 „	—	1 „	—
Potatoes or Greens _____ lbs.	1 „	1 ea.	1 „	1 ea.	1 „	1 ea.
Onions or Leeks _____ ozs.	—	$\frac{1}{2}$ „	} For the Soup.	—	$\frac{1}{2}$ „	—
Pease _____ pts.	—	—		—	For the Stew.	—
Turnips _____ ozs.	—	$\frac{1}{2}$ ea.		—	—	—
Carrots _____ „	—	$\frac{1}{2}$ „		—	—	—
Herbs _____ drs.	—	1 „		—	—	—
Scotch Barley _____ „	—	12 „	—	—	—	—
Oatmeal _____ ozs.	—	1 „	—	1 ea.	—	1 ea.
Tea _____ drs.	3 ea.	$1\frac{1}{2}$ „	3 ea.	$1\frac{1}{2}$ „	3 ea.	$1\frac{1}{2}$ „
Sugar, Loaf _____ „	14 „	—	14 „	—	14 „	—
— „ — Muscovado _____ „	—	7 ea.	—	7 ea.	—	7 ea.
Beer, Strong _____ pts.	1 ea.	1 „	1 ea.	1 „	1 ea.	1 „
Salt _____ ozs.	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „

Mustard . . . 4 drs. } For each Officer on Thursdays, being the Weekly Allowance  
Pepper . . . 3 drs. } for themselves, and for seasoning their Stews.

Milk . { For Tea,  $\frac{1}{8}$  of a Pint, Morning and Afternoon, for each Officer.  
          { „ „ „ in the Afternoon, for each Man.  
          { For Oatmeal Porridge,  $\frac{1}{2}$  Pint, in the Morning „

Tobacco . . . 3 lbs. } Weekly . . . } For Officers and Men.  
Snuff . . . 1 „ }  
Cigars, at the discretion of the Surgeon . }

For Plain Suet-Puddings on Mondays and Saturdays { Flour . 2 oz. } For each Officer who will have a double  
  { Suet .  $\frac{3}{8}$  „ } Allowance on Mondays.  
  { Milk . In the same proportion as for Plum Puddings.



for each LUNATIC PATIENT.

WEDNESDAY.		THURSDAY.		FRIDAY.		SATURDAY.	
Beef Soup.		Corned Pork and Pease.		Beef Stew.		Mutton Stew.	Beef Soup.
Officers.	Men.	Officers.	Men.	Officers.	Men.	Officers.	Men.
12 ea.	12 ea.	—	—	12 ea.	12 ea.	—	12 ea.
—	—	—	—	—	—	12 ea.	—
—	—	6 ea.	6 ea.	—	—	—	—
1 ea.	1 ea.	1 „	1 „	1 ea.	1 ea.	1 ea.	1 ea.
1 „	—	1 „	—	1 „	—	1 „	—
1 „	1 ea.	$\frac{1}{2}$ „	$\frac{1}{2}$ ea.	1 „	1 ea.	1 „	1 ea.
$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\left\{ \begin{array}{l} \frac{1}{2} \text{ „} \\ \frac{1}{2} \text{ „} \end{array} \right\}$ For Pea Soup.	$\left\{ \begin{array}{l} \frac{1}{2} \text{ „} \\ \frac{1}{2} \text{ „} \end{array} \right\}$	$\frac{1}{2}$ „	—	$\frac{1}{2}$ „	$\frac{1}{2}$ „
—	—			—	—	—	—
$\frac{1}{2}$ ea.	$\frac{1}{2}$ ea.	For the Soup.	—	$\frac{1}{2}$ ea.	—	—	$\frac{1}{2}$ ea.
$\frac{1}{2}$ „	$\frac{1}{2}$ ea.		—	$\frac{1}{2}$ „	—	—	$\frac{1}{2}$ „
1 „	1 „		—	1 „	—	—	1 „
12 „	12 „		—	—	—	—	12 „
—	1 „	—	1 ea.	—	1 ea.	—	1 „
3 ea.	$1\frac{1}{2}$ „	3 ea.	$1\frac{1}{2}$ „	3 ea.	$1\frac{1}{2}$ „	3 ea.	$1\frac{1}{2}$ „
14 „	—	14 „	—	14 „	—	14 „	—
—	7 ea.	—	7 ea.	—	7 ea.	—	7 ea.
1 ea.	1 „	1 ea.	1 „	1 ea.	1 „	1 ea.	1 „
$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „	$\frac{1}{2}$ „

For the Soup.

For Breakfast.

{ Officers, Morning and Evening.  
Men, Evening only.

{ For Tea, Morning and Evening.

Do. in the Evening.

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

Flour .	$1\frac{3}{4}$ oz.	} For each Officer.
Suet .	$\frac{6}{8}$ „	
Raisins .	$\frac{6}{8}$ „	
Egg .	1 No.	} For every 4 Officers; when the number cannot be divided without a remainder, no allowance to be made for such remainder.
Milk .	$\frac{1}{8}$ pint.	

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

Fruit .	8 oz. (or as may be found necessary)	} For each Officer.
Flour .	$1\frac{3}{4}$ „	
Butter .	$\frac{6}{8}$ „	
Sugar .	$\frac{7}{8}$ „	



## A SCHEME of DIET for each PATIENT in the ROYAL

FULL.	HALF.	Low.
Bread ————— 1 lb.	Bread ————— 1 lb.	Bread ————— $\frac{1}{2}$ lb.
Beef or Mutton — 1 lb.	Beef or Mutton — $\frac{1}{2}$ lb.	Herbs for Broth — $12\frac{1}{2}$ drs.
Potatoes or Greens 1 lb.	Potatoes or Greens $\frac{1}{2}$ lb.	Barley ————— 7 drs.
Herbs for Broth — 25 drs.	Herbs for Broth — 25 drs.	Salt ————— 8 drs.
Barley ————— 14 drs.	Barley ————— 14 drs.	Tea ————— 4 drs.
Salt ————— 8 drs.	Salt ————— 8 drs.	Sugar ————— 16 drs.
Vinegar ————— 16 drs.	Vinegar ————— 16 drs.	Milk for Tea — $\frac{2}{6}$ pint.
Tea ————— 4 drs.	Tea ————— 4 drs.	Milk for Diet — 1 pint.
Sugar ————— 16 drs.	Sugar ————— 16 drs.	Broth ————— $\frac{1}{2}$ pint.
Milk for Tea — $\frac{2}{6}$ pint.	Milk for Tea — $\frac{2}{6}$ pint.	
Broth ————— 1 pint.	Broth ————— 1 pint.	
Beer (small) — 2 pints.	Beer (small) — $1\frac{1}{2}$ pint.	
Beer (ditto for } Servants } — 4 pints.		
Veal } Fowls } Such Quantities, in Fish } the Medical Officer	lieu of Beef and Mutton as may prescribe.	
Rice or Flour Pudding —		— At the discretion of the

## CASUALTY DIET FOR MEN DISCHARGED.

Bread . . . . .	1 lb.
Cheese . . . . .	6 oz.
Beer . . . . .	1 quart.
Tea . . . . .	1 pint in the morning.



## NAVAL HOSPITALS AT HOME, (Imperial Weight).

FEVER.	REMARKS.												
Bread 8 oz. or 4 oz. of Sago. Tea ————— 4 drs. Sugar ————— 20 drs. Milk for Tea ——— $\frac{2}{6}$ pint. Milk for Diet — $\frac{1}{4}$ pint. _____ _____	<p>A Pint of Tea in the morning for Breakfast, and the like quantity in the evening ; Two Drams of good Souchong Tea, Eight Drams of good Muscovado Sugar, and 1-6th part of a pint of genuine Milk, to be allowed to every pint of Tea.</p> <p>The Broth to be made by boiling together the Meat allowed in the Full and Half Diet, with the addition of Fourteen Drams of good sound Scotch Barley, Eight Drams of good Onions, One Dram of Parsley, and Sixteen Drams of Cabbage for every <i>Pint of Broth</i>, or according to the discretion of the Medical Officers, Eight Drams of Carrots, and Eight Drams of Turnips, in lieu of Sixteen Drams of Cabbage.</p> <p>It will be found on trial, that the Meat intended for the Patients on Full and Half Diet, will make a sufficient quantity of good Broth to yield a full Pint to them, and Half a Pint to those on Low Diet.</p> <table> <tr> <th data-bbox="686 1232 877 1299">Rice Pudding. Each to contain,</th><th data-bbox="1053 1232 1244 1299">Flour Pudding. Each to contain,</th></tr> <tr> <td data-bbox="686 1321 877 1366">Rice . . . 3 oz.</td><td data-bbox="1053 1321 1244 1366">Flour . . . 4 oz.</td></tr> <tr> <td data-bbox="686 1388 877 1433">Sugar . . . 1 oz.</td><td data-bbox="1053 1388 1244 1433">Sugar. . . 1 oz.</td></tr> <tr> <td data-bbox="686 1456 877 1500">Milk . . . 3 gills.</td><td data-bbox="1053 1456 1244 1500">Milk . . . 3 gills.</td></tr> <tr> <td data-bbox="686 1523 877 1568">Eggs . . . 1 No.</td><td data-bbox="1053 1523 1244 1568">Eggs . . . 1 No.</td></tr> <tr> <td data-bbox="686 1590 877 1635">Cinnamon . 1 blade.</td><td data-bbox="1053 1590 1244 1635">Ginger . . . a few grains.</td></tr> </table>	Rice Pudding. Each to contain,	Flour Pudding. Each to contain,	Rice . . . 3 oz.	Flour . . . 4 oz.	Sugar . . . 1 oz.	Sugar. . . 1 oz.	Milk . . . 3 gills.	Milk . . . 3 gills.	Eggs . . . 1 No.	Eggs . . . 1 No.	Cinnamon . 1 blade.	Ginger . . . a few grains.
Rice Pudding. Each to contain,	Flour Pudding. Each to contain,												
Rice . . . 3 oz.	Flour . . . 4 oz.												
Sugar . . . 1 oz.	Sugar. . . 1 oz.												
Milk . . . 3 gills.	Milk . . . 3 gills.												
Eggs . . . 1 No.	Eggs . . . 1 No.												
Cinnamon . 1 blade.	Ginger . . . a few grains.												
Medical Officer.													

NOTE.—As the Established Diet Table provides liberally for almost all Cases of Disease and Convalescence, Medical Officers are to bear this in mind, as well as the great inconvenience of deviations from it, which they are to avoid so far as the complete fulfilment of their Duty towards their Patients may permit. Any number of Patients, not exceeding six in the whole, are to be permitted to attend the Weighing, Measuring, &c. of the Provisions in the Morning, and the serving them out to the Patients when cooked.







# INSTRUCTIONS

FOR THE

## LIBRARIAN AND LECTURER.

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**I**T having been deemed expedient, with a view to a general diffusion of professional knowledge amongst the Medical Officers of the Navy, to appoint a Lecturer and form a Medical Library and Museum, at each of the great Naval Hospitals at Haslar and Plymouth, and as you have been selected for this important duty, you are to govern yourself in the execution of the same by the following Regulations and Instructions :—

Appointment  
of a Lecturer.

### 1

The Superintendent, being invested with full authority over all Officers and other persons in all matters relating to the general economy, discipline, and good order of the Hospital, and consequently responsible for the correct and faithful performance of the duties of the several Officers, you are to obey his directions on all occasions; and whenever such directions shall happen to be contradictory to these Instructions, or to any other standing Regulations which you may be under at the time, you are to inform him thereof in writing; but if notwithstanding he shall deem it proper to persist in the order he has given, you are immediately to comply therewith and represent through him the circumstances of the case to Us; and as Lieutenants are appointed to assist him in the execution of his duty, you are to consider them as being next in authority, and you, as well as the Officers and Persons employed under you, are to conduct yourselves with proper respect to them, and attend to such directions as they may

Superinten-  
dent's author-  
ity.

Orders if con-  
trary to instruc-  
tions.

Authority of the  
Lieutenants.



find necessary to give for the punctual execution of all Orders and Regulations established for the government of the Hospital.

## 2.

Public correspondence unsealed.

In order that the Superintendent may have a complete knowledge of the concerns of the Hospital, all Orders and Letters relative thereto from Us, or the Physician of the Navy, will be sent under cover to him, and all your public correspondence is to be delivered unsealed to him, that he may forward it with such remarks as he may judge necessary.

## 3.

Lectures.

Subject of them.

You are to give a course of Lectures twice in the year on the Practice of Medicine and Surgery, as far as the same may be more particularly applicable to the diseases which are prevalent amongst Seamen, whether on the home or foreign stations; and you are occasionally to deliver Lectures on such instructive points of Physiology and Pathology as may be afforded by the preparations in the Museum, which it is hoped will be enriched with preparations and specimens of Comparative Anatomy, Natural History, &c. by the contributions of the Medical Officers of the Service, on which subjects and on Pharmacology you may also occasionally deliver a Lecture or Lectures, in the course of which you are to embrace all opportunities of pointing out the effects of climate and of habit, and to explain the influence they produce both on the minds and bodies of Seamen.

## 4.

Journal to be kept.

Proper instruments to be supplied.

You are to keep memoranda of your proceedings, in the form of a journal, and also in a separate form, meteorological observations, for which last purpose you will be provided with the proper philosophical instruments; and you are to introduce



in the former the heads of the subjects included in your Lectures, and such other information as may be useful, in relation to your particular duties, and all such observations, whether they relate to cases, preparations, or any other matters connected with your pursuits, are to be fairly written in a book to be kept for that purpose ; and you are to communicate every important point to Us, for the information of the Physician of the Navy.

Subjects of importance to be communicated.

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

To receive specimens, &c.

Contributors' names to be inscribed.

The arrangement of all the specimens or preparations is to be made after the most approved existing system ; upon which subject you are to communicate with the Physician of the Navy from time to time ; and you are, quarterly, to furnish him with a list of all the preparations made by yourself, or contributed to the Museum by other persons.

To make a list of preparations quarterly.

## 5.

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

To have charge of the Library.

To form a catalogue.



from time to time, to keep this catalogue complete, by entering in it the titles of all such additional books as may be supplied.

Requiring any particular work

Should any of the principal Medical Officers of the Hospital be desirous of the addition of any particular book to the Library, he is to signify the same to you, by a note; and as you are to send a list of all the books you may require, once in every quarter, to the Physician of the Navy, you are to insert the title of the particular book or books therein, with the name of the Officer requiring them.

To demand quarterly.

To name the Officer requiring any work.

## 6.

Regulations for the Library.

You are not to suffer any of the books, preparations, or philosophical instruments to be taken from the Museum or Library, except such books (not exceeding two at a time) as the Superintendent, the Physicians, or Surgeons may desire to peruse at home, for which they are to apply to you, or to the Sub-Librarian, and to enter the titles of the books, and the date, in a register to be kept for this purpose, with their initials thereto: they are not, however, to keep any book from the Library more than a week; and to be answerable for any injury it may sustain whilst in their possession; and, in the event of the book being required by yourself for any purpose, it is to be immediately returned on your application.

To keep a register of lent books.

Injury to books.

You are, however, at liberty to take to your own house any philosophical instruments, preparations, or books you may have occasion to use in your private studies, or which may assist you in your pursuits.

## 7.

Parties to be admitted.

Medical Officers of the Navy and Army, whether on half-pay or otherwise, are to be freely admitted at the proper



hours to the benefits of the Institution, and you are to be particularly careful in keeping a register, in which the name and rank of all the Medical Officers of both services, who may avail themselves of the privilege of admission to the Library and Museum, shall be daily entered by themselves, on their first appearance, besides the Officers above specified; you are, after obtaining the sanction of the Superintendent (unless there should not be sufficient time so to do, or the parties should be resident in your own house, or in the houses of any of the principal Officers of the Hospital), to have the power of admitting any respectable individual to your prelections, to read in the Library, or inspect the Museum; and all persons who may be present whilst you are engaged in delivering your lectures, or when you may be employed in demonstrations, are to observe the strictest decorum, and not presume to offer any remark on the opinions you may think proper to advance, either aloud or by whispering, such practice being calculated to distract the attention of the Lecturer and the studious, and is highly derogatory to the dignity of the profession; you are, therefore, strictly enjoined to report to Us, any conduct of that nature on the part of your auditors, that such measures may be adopted as shall be considered necessary. Should you be of opinion that any of your pupils, whether belonging to His Majesty's ships or the Hospital Establishment, shall have shewn particular attention in attending the Lectures, and generally in improving their professional knowledge, you are to report the same to the Physician of the Navy, and to grant to such persons a certificate to that effect, which will be viewed as a strong recommendation in their future disposal; and you are particularly to mention those whose improvement in the auxiliary branches of Natural History, &c. may, in your opinion, qualify them for being selected for particular services, wherein those talents may be more immediately called into action; and it will be proper that an alphabetical register should be kept of the names of the persons by whom

Names, &c. to  
be registered.

Decorum to be  
preserved.

To report any  
improper con-  
duct.

Certificates to  
be granted of  
particular qua-  
lifications.



Alphabetical  
list of attend-  
ance.

your Lectures may be attended, as a check against the non-attendance of the Hospital Mates, or other Officers; and this register is to be laid before the Superintendent for his inspection, if he should desire it.

## 8.

Regulations re-  
lative to instru-  
ments, &c.

Though you are not authorized to allow any books, preparations, philosophical instruments, or subjects of Natural History, to be taken from the Library or Museum, except as pointed out in Article 6, you are to allow such a free inspection of them to all persons admitted, as is consistent with their safety and preservation, as well as to such literati as may be engaged in scientific pursuits; and you are authorized to allow artists to take such drawings of the preparations of Natural History, or of art, as may contribute to the advancement of science or the extension of professional knowledge, on application being made as directed in the preceding Article; and you are particularly enjoined to take care that the institution is always kept in so clean and perfect a state as will reflect equal credit on yourself and the service to which it belongs; and no person is to be admitted to the Library or Museum without your special permission, except between the hours of eleven and four o'clock.

Artists to take  
drawings, &c.

on application.

## 9.

To be present  
at all operations  
and consulta-  
tions.

Whenever the Physicians or Surgeons may be absent from illness or other causes, the Junior Surgeon is to undertake the duties of the absent Officer, and, if considered necessary, you are, on receiving directions from the Superintendent, to render every assistance in your power during such absence, and to conduct yourself therein agreeably to the established Hospital Instructions, of which a copy is herewith furnished to you. You are to be present at all surgical operations; also to join the Physicians and Surgeons in all their consultations on the cases of Patients; and such parts of the body as may



be removed by operation, or otherwise, are to be entirely at your disposal for the benefit of the Museum: the Medical Officers under whose care the Patient had been are to have the privilege of being present at the examination of these subjects.

Examination of subjects.

## 10.

As in the progress of these Institutions, whilst yet in their infancy, many cases may arise not here provided for, you are, from time to time, to point out, for the consideration of the Physician of the Navy, such alterations and improvements as in your opinion would more effectually conduce to the promotion of the objects in view; and, on receiving orders, you are to carry them forthwith into execution, and to consider them as forming a part of these Instructions, governing yourself accordingly, whether issued by Us, or the Physician of the Navy, with or without previous communications with yourself.

To point out any alterations and improvements.

## 11.

One of the permanent Assistant-Surgeons of the Hospital will be especially attached to your Department, who, together with all others appointed for the service of the Museum, will be immediately under your orders.

## 12.

You are to be at liberty to attend any family within the Hospital Walls who may wish for your assistance, but this is not to be considered a part of your duty, except in the absence of the other principal Medical Officers, or in cases of sudden or accidental emergency.

Finally.—You are to use your best endeavours not only to conform to the letter, but to the spirit of these Instructions, on all points; to encourage the prosecution and attainment of



scientific knowledge in the Medical Officers of the Navy, and in your own person, to shew an example of diligence and perseverance in the execution of your several duties.

Given under our Hands, this

To

*The Lecturer and Librarian  
of the Museums at the Royal  
Hospitals at Haslar and  
Plymouth.*

By command of their Lordships,



# INSTRUCTIONS

FOR THE

## JUNIOR SURGEONS AND MEDICAL STORE-KEEPERS.

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

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### ARTICLE 1.

YOU are to have charge of all the Medicines, Utensils, Necessaries, Sponge, Bandages, Trusses, and such other materials supplied for the use of the Patients in the Hospital, excepting the Surgical Instruments, which are directed to remain in the charge of the Senior Surgeon; you are also to have charge of the Medicines, Utensils, Bottles, Medicine-Chests, &c., for the service afloat. You are, therefore, upon entering on the duties of your Office, to make application in writing, to the Superintendent, for a survey to be taken on all such articles as may be in store; and you, as well as the Surveying Officers, are to take an account thereof, and the particulars of the Survey, in the form as per margin, is to be forthwith transmitted to Us, the quantities therein being considered as your first charge, observing that those intended for the service afloat are to be surveyed separate, and you are not to issue any Articles for one service that were intended for the other, except as hereafter directed; you are to be responsible not

What stores to be considered in his charge.

Survey of stores to be taken on appointment. No. 8.

Stores for the use of ships to be surveyed separate.



only for the care and preservation but for the economical and faithful expenditure thereof, and for keeping such accounts of the same as are now, or may hereafter be directed; and you will be furnished with a Specification of the glass ware supplied under contract, containing the Bottles, &c. for the Hospital, as well as for the service afloat, which are distinguished by a number or letter, and are to be of the weight per dozen as set down opposite each; you are, therefore, on receiving glass ware, to ascertain that each sort is of the specified weight: great care must also be used on receiving the white jars to see that they are of the proper sort, and sound in all respects.

Receiving glass  
ware and jars.

## 2.

The Physicians and Surgeons being directed daily to superintend in rotation the duties of the Dispensary, and to inspect all articles supplied for its use, you are, therefore, to give timely notice when any stores are received at the Hospital, and, in conjunction with the Medical Officer on duty, carefully to examine the quality, and compare the quantities with the invoices or bills of parcels, and should there be no objection to their being received, you are to enter them in a book to be kept by you, and with the examining Officer, to sign the same, as well as the bills of parcels, which you are to deliver to the Superintendent, with a statement that the articles received are of a proper quality, and in quantity as invoiced, or point out any defect or deficiency that shall be discovered; which statement, with the bills of parcels, are to be transmitted for the information of the Physician of the Navy. And on receiving Wine, Spirits of Wine, Porter, or other liquors in casks, which it may not be proper immediately to draw off and measure, you are to represent the same to the Superintendent, that he may direct a qualified person to gauge the contents thereof, to mark the same on the head of each cask, and to give it, under his hand, that you and the other Medical Officer may certify accordingly.

Receipt of  
medicines.

No. 1.

To report any  
defects.

Wine and  
spirits when  
received to be  
gauged.



## 3.

You are to issue Medicines and Necessaries, for the use of each Patient, agreeably to the prescription tickets of the Medical Officers, in the annexed form ; you are also to supply such Sponge, Bandages, Trusses, &c., as they may demand, for the use of their Patients, observing that no article whatever is to be issued from the Dispensary unless demanded by ticket or note ; and whenever any of the above articles can be of further use, you are to re-charge yourself therewith, and to be very particular that all Prescriptions be made up with the strictest care, that the various Medicines, Utensils, &c. in your charge, be examined at short intervals, to prevent them from getting damaged by damp, by vermin, or by any other cause ; and whenever the other Medical Officers shall inspect the Stores and Medicines in your charge, you are to give every explanation in your power, and you are to lay your accounts before them at all seasonable hours they may require, for the purpose of examining how far your expense of Medicines, Necessaries, &c., agree with their prescriptions and demands.

Issues of medicines, &c.

No. 40.

Care in compounding medicines.

Accounts of issues to be laid before the Examining Officers.

## 4.

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

Caution against the use of wrong medicines.



## 5.

Economical use  
of phials,  
bottles, &c.

To see that  
that they be  
returned by the  
Nurses.

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

## 6.

Medicines and  
necessaries  
quarterly on  
Nos. 48 and 49.

You are at the end of every quarter to make demands in the annexed forms, to replace the Medicines and Necessaries expended in the Hospital during the preceding three months, which are to be arranged alphabetically, with the chemicals apart from the galenicals, and when filled up as pointed out on them, are to be delivered to the Physicians and Surgeons, who are to examine them, and consult together on the necessity of the supply; and having adjusted the lists to their satisfaction, and signed them, you are to deliver them to the Superintendent for his approval and transmission to the Physician of the Navy. But should there from unforeseen causes be a want of any particular articles in the intermediate time, you are immediately to demand them on No. 27, stating the cause; but should there not be time sufficient for a regular demand, you are to give a list thereof to the Medical Officers with an account of such quantities as can be transferred from the other Store in your charge, with your opinion whether any portion is likely to be deteriorated by being longer kept, &c., that they may jointly represent to the Superintendent the necessity for the immediate purchase or transfer; and should

How to proceed  
when medicines  
&c. are wanted  
for immediate  
use.



he authorize you to make a transfer, you are to take for that purpose such as may have been returned from ships, or have been longest in store. You are also to demand from the Agent, with the approval of the Superintendent, sufficient quantities of old linen, for bandages, &c., to meet the demands of the Medical Officers, or for any other purposes for which it can be used with advantage; observing, that you are never to issue new linen for any service where old linen will answer.

## 7.

You are to keep a book, in the annexed form, in which you are daily to insert, from the Prescription Tickets, the name of every person for whom Wine and Porter have been prescribed, with the quantity for each, from which, and the daily issues of Sugar, Sago, Rice, Spices, and other necessaries, prescribed by the Medical Officers, and the quantities of Calico, Linen, Lint, Flannel, &c., demanded by them, you are to make out a Quarterly Abstract, in the annexed form, and deliver it to the Superintendent, that it may be examined by him and such Medical Officers as he may think proper, and transmitted to the Physician of the Navy.

No. 50.

Wine and  
porter issued.

Necessaries do.

Quarterly Ab-  
stract of ditto  
on No. 51.

## 8.

You are to enter in a book, all the utensils and stores in use in the Dispensary, together with those furnished by the Agent for the same purpose, and to keep a particular account of the expenditure thereof, applying to the Superintendent, as occasion may require, for a survey to be taken on such as may be considered unserviceable, and should they be condemned, that others may be supplied in lieu; and you are to deliver those condemned to the Agent, for sale with other old stores, taking his receipt as your voucher, on your accounts being examined by the Superintendent.

Account of  
utensils to be  
kept.How to dispose  
of the un-  
serviceable.



## 9.

No. 59.

Surgeons'  
Instructions,  
No. 3.

Ibid. No. 6.

No. 52.

Proportions to  
be kept in  
store.

No. 53.

Account of the  
receipts and  
issues of medi-  
cines, &c. for  
the service  
afloat.Issue of stores  
to ships at a  
distance.

No. 59.

You are, with the approbation of the Superintendent, to issue from the stores in your charge to the Surgeons of His Majesty's ships, the Medicines, &c., agreeably to the Scale, No. 1, Appendix to their Instructions, or as may hereafter be directed by the Physician of the Navy, with an Invoice of the quantities, upon their making application to you on their first fitting out, when they are to produce, for your inspection, their Surgical Instruments, according to the second Article of their Instructions, and on being satisfied with the condition and number, you are to grant a certificate in the annexed form; or should you deem it proper to withhold it, your reasons for so doing are to be stated in writing to the Superintendent, for the information of the Physician of the Navy. You are from time to time to complete the Medicines, &c., on receiving demands, as per margin, signed by the Captains and Surgeons, specifying the remains and the quantities required to complete. And at the end of every quarter of a year, you are to transmit a demand to the Physician of the Navy, in the form as per margin, to replace the articles so issued in the preceding three months, and to complete the proportions to be kept in Depôt; taking care not to demand any articles that can be prepared on the spot. You are also to keep a Quarterly Account, in the annexed form, of the receipts, issues, and remains, of the aforesaid Medicines, &c., which is to be transmitted for the information of the Physician of the Navy, with the receipts of the Surgeons, &c. as vouchers, and a distinct return of the unserviceable articles to be made as directed thereon; and whenever you shall be ordered to send articles of any description to ships not in port, or to any other establishment, you are carefully to pack and deliver them to the Agent, properly addressed, inclosing an Invoice of the quantities intended for each ship, that he may forward them to their destination, and take proper receipts from the person to whom he entrusts them, one of which you are to receive



and transmit, as a voucher to your Quarterly Account, in which you will take credit for the articles so issued. And in all cases when Medicines, Utensils, Medicine-Chests, &c. are returned to you from His Majesty's Ships, they are to be surveyed by you and such other Officer as the Superintendent may appoint; and your joint report of the condition in which you find the articles, and of the probable cause of any portion having become in an unserviceable state, is to be made for the information of the Physician of the Navy.

Stores returned unserviceable, to be surveyed and reported.

## 10.

Men with rupture only are not to be received into the Hospital as Patients, except under the circumstances in Article 2, Physician's and Surgeon's Instructions; but may be fitted with a Truss, if required. You are, therefore, on receiving a written demand from the Medical Officer on duty, to supply such ruptured man with a proper Truss, and to take his receipt at the foot thereof, attested by the Officer who conducted him to the Hospital, and take credit for the expenditure of such Trusses, as well as those issued to the Patients, in the Annual Account of Necessaries.

Issue of Trusses.

How to be accounted for.

No. 7.

## 11.

A survey will be taken on 30th June in each year, by such Officers as may be appointed for that purpose, on all the Hospital Medicines, Utensils, Stores, and Necessaries, remaining in your charge; you are, therefore, to afford those Officers all the assistance in your power in taking the same, and in making out the Report thereof, in the usual form, which, when signed by the Surveying Officers, is to be delivered by them to the Superintendent, in order that it may be transmitted with your Annual Account of Hospital Medicines, Necessaries, &c. The Medicines, &c., for the service afloat are also to be surveyed at the same time, and the Report forwarded with the Midsummer Accounts; observing that all demands are to be

Report of survey on medicines, &c. 30th June.

No. 8.

No. 7.

No. 53.



transmitted within one week, and all accounts within fourteen days after the termination of the period to which they relate, with the vouchers and all necessary documents properly numbered and endorsed.

## 12.

Rank in the  
Hospital.

No. 40.

To assist at  
operations and  
consultations.

To visit the  
Wards.

From your rank of Surgeon in the Navy, you are to be considered as one of the principal Medical Officers of the Hospital, and to take charge of the Physician's or Surgeon's Patients, in the absence of either of those Officers from indisposition or other cause, upon receiving the directions of the Superintendent, taking care that the Tickets on which you prescribe, are preserved in the cover with those of the other Medical Officers, as forming part of the Patient's case, and conducting yourself agreeably to the established Hospital Instructions, with a copy of which you will be furnished. You are also to be present at all surgical operations, and to assist the other Medical Officers in all their consultations on the cases of the Patients, and may at any time visit the Wards with the Physicians or Surgeons.

## 13.

Conduct of  
Assistants.

To report any  
neglect, and  
when the num-  
ber of Assistants  
can be reduced.

Your Assistants are to be constant in attending to their duty, and never to be absent without the Superintendent's permission, which is not to be asked but with your consent, when the Service will admit; and you are to report to the Physician of the Navy, any neglect or impropriety which you may discover in their conduct, and withhold your Certificate on proper grounds; and, whenever it shall appear to you that the service will admit of a reduction in the number of Assistants in the Dispensary, you are to state it to the Physician of the Navy.

## 14.

Printed Forms.

You will be furnished, by the Agent, with such printed forms, &c., as are established for the use of your Department,



by a demand on him, approved in the usual manner; and you are to take every precaution to prevent any of them from being unnecessarily expended, wasted, or appropriated to any other purpose than that for which they are intended, and when used, that they have all the columns properly and correctly filled up.

## 15.

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

Given under our Hands, this

To

*The Junior Surgeons and  
Medical Storekeepers of  
the Royal Naval Hospi-  
tals at Haslar and Ply-  
mouth.*

By Command of their Lordships,







# INSTRUCTIONS

FOR THE

JOINT DUTIES OF AGENT AND STEWARD OF  
THE ROYAL HOSPITALS AT HASLAR AND  
PLYMOUTH.

---

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

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## ARTICLE 1.

**T**HE Superintendent is invested with full authority over all Officers and other persons, in all matters relating to the general economy, discipline, and good order of the Hospital; he is to control the disbursement of public money, and the receipt and expenditure of all stores, provisions, and necessaries of every kind; he is responsible that all Officers, and other persons belonging to the Hospital, do faithfully and punctually perform their respective duties, and that regularity and due subordination be maintained therein. You are, therefore, to obey his directions in every instance; and when, on any occasion, such directions shall happen to be contrary to these Instructions, or any other standing Regulations which you may be under at the time, you are to inform him thereof, in writing; but if, notwithstanding, he shall deem it proper to

Superinten-  
dent's authority.



Lieutenant's  
authority.

persist in the order he has given, you are immediately to comply therewith, and represent, in the usual manner, the circumstances of the case to Us. And as Lieutenants are appointed to assist him in his public duties, you are to consider them as being next in authority to him; and you, as well as all the Clerks and persons employed under you, are to behave with proper respect to them, and attend to such directions as they may give for the punctual execution of all Orders and Regulations established for the government of the Hospital.

## 2.

Public letters  
unsealed.

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

## 3.

Stores in charge.

You are to have the care of all the provisions, stores, furniture, bedding, and necessities supplied for the use of the Hospital, as well as of the effects of Patients, the slop-clothing, &c., and also of all the bedding and necessities in depôt for the service afloat. You are, therefore, upon entering on the duties of your office, to make application in writing to the Superintendent, for a survey to be taken on all such articles as may be in store; and you, as well as the surveying Officers, are to take an account thereof; and the particulars of the survey, in the form as per margin, is to be forthwith trans-



mitted to Us, and will be considered as your first charge; and you are to be responsible as well for the care and preservation, as for the economical expenditure thereof, and for keeping such accounts of the same as are now or may be hereafter directed.

In all cases when medical stores, packages, &c. are returned to the Hospital by the Surgeons of His Majesty's ships, they are to be surveyed by you, and the Lieutenant on duty, and a joint report of their state and condition is to be made, as well as the probable cause of any portion being in an unserviceable state, for the information of the Physician of the Navy.

Returns to be surveyed.

#### 4.

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

Receipt of Provisions, &c.

Penalties recovered.

The stores for the service afloat, and those for Hospital use, are to be kept distinct, and whenever any are brought to the Hospital for either service in your charge, you are to report the same to the Superintendent, who will order a Lieutenant, or Medical Officer, as may be necessary, to attend with you the inspection and receipt thereof; and you are jointly to examine the same, and see that the quantities agree with the invoices, and, as far as practicable, that they are of a proper

Inspection of Stores.



To sign the Bills  
of Parcels.

quality, and, should there be no objection, you are to sign the bills of parcels and deliver them to the Superintendent, together with a statement that the articles received are of a proper quality, and in quantity as invoiced, or point out any defect or deficiency that may be discovered, which report, with the bills of parcels, are to be transmitted for the information of the Physician of the Navy.

## 5.

Books to be  
kept.

No. 1.

Immediately on the receipt of provisions or stores, you are, in the presence of the Officer attending that service, to enter an exact account thereof in a book in the annexed form, to be kept in the office of the Superintendent, which you and the attending Officer are to sign, and the book is then to be returned to the said office, its intended purpose being to enable the Superintendent to check your accounts of the receipt of provisions and stores.

No. 1.

You are to keep two books in the aforesaid form, in one of which you are to enter an account of all provisions, and in the other of all stores, received as above.

From these books, and others for issues, to be kept by you, you will be enabled to make out the prescribed returns that are to be transmitted.

## 6.

No. 58.

You are, with the approbation of the Superintendent, to issue the bedding, necessities, &c. in your charge for the service afloat to the Surgeons of His Majesty's ships, agreeably to the scale, No. 2, of Appendix to their Instructions, or as may hereafter be directed by the Physician of the Navy, with an invoice of the quantities, upon their making application to you on their first fitting out; and to complete such stores on receiving demands, as per margin, signed by the Captains and Surgeons, specifying the remains, and the quantities required.

No. 7, Appen-  
dix to Surgeon's  
Instructions.



You are also to keep a quarterly account, in the annexed form, of the receipts, issues, and remains of the before-mentioned stores, which is to be transmitted for the information of the Physician of the Navy, with the receipts of the Surgeons, &c. as vouchers; also, a distinct return of the unserviceable articles as directed thereon; and at the end of every quarter of a year you are to transmit a demand, in the form as per margin, to replace the articles issued in the preceding three months, and complete the proportions to be kept in store. But should unforeseen causes render any particular articles for either service necessary in the intermediate time, you are immediately to demand them on form No. 27, stating the reason for so doing. But should there not be time for a regular demand you are to be guided by the directions in the 39th article; and whenever stores are ordered for other departments or services, you are to superintend the shipment, and to make out four bills of lading in the annexed form, to be signed by the Officer in whose charge they are placed; one of which is to be left with him; one to be immediately transmitted to the Physician of the Navy, together with one addressed to the party to whom the stores are consigned, and the other to be forwarded with your accounts, or delivered to the Officer by whom the stores were supplied, to be forwarded with his accounts.

No. 2.

No. 3.

Intermediate  
demands on  
No. 27.

No. 4.

## 7.

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

No. 38.

No. 27.



## 8.

- No. 6. You are to keep a book in the form annexed, in which you are to enter an exact account of the issue and expenditure of all the Hospital stores in your charge, from which and
- No. 1. your receipt book, you are, on every 30th of June, to make
- No. 7. out an account in the annexed form, of the total quantity of each article in store on the 1st of July preceding, the quantities received and expended during the year, with the remains, which are to be surveyed by such Officers as may be appointed for that service, who are to note such as may be considered unfit for their original purposes, and point out in what manner they can best be disposed of, whether converted to other uses, or sold for the benefit of the public. The report of survey is
- No. 8. to be made out in your office, in the usual form, and signed by the surveying Officers; and, with the account as above, is to be delivered to the Superintendent, for the information of the Physician of the Navy.

The stores for the service afloat are also to be surveyed at the same time, and the report transmitted with the Midsummer account.

## 9.

- No. 9. You are to keep a complete book of the Establishment in the annexed form, to contain the names of the Superintendent, Officers, Clerks, and Servants of every description belonging thereto, with their entries and discharges, their rates of salaries or wages, observing that no person is to be either entered or discharged, without an order from the Superintendent, nor borne under one denomination, and employed on the duty of another. At the beginning of each year you are to transmit a copy of this book to the Physician of the Navy, and to make out a new one of the Establishment, omitting the names of such persons as had been discharged during the preceding year. You are also to keep an alphabetical register, on the same form, of the whole Establishment of the Hospital; and if any person should be discharged for miscon-
- To keep a complete Book.
- To transmit a copy.
- An Alphabetical Register.  
No. 9.



duct, the particulars thereof are to be stated in the proper column, and the party is never to be employed again, nor suffered to enter the Hospital.

## 10.

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

Daily Check-  
Book.  
No. 10.

To muster  
Labourers, &c.

To note  
Absence.

## 11.

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

Attendance of  
Nurses, &c.

How to be  
mustered.



one of your Clerks, to muster persons of the above description who do not attend at the daily muster.

## 12.

To be responsible for his Clerks.

Officers not to employ Labourers, &c.

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

## 13.

Muster-book.  
No. 11.

Sick Tickets.

No. 12.

Conduct-list.

You are to keep a separate muster-book in the annexed form, for each class of Patients admitted into the Hospital, viz.: Seamen and Marines from afloat, Marines from headquarters, Officers on half-pay, sick Servants, &c. &c. &c., in which their entries, diseases, discharges, deaths, &c. are to be registered; observing that every man sent from a ship in commission is to bring with him a ticket, in the form prescribed by Act of Parliament, signed by the Captain, and other signing Officers, as well as a conduct-list, in the form annexed, on which or the ticket the receiving Medical Officer is to sign his name, as your authority for entering the man on the muster-book. But should a conduct-list not be sent, you are to fill up one from the sick-ticket, and cause it to be signed by the Officer who conducted the Patient to the Hospital, and by the Captain of the ship, if opportunity offer, while it is in your possession. But men sent without either tickets or conduct-lists, are not to be entered on the muster-



book without the direction of the Superintendent, who is to be immediately informed of the neglect, that he may take the necessary measures to rectify it.

## 14.

When men are discharged to any of His Majesty's ships (except their own), or Marines to head quarters, their sick-tickets are to be delivered to the Officer taking them from the Hospital.

Men discharged to strange ships.

Sick-tickets delivered to the Officer.

Those discharged to their own ships are to receive a discharge certificate, as per margin, and their sick-tickets, together with those of dead and run men, are to be transmitted to Us, noting on those of the dead men, whether their clothes, &c. had been delivered to their relatives.

Men discharged to their own ships. No. 13.

Tickets of dead and run men.

Those discharged as unserviceable, whether their ships be paid off or otherwise, are to receive their sick-tickets with the discharge certificate, on which you are to insert the cause assigned by the Medical Officer in his certificate, which will be sent to you by the Superintendent for that purpose; and you are personally to inform them, as well as to note it upon their discharge certificates, that they are to attend at our Office in London, on the first surveying day following their discharge, in order that their claims to be pensioned may be decided upon; taking particular care, previously to your either delivering or transmitting the tickets, under any circumstances, that the Hospital discharge, on the back thereof, be filled up, and such charges as the Patient may have incurred for slops, stoppages for subsistence, &c., be inserted and signed by you, and approved by the Superintendent.

Unserviceable men discharged.

No. 13.

Hospital discharges on sick tickets to be carefully filled up in all cases.

## 15.

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

Revenue cruizers.

Officers on half-pay are to be admitted as Patients under

Officers on half-pay.



- special authority, and the sum of ten-pence per diem is to be charged against each for subsistence, &c. to be paid to you at the end of each quarter, or when the party is discharged; of which payments you are to make a written quarterly return in the form (A); and, in the event of the death of any half-pay Officer while a Patient, you are to claim the amount due for his subsistence from his relations or friends, reporting to Us if unsuccessful in your application. Members of the police are to be charged half their pay for subsistence, &c. during the time they may remain in the Hospital, observing that, should they continue sick for twenty-eight successive days, they are, by the Regulations, to be discharged from the force. And when Servants belonging to the Hospital are sick, the Medical Officer receiving them under his care will report the same to the Superintendent, in the form (No. 12), which, when approved by him, shall be your authority for entering such Patients on the muster-book. You will also discharge them on receiving the Superintendent's directions, on the form (No. 13), observing that all Servants, received as above, are to be checked of half their pay for the first thirty days; and of their whole pay for the time they may continue sick after that period.
- A. Police force charged half their pay.
- No. 12.
- No. 13. Sick Servants charged half their pay for thirty days.

## 16.

- To obviate the inconvenience arising from having a separate muster-book transmitted for each description of Patients, you are at the end of every month to make out, in the same form, a transcript of the muster-books referred to in the 13th Article (except for Lunatics), keeping the several classes distinct, and shewing the number of rations issued to each, and at the end to form an abstract of the various totals, to shew at one view the whole number of rations for which credit will be taken in the provision account; and, when approved by the Superintendent, to be transmitted, with the conduct-lists, &c., to Us, for the information of the Physician of the Navy, together with a list of the Police Patients during the month,
- No. 11. General transcript of the Muster-books to be sent monthly.
- No. 34.



shewing the amount due from each for subsistence; also the particulars of any changes by admission, death, discharges, &c. that may have occurred in the Lunatic Asylum. And, at the end of every quarter, you are to transmit the following documents.

List of the Police, with amount due to be sent. Changes in the Asylum.

A muster-book of lunatic Patients, classed under the separate heads of Commission and Warrant Officers of the Navy, Officers of the Royal Marines, Greenwich Pensioners, Seamen and Marines, properly attested, with the necessary documents.

Documents to be sent quarterly.

A list of Greenwich Pensioners, with the cost of their subsistence, &c.

A list of Patients belonging to the revenue, to shew under the distinct heads of English, Irish, and Scotch Customs or Excise cruizers, the parties from each remaining, received, discharged, died, &c., during the quarter, with the number of days and the amount due from each for subsistence, &c.

No. 11.

A list of Marines from head quarters during the period, with the amount due from each for stoppages, &c., which is to include such Marines received from ships as have been more than thirty days in the Hospital, and referred to in the 32nd article, unless they come within the provision of the second paragraph of the 23d article.

No. 22.

## 17.

It being directed that an inventory of the clothes, bedding, and effects of men sent from His Majesty's ships to the Hospital, together with the arms and accoutrements of Marines, shall be made on the back of their sick-tickets or conduct-list, you are, under such regulations for preventing infection as shall be established and communicated to you by the Superintendent, on receiving such effects into your charge, to compare the same with the inventory; and, as you are to be responsible for them, to report to the Superintendent, if at any time such inventory should not be made out, or if it should

Inventory of effects to be sent.

To compare it with the actual articles.



No. 14.

differ from the effects actually received. You are to keep an account of the bedding, clothes, watches, money, and other valuable effects of each Patient, whether received from a ship, head quarters, or otherwise, in a bed and effect-book, sending back by the Officer any hammocks that may be brought with him; and for the above purposes, as well as when necessary for making out the conduct-lists, you or your Clerk are to give immediate attendance whenever men are brought to the Hospital, that the Officers and boats may not be unnecessarily detained; and, in conjunction with the Lieutenant on duty, you are by every means in your power to prevent the men from taking any money or other effects into the wards. But should they contrive to do so, the Nurses are positively directed, on finding it out, to acquaint the Lieutenant, who will receive and deliver such property to you, to be added to the list of the parties' effects previously entered.

18.

To deposit the property in the iron chest.

You are to deposit all the money and valuable effects of the Patients in the iron chest of the Hospital, in your office, for that purpose.

Arrangement of effects.

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

Patients to wear the Hospital dress.



You are to cause all the foul linen deposited in the bed-house to be washed as soon as possible, with such of the trowsers, and other clothing, bedding, bed-cases, bags, &c. as may require it, that the whole may be returned in a clean and wholesome condition on the Patients quitting the Hospital. The clothes, of every description, belonging to men sent with contagious disorders (excepting such as shall be directed to be burnt) are to be boiled for a quarter of an hour, and then properly washed; and to this duty you are required particularly to attend, in order to prevent the spreading of infection. You are also to take care that such articles as may have been washed be perfectly dry before they are returned into store.

Articles to be washed.

To prevent contagion.

You are, previously to causing the effects of any man to be burnt, in conjunction with a Lieutenant, to examine the articles by the list previously entered in the bed-book, and appraise the same, entering the amount in the said book, and jointly sign your names to such valuation; and on the discharge of the owner, you are to pay him the amount, charging the same to Us in your account of disbursements; or, if he should die, you are to note it at the foot of the account of the produce of dead men's effects, as hereafter mentioned, that the same may be added to the wages due to the party.

Effects to be surveyed.

No. 14.

Amount to be paid.

## 19.

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

To visit the Store-rooms.



Caution re-  
specting fire.

Labourers and others may be employed where fires or lights are required, to use every precaution in your power to prevent accidents ; carefully examining all the places in which such have been used, to see that the lights are extinguished, and that all is safe previously to their being shut up.

## 20.

Stores to be  
marked.

Not to be sent  
out of the Hos-  
pital.

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

## 21.

Patients to be  
mustered.

Patients de-  
serting.

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

## 22.

You are to transmit, so as to arrive at this Office on Monday, with the names of the ships, in alphabetical order, a weekly



return, in the annexed form, of the Seamen and Marines belonging to each, that remained at the last return; the changes during the week; how the discharged men have been disposed of, and the number remaining from ships, head quarters, &c., with the numbers afflicted with each disease. On the back of this return you are to fill up the abstract as prescribed thereon, to shew at one view the total number of Patients remaining, received, and discharged during the week, with the additional number that could be received into the Hospital, if necessary: you are also to specify the number of Servants of each description, particularly detailing the manner in which they have been employed; especially noting the number of Labourers employed in attending on Patients. You are also to add a list of sick Officers with the opinion of the Medical Officers, as to the time when each may again be fit for service, together with a list of such Patients as may have been invalided, but not discharged, with the reason of their remaining, distinguishing those invalided during the week, and the cause thereof. You are also to transmit at the same time a list, in the form as per margin, of the Supernumerary Assistant Surgeons doing duty at the Hospital. And to enable you to make out the above abstracts and lists with accuracy, the Medical Officers are directed to report, in sufficient time every week, to the Superintendent, such particulars as may be necessary for your information.

No. 15.

Weekly Return  
to be trans-  
mitted.Employment  
of Labourers,  
&c. to be de-  
tailed.Patients in-  
validated, but  
remaining, with  
the cause.

No. 62.

## 23.

Petty Officers, Seamen, and Marines, being allowed by Act of Parliament to allot half their growing pay for the maintenance of their Wives, Children, Mothers, &c., you are, without fail, to report to Us, in the annexed form, when any men, who have allotted their pay, shall have been at the Hospital the number of days allowed for their being Dsq<sup>d</sup>. on the ship's books; or when any such man shall have died or deserted, been invalided, or discharged to any other ship than his own, within that time. But, it being directed by a

Allotment  
Tickets.

No. 16.

Men Dsq<sup>d</sup>. to  
be reported, if  
they have made  
an allotment.



further Act of Parliament, that Petty Officers, Seamen, and Marines, if wounded in action with the enemy, shall receive the full amount of their wages until their wounds shall be healed; or, being incurable, they shall receive a pension from Greenwich, or be admitted into the Royal Hospital at that place; you are to distinguish the cases of men so circumstanced in the reports before-mentioned.

## 24.

No. 17.  
Making Wills.

You are to fill up the customary form of wills for such Patients as may require it: but neither you nor your Clerk shall, on any account, receive any fee or reward for it; and

No. 18.  
  
Transmitting  
Wills.

you are to keep a register of such wills, in the annexed form, of the name of the Patient, his ship, the date of the will, the name, occupation, place of abode, and such other description as the Patient can give of the person in whose favour the will is made; the names of the witnesses, and the name of the Medical Officer who certified to the proper state of mind of the Patient; the original is then to be transmitted, under cover, to us, with the notation "Accountant-General," "Inspector of Wills" on the envelope; and you are to observe, that no will is to be made by a Patient in favour of any person whatever on the establishment of the Hospital, or employed therein; or in favour of any Patient in the Hospital, without the Superintendent's permission.

## 25.

Patient's death.

No. 11.

Funerals.

On the death of any Patient you will receive a note from the Ward-Matron of the precise time it occurred, which you are to transmit with the muster-book, as a voucher; and every Patient who may die in the Hospital is to be buried at the public expense, in a decent manner, in the burial-ground belonging thereto, which burial shall take place as early in the morning as circumstances will permit, of which you are to give the Chaplain timely notice, that he may attend accordingly, entering the amount of the funeral expenses in the



muster-book : but the friends of any Patient may bury him at their own expense, with the Superintendent's permission, when you are to require a certificate of the burial from the Clerk of the parish where it shall take place, and such certificate is to accompany your monthly muster-book.

If buried by his friends.

The effects of Patients who may die are forthwith to be collected in the bed-house, and compared with the list in the bed-and-effect book, in your presence, by the Lieutenant on duty, who is to sign his name thereto, preparatory to their being entered in the sale book. They are then to be deposited in the usual place till disposed of, as hereafter directed. And the names, &c. of such Patients as may die, or run from the Hospital, are to be reported to the Captains of their respective ships when on the home station.

Effects to be examined.

No. 14.

No. 20.

Reports to the Captains if at home.

## 26.

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

Funerals of Men not Patients.

Certificate of Disease required.

## 27.

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

Claiming dead Men's effects.



28.

No. 19.

Effects of dead  
and run Ma-  
rines.If not claimed,  
to be sold.Dead Men's  
Effects, manner  
of Sale.

You are at the end of each month to transmit, in the form annexed, to the Commandant of Marines, at head quarters, a list of the personal effects, arms, accoutrements, &c. which belonged to such Marines as may have died or run in the course of the month, with their names, and the companies to which they belonged respectively. And you are to deliver all such arms and accoutrements, together with the private effects, of such as were borne on the effective list of the division at the time of their death or desertion, on being claimed by such Officer or other person as the Commandant may authorize to receive the same; and such delivery is to be acknowledged in the bed-and-effect book, by the person receiving them, and attested by the Lieutenant on duty. But should the private effects not be claimed by the relatives or the Commandant, they are to be disposed of in the manner directed in the following Article.

29.

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



kept by you and the Lieutenant, agreeably to the annexed form, as the sale proceeds, of the number of every lot, of the rate or price at which it was sold, and of the name and description of the purchasers; observing that no person belonging to the Hospital, nor any person on their account, shall be permitted to make any purchase at such sales. Nor are any of the Patients to become purchasers, excepting such as may have the means to pay for their purchase on the spot. You are to transmit to us, after each sale, an account, in the annexed form, of the net produce of each man's effects, including any money he may have left in your charge, signed by you and the Officer attending the sale, and approved by the Superintendent, together with a separate list of the amount of the effects of run men; and on sending such accounts, you are immediately to debit yourself in your account-current with the amount thereof.

No. 20.  
Accounts to be kept.

Persons belonging to the Hospital not to purchase.

No. 21.

### 30.

In order that the store-houses may not, at any time between the general surveys, be incumbered with old or decayed stores, and that such as may be considered by you unfit for their proper use, may be appropriated otherwise, or disposed of to the best advantage, you are from time to time, whenever any considerable quantity shall have accumulated, to deliver an account thereof to the Superintendent, which he will transmit to Us, for the consideration of the Physician of the Navy, that a survey may be ordered thereon, if necessary; and when such survey shall have taken place, a report thereof, in the proper form, is to be made, shewing what may be condemned as unfit for their original purposes, and pointing out in what manner they can be best appropriated or disposed of; this report, when signed by the surveying Officers, is to be delivered to the Superintendent for transmission. You are to keep an account of all condemned stores in your expense-book, shewing whether they have been sold, or re-issued for any other purposes in the Hospital, with the authority for each, as

Old Stores to be reported.

No. 8.

Reports of Survey to be transmitted.



vouchers, when your accounts are examined by the Superintendent.

- No. 20. When the usual public notice shall have been given, and you may be directed by the Superintendent to sell any condemned stores, it is to be done, and the account transmitted, in the manner prescribed by the preceding Article; the purchaser being required to pay a deposit of twenty-five per centum for the same immediately, and the remainder when the lot is taken away.
- No. 21.

## 31.

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

- |                             |   |   |
|-----------------------------|---|---|
| Marines from head quarters. | { | During the whole time they may remain in the Hospital, unless discharged in the interim from the service, and then to the date only of the order for such discharge.  |
| Marines from Ships.         |   | After having been thirty days in the Hospital, unless their ship be paid off within that time, and then from the day after such paying off, unless discharged from the service, and then as before stated; but not any charge to be raised for the time they may remain under cure after being so discharged. |

- No. 22. You are therefore, for the purpose of enabling the Commanding Officer of Marines at head quarters to account for the men at the monthly musters, and the Deputy Paymaster to make up a correct account of stoppages, immediately after the expiration of each month, to transmit an account, in the annexed form, approved by the Superintendent, containing the names of all the Marines in the Hospital, particularizing such as are subject to stoppages under the circumstances described, noting the entries, discharges, deaths, and desertions during the month, and stating the exact amount of the



ten-pences to be deducted, with the amount also of such slops as may have been supplied to them; observing that Marines sent sick to a foreign Hospital, or sick-quarters, are to receive sea-pay for the time they continue there, and for their passage home; and when they are invalided from abroad, they are to be allowed sea-pay to the day of their arrival in England, whether they go into a home Hospital, or to head quarters; with reference also to the 2d paragraph of the 23rd Article.

Marines on Sea-pay.

## 32.

You are to be very particular in making out, and transmitting to Us, immediately after the termination of every quarter of a year, four lists in the before-mentioned form, approved by the Superintendent, viz., one for each division, to contain the names and particulars of the Marines belonging thereto in the Hospital, or that may have been there within the three preceding months, with their dates of admission, discharges, deaths, or desertions, and the amount of stoppages against each, also how those discharged were disposed of: observing that when Marines belonging to ships not in port, or the complements of which may be complete, shall be discharged after being thirty days in the Hospital, they are to be sent to head quarters; but if under thirty days they are to be sent to the flag-ship as disposable.

No. 22.

Portsmouth,  
Plymouth,  
Woolwich,  
Chatham.

## 33.

From the complete book of the Establishment you are, at the end of each month, to make out in the same form, a pay-list of the Hospital Mates, Clerks, Inferior Officers, and Servants of every description who are on daily pay, distinguishing such as are victualled there. You are carefully to examine the daily muster or check-book, and set off against each name the number of days absent with or without leave, or sick, and the number of days each person has been victualled and

No. 9.

Parties to be  
paid monthly.



Accounts to be transmitted.

No. 9.

Parties to be paid quarterly.

No. 23.

Return of Deductions.

actually employed, the rate of pay, salary, and other allowances, the deductions and net sum due to each person, and, in the presence of the Superintendent, or one of the Lieutenants by his orders, to pay the several persons the sums due to them; and take credit for the amount of the three monthly pay-lists in the established quarterly Account Current, transmitting therewith the lists as vouchers; and noting thereon any person entitled to wages, who was absent at the time of payment. You are also, at the end of each quarter of a year, to make out in the same form, a pay-list of the Superintendent, Officers, and all persons not included in the monthly pay-lists, with the amount of salary and allowances due to each; and, under the before-stated control, to pay the amount to them respectively, taking credit as above, and transmitting the list, properly signed, to Us, together with a return, in the form as per margin, of the deductions made on account of the Superannuation Fund, in conformity with orders now in force, or that may hereafter be given.

34.

To pay Rates.

No. 24.

Obtaining Cash.

You are to pay the poor's rates assessed on the houses of the different Officers, and on such apartments in the Hospital as may be allotted for the residence of Officers and others, transmitting the account thereof in the annexed form, with the Collector's receipts as vouchers to your cash accounts. But you are to observe that no part of the Hospital appropriated solely to the Patients is liable to the payment of any taxes whatever. Whenever you shall require money for the necessary payments, you are to inform the Superintendent of the balance of cash in your hands, and the amount required, which will be forwarded to Us with his approval; and when you are furnished with imprest bills, you will obtain cash, or Bank of England notes for them, at the Dock Yard, from the Treasurer's Clerks.



## 35.

You are, after the end of each quarter, to transmit to Us an Account Current, in which you are to charge yourself with all sums of money received by you, for the general service of the Hospital; detailing under their proper heads the whole of the public receipts and disbursements; with all the receipts and vouchers for money received and paid by you during the quarter, with any that may not have been previously forwarded; and to the correctness of every such account you are to execute the affidavit at the end thereof; particular care being taken that erasures are not made in the pay-lists, cash account, or muster-books, but whenever an error may be discovered, or any alteration necessary, the pen is to be run through it, and the correct words or figures inserted over it in red ink.

Cash Account  
Current to be  
demanded from  
the Accountant-  
General.

Erasures to be  
avoided.

## 36.

You are to transmit for the information of the Physician of the Navy a quarterly abstract, in the annexed form, of the expense of victualling all the Patients and Servants of the Hospital, shewing also the actual cost of the ration, and, after the 31st of December in each year, a statement, in the written form annexed, of the total expenses of every kind incurred for the Hospital in the course of the preceding year, with the total number of Patients and Servants victualled during that time, as for one day, the same as should appear on your muster-books. You are also to transmit at the same time, an estimate of the expense of the Establishment for the ensuing year, under the different heads, as per written form C.

No. 26.

Abstract of the  
Victualling to  
be transmitted,

B.

Estimate for the  
ensuing year,  
on C.

## 37.

As you will be furnished with printed abstracts of the Acts

Abstracts to be  
public.



Charge of  
printed forms,  
&c.

To demand by  
their current  
numbers.

No. 27.

Stores wanted  
immediately.

If no time for a  
demand.

To be purchased  
or transferred.

of Parliament, regulating the payment of Seamen and Marines of the Royal Navy, you are to see that two or more of such abstracts be hung up, or fixed in some conspicuous part of the Hospital, where they may constantly be accessible to all persons therein; and you will receive into your charge, and be answerable for all printed forms, account books, or other printed papers, which may be sent to you for the use of the Hospital and service afloat, which you are to issue to the Officers to whose duties they may relate, in such proportions as they may respectively demand, approved by the Superintendent, who is also to approve the issues to your own Office. You are to enter the receipts and issues of the above articles in your store account, and demand occasional supplies thereof by their current numbers from the Physician of the Navy, in the annexed form: and you are to take every precaution to prevent them from being unnecessarily expended, wasted, or appropriated to any other purpose than that for which they are intended, and, when used, that all the columns be properly and correctly filled up.

38.

When provisions, necessaries, bedding, or stores of any kind, which are not regularly supplied by Contractors, shall be wanted for the service of the Hospital, or otherwise required on an emergency, and not time sufficient for a demand as per Article 6, you are to report the same to the Superintendent, stating the remains in store, the quantity required, and what part can be procured on the spot (with the prices), or transferred with advantage to the Crown from any other store in your charge; and when you shall have received his orders to procure or transfer such articles, you are to do so without loss of time, the purchases to be made on the most reasonable terms possible, agreeably to the sample or the quality which may be described by the Physician of the Navy or the Superintendent.



## 39.

All provisions or stores required from Contractors or Tradesmen for the use of the Hospital, are to be demanded by you, in the annexed form, specifying the articles, and the service for which they are wanted; observing that demands of every description, except for the daily supply of provisions, are to be approved by the Superintendent, and transmitted for the examination and approval of the Physician of the Navy, the particulars thereof to be entered by you in a book which you are to keep for that purpose.

To demand  
Provisions, &c.  
on No. 28.

To be entered  
in a Book,  
No. 1.

## 40.

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

Opening the  
Victualling  
room.

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

No. 29, Scheme  
of Diet.

No. 30.

No. 60.

Entry of Pa-  
tients.

No. 30.



No. 31. charged, the Medical Officer will send to your Office on the previous day his entry and discharge book, with the column for discharges filled up by the date on which it is to take place, in order that you may prepare their tickets, and, in addition to the usual pint of tea, provide the regular bread and cheese diet, which they may carry away with them if they think proper.

Discharge of Patients.

## 41.

Diet-books to be delivered immediately.

The diet-books, on being filled up by the Medical Officers, are to be immediately delivered into your Office by a Nurse from each ward; and you are to transcribe the number of Patients on each diet into the daily victualling-book, and calculate from the scheme of diet, and the lists of fish, fowl, &c., what quantity of provisions of the different kinds will be required for each ward, and insert the same in the victualling-book, opposite the entries made from the diet-books, adding thereto the number of men received or to be discharged, with the quantity of casualty diet requisite; you are then to sum up the different quantities of provisions for each ward, and add thereto the proportions for the Servants, who are always to be victualled on full diet, with double the quantity of beer, except otherwise ordered when Patients; and to demand, without delay, the necessary quantity of each species from the Contractors or others who are to provide the same.

No. 32.

Quantity of provision required,

To be demanded.

## 42.

Scheme of diet, No. 29, to be public.

In order that the Patients may know every allowance to which they are entitled, you are to cause a printed copy of the scheme of diet to be constantly hung in some conspicuous place in each ward. And any number of Patients, not exceeding six, are to be permitted to attend the weighing and cutting up of the meat, at which you or your Clerk are to be constantly present; and also to see it properly and fairly apportioned to each ward, according to the number of Patients therein, and tallied



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

Vegetables to be properly picked.

No preference to be shewn.

## 43.

You are to keep a monthly account (in the annexed form) from the daily victualling-book, shewing the total number of Patients on the several species of diet, and the number of Servants victualled in the Hospital on each day, with the whole quantity of provisions daily issued to them and received from Contractors or others, and at the end of the month to exhibit the total of every description received and issued in that time, and carry the remains to the next month's account. From the foregoing monthly accounts, you are to make out a quarterly provision account, in the annexed form, to the correctness of which you are to execute the affidavit thereon, and deliver it to the Superintendent that he may compare the number of Patients, stated to be victualled on each species of diet, with the several ward diet-books, which are to be produced by you, together with the lists of fish, fowl, veal, and eggs, prescribed during the quarter, to ascertain the correctness of the expenditure of those articles, previously to his signing the certificate at the foot of the account and transmitting the same for the information of the Physician of the Navy.

No. 33.

Monthly Provision Account.

No. 34.

Quarterly Provision Account.

To produce the Diet-books.



## 44.

Superintendent's Office.  
 Lieutenant's ditto.  
 Agent's ditto.  
 Ditto for Bathing.  
 Patients, Steward's  
 Room, &c.  
 Museum.

Store Matron for Wash-  
 house, &c.

Ward Matron for air-  
 ing, &c. the Wards.

Receiving, Operation,  
 and Survey Rooms.

Plumber for Works and  
 Lamps.

Cook Room.

Dispensary.

Wards.

Guard Room.

Officers.

Inferior Officers.

Servants' Cabins.

Airing Stoves.

Duty Rooms.

Staircases and Chapel.

Linen Room.

Washing Physical Pa-  
 tients.

Ditto Surgical ditto.

Barber.

Kitchen.

Asylum. { Cook Room.  
 Wards.  
 Officers.  
 Servants' Cabins.  
 Store Matron.  
 Ward Matron.

The coals, candles, bavins, soap, ashes, oil, &c. are to be issued to the places, and for the services enumerated in the margin, in such quantities as are now or may be hereafter established, which are not to be exceeded, nor issues made for any other purpose without the written order of the Superintendent; observing that the soap for the wash-house is only to be supplied on the requisition of the Store Matron in form No. 35, which is to express the number of Washers employed; and you are to limit the proportion to one and a half-pound per day to each. You are also to attend to the economical expenditure of the oil and cotton issued to the labourer for the lamps, in the proportions established for each, and to ascertain that they be properly trimmed and kept burning for the requisite number of hours, according to the season. You are to keep a daily account of the expenditure of the above articles, the totals of which you are, at the end of each quarter, to transcribe into the Quarterly Account No. 36, which, together with all orders, demands, notes, &c., you are to lay before the Superintendent for his examination, and when approved the account is to be transmitted for the information of the Physician of the Navy.

## 45.

To make all disburse-  
 ments.

Forms of Tradesmen's  
 Bills to be demanded  
 from the Accountant-  
 General.

All disbursements on account of the Hospital are to be made by you under the authority of the Superintendent. You are, therefore, to inform all Contractors and Tradesmen that their bills for provisions and stores, or work performed, are to be made out by them, in the forms established, and delivered to you in time to be examined at the expiration of each quarter of the year; and you are carefully to compare the articles enumerated therein with your demand and receipt books, to see that they correspond therewith; when you are to transcribe them, as well as all bills for work performed, into a book, as per margin; and having ascertained that they are correct,



and that the bills for supplies, or work performed for the department of any other Officer of the Establishment, are duly certified by him, as to all the particulars, you are to certify as to quality, price, &c. and deliver the whole to the Superintendent for his examination; and on being approved, those for purchases will be returned to you for payment, and those for work performed are to be immediately transmitted to Us, for the examination of the Architect of the Admiralty, who will return them when certified to the Superintendent for payment; and as all persons receiving money are, by Act of Parliament, bound to pay the stamp duty on receipts, no charge for stamps will be allowed in your accounts for money paid by you.

Receivers to  
pay for Stamps.

## 46.

You are to supply the Ward Matron with such utensils, necessaries, &c. for replacing those expended or for furnishing new wards, as she may, from time to time, demand, with the approval of the Superintendent, or the Lieutenant on duty, if so authorized by him. And she is directed to place the whole of the stores in each ward in the charge of one of the Nurses, who is to be answerable for every article therein, and to return to you the whole, or any part thereof, whenever the Superintendent may order it.

Supplies for  
the Wards.

## 47.

You are to keep separate inventories, in the annexed form, of the whole of the stores and utensils issued to each ward; which are to be altered by you from time to time, according to circumstances; and the Ward Matron is constantly to be supplied with two copies of each inventory, with the necessary alterations, one of which she will deliver to the Nurse, in whose custody the stores are placed, and by the other make the necessary surveys to see that none of the articles are missing. You are particularly to observe, that proper attention be paid to the preservation of all furniture, &c. in the wards and cabins,

No. 37.  
Inventories to  
be kept.

Attention to the  
care of furni-  
ture.



To adjust the  
Inventories  
monthly.

reporting to the Superintendent if you discover any neglect in this respect; and you are every month, before the Servants are paid their wages, to adjust all the inventories with the Ward Matron, in order that such articles as may have been lost or destroyed during that period, may be accounted for to the satisfaction of the Superintendent, or paid for by the parties to whom the blame shall attach, should he think proper.

## 48.

To keep Inven-  
tories of Issues  
to Offices,  
Houses, &c.

You are also to keep an inventory of the fixtures, stores, and utensils issued to the houses, offices, cabins, or apartments of the several Officers and Servants in the Hospital, and deliver to each person a copy thereof, specifying the articles supplied for his use; but the bedding, utensils, &c. issued to the Labourers' Hall are to be considered as under the care of the Overseer, who is to be furnished with an inventory thereof, to be altered as required, observing that each person, on quitting the Hospital, is to deliver up to you, in proper condition, the whole of the stores contained in the inventory delivered to him, or account for the same to the satisfaction of the Superintendent.

Labourers'  
Hall, &c.

## 49.

No. 38.  
Quarterly Ac-  
count.

You are at the end of each quarter to complete the annexed form, with the quantities of bedding, clothing, &c. received, issued, and expended for the use of the Hospital, including therein the issues of slops referred to in the 7th Article, in order that the whole receipt and issue of such stores during that period may be seen at one view, which is to be transmitted for the information of the Physician of the Navy. You are also to transmit a demand, in the form as per margin, to replace the articles expended in the previous three months, as pointed out in Articles 6 and 39; observing that all demands are to be transmitted within seven days, and all accounts within fourteen days (those for cash as much sooner as practicable) after the termination of the period to which they

No. 39.  
Quarterly de-  
mand sent in  
seven days.

Accounts in  
fourteen days  
after closing.



relate, with the vouchers and all necessary documents properly numbered and endorsed.

## 50.

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

Charge of Fire-engines.

Inspection.

## 51.

You are frequently to visit the unoccupied wards, and carefully examine them, seeing that they be perfectly dry and properly ventilated; and whenever you may observe that any part of the buildings, &c. requires repair, you are to give immediate information to the Superintendent; observing particularly that no repairs of any kind, nor any alteration, either in the internal arrangement or the external appearance of the Hospital, the grounds, &c. are to be undertaken without a reference to the Physician of the Navy and our express permission, and all propositions of the kind are to be accompanied by an estimate of the expense: and in all cases when artificers or others are employed in the performance of works not done by contract or measurement, you are to keep an account of the time they are so employed. You are also to inspect the quality of the materials, and keep an account of the quantity expended, requiring from the Contractors or Tradesmen, from time to time, such explanation relative thereto, as you shall find necessary; and you are to give the Architect of the Admiralty every information in your power on this subject when the Artificers' bills are sent to him, that they may be more accurately examined before he certifies them for payment; and to enable you, with certainty, to check the time of the workmen before mentioned, you are to keep a list of their names in

To report when repairs are required.

To inspect and keep an Account of Materials.



No. 10.  
Workmen to be  
Mustered.

the proper form, and muster them on their coming in the morning; also at uncertain times in the course of the day, and on their leaving the Hospital in the evening, and report to the Superintendent all such as you may discover absent, in order that the works may not be retarded for want of the requisite number of people being constantly employed thereon. And that no persons are to be allowed to work in the Hospital who are not sober and industrious.

## 52.

To copy all  
Contracts.

All contracts entered into by Us for the service of the Hospital will be sent to the Superintendent, and you are to copy the same in a book to be kept for that purpose, in order that you, and all others concerned, may know whether the several Contractors have faithfully complied with the conditions of their respective contracts; and a return is to be made quarterly, of the receipt and expenditure of all stamps on contracts, bonds, &c.

## 53.

Accountable for  
the Clerks, But-  
ler, and others.

Although you are authorized in some cases to depute your clerks to act for you, you are to observe that you will be considered accountable for their conduct, and for that of the Butler, who is to assist you in the receipt and issue of provisions and stores, and to be obedient to you in all other matters. You will be also responsible for the conduct of every other person employed under you, and for the correct performance of their several duties. You are therefore, as much as possible, personally to attend the duty carrying on, and in case of an excess of service, the preference is to be given to that which you may consider of the most importance: and whenever any unusual occurrence may occasion either an extra expenditure of stores or money, or any matter out of the common course, you are to attach an explanation thereof to the account, and thereby anticipate the necessity of our calling for it.

To report any  
extra Expendi-  
ture.



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

Absence of  
Clerks.

## 54.

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

Travelling Ex-  
penses.

## 55.

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

To preserve  
all original  
papers.

To keep a  
letter-book pro-  
perly indexed.

Public pro-  
perty.

## 56.

The foregoing instructions define your general duty, so far as experience suggests, or as can be anticipated; but in the extensive concerns of your office, circumstances must occur for which no specific instructions can previously be given. You are, therefore, to obey with the utmost attention every order which may be given to you by the Superintendent, or the Lieutenants; taking care that all persons employed under you do strictly perform the duties assigned to them; that the best economy be observed on all occasions, and that every means in

To obey all  
orders.



To prevent any  
abuse.

To report any  
irregularity,  
misconduct, or  
interruption.

your power be adopted to prevent the embezzlement of public property, or the smallest abuse in any part of the service with which you are intrusted. You are also to assist to the utmost of your abilities in carrying into effect all the regulations which now are, or may hereafter be, established for maintaining good order, on the part of all descriptions of people within the walls of the Hospital, for which purpose you are to add to these instructions all such additional orders as you may from time to time receive, of the nature of permanent regulations, in order that the code may at all times be complete; reporting to the Superintendent every instance of misconduct or irregularity which you may discover, and any difficulty or obstruction which you may meet with in the performance of any part of your duty, in which it is expected that you set a good example, by shewing constantly an interest for His Majesty's service, and exerting yourself to fulfil, not only the letter, but the spirit of these, or any other instructions you may receive; and in cases for which no particular directions can be furnished, it will be incumbent on you to employ all possible diligence and attention in expediting and promoting the welfare of the public service, to the utmost of your power.

### 57.

Responsible for  
stores, cash, &c.

Additional  
bond for  
£1,000.

LASTLY,—As you will be held responsible, not only for the proper disposal of the provisions and stores in your charge, but for the correct disbursement of the money intrusted to you, as well as the transmission of the necessary accounts for the same, you are therefore, in addition to the usual affidavit and personal bond in three times the amount of your salary, to enter into another bond, with two sufficient securities, in the sum of one thousand pounds, for duly accounting for all monies and stores committed to your charge; and in the event of the death, insolvency, or other cause of disqualification of one or both of your sureties, you are immediately to acquaint the Superintendent therewith, and to name another



person or persons as your sureties instead, that the necessary steps may be taken for the security of the Crown : and on the 1st of January in each year you are to report to the Superintendent the state and circumstances of your sureties for our information.

To report the death, &c. of a security.

Given under our Hands, this, &c.

To

*The Agent and Steward of the  
Royal Hospital at Haslar  
and at Plymouth.*

By command of their Lordships,

LASTLY.—As you will be held responsible, not only for the proper disposal of the provisions and stores in your charge, but for the correct disbursement of the money intrusted to you, as well as the transmission of the necessary accounts for the same, you are therefore, in addition to the usual affidavit and personal bond in three times the amount of your salary, to enter into another bond, with two sufficient securities, in the sum of one thousand pounds, for duly accounting for all monies and stores committed to your charge; and in the event of the death, insolvency, or other cause of disqualification of one or both of your sureties, you are immediately to acquaint the Superintendent therewith, and to name another

Responsible for stores, cash, &c.

Additional bond for £1,000.



persons or persons as your auditors, instead, that the persons  
steps may be taken for the security of the town: and on the  
fact, I am sure, you will be to report to the  
information the state and circumstances of your auditors for our  
information.

Given under our Hand, this 10th day of June, 1791.

ROYAL NAVAL HOSPITALS AT PLYMOUTH

By the Commissioners for the  
The Royal Naval Hospital at Plymouth  
and at Plymouth.

By authority of their Lordships.

ARTICLE I.

You are, according to the Liturgy of the established Church  
of England, to perform divine service, with the solemnity, in  
the Chapel of the Hospital, twice on every Sunday throughout  
the year, and also on Christmas-day, Good Friday, and all  
days appointed for fasting, and thanksgivings, and in process  
a sermon, both in the morning and afternoon, on Good Friday,  
and on every Sunday, from Lady-day to Michaelmas-day, and  
on all fasts and thanksgiving days which shall occur within  
that period, but during the remainder of the year, you are  
required to preach in the morning only. The service is requi-  
sited to commence in eleven o'clock in the forenoon, and at  
three in the afternoon. You are also to read prayers in the  
Hospital Chapel on every day in the week, on Easter  
Monday and Tuesday, Ascension day and on Monday and

British service  
to be per-  
formed.



# INSTRUCTIONS

FOR THE

## CHAPLAINS

OF THE

### ROYAL NAVAL HOSPITALS AT HASLAR AND PLYMOUTH.

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

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#### ARTICLE 1.

YOU are, according to the Liturgy of the established Church of England, to perform divine service, with due solemnity, in the Chapel of the Hospital, twice on every Sunday throughout the year; and also on Christmas-day, Good Friday, and all days appointed for public fasts and thanksgivings, and to preach a sermon, both in the morning and afternoon, on Good Friday, and on every Sunday, from Lady-day to Michaelmas-day, and on all fasts and thanksgiving days which shall occur within that period; but during the remainder of the year, you are required to preach in the morning only. The service is regularly to commence at eleven o'clock in the forenoon, and at three in the afternoon. You are also to read prayers in the Hospital Chapel, on every day in Passion-week, on Easter Monday and Tuesday, Ascension-day, and on Monday and

Divine service  
to be per-  
formed.



Tuesday in Whitsun-week, and you are to administer the Sacrament in the Chapel, on Christmas-day, Easter Sunday, and at least on two other Sundays in each year.

## 2.

Discourses to be adapted to the congregation.

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

## 3.

Sick to be afforded spiritual comfort.

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

## 4.

Burial service to be performed over corpses.

You are to perform, with the usual solemnity, the burial service, over the corpses of all persons who may die in the Hospital, or that may be sent thither for interment.

## 5.

To obey the Superintendent. General injunction for the performance of duty.

You are, at all times, to obey such directions respecting the duties of your station, as the Superintendent shall think proper to give; and it is expected that the sobriety, regularity, and morality of your conduct, will be such as shall, in every respect, become the character of a clergyman, and the sacred functions of your office, and such as may inspire the Patients, and others belonging to the Hospital, with reverence for religion and moral rectitude; and in the event of your absence, from leave,



sickness, or other cause, you are to procure some proper person in holy orders; who shall be approved by the Superintendent, to officiate for you.

Given under our Hands, this

To

*The Chaplains of the Royal  
Naval Hospitals at Haslar  
and Plymouth.*

By Command of their Lordships,



# INSTRUCTIONS

## STORE MATRONS

### ROYAL NAVAL HOSPITALS AT HASLAR AND PLYMOUTH

By the Commissioners for executing  
the office of Lord High Admiral  
of the United Kingdom of Great  
Britain and Ireland, &c.

#### ARTICLE I.

You will be furnished by the Agent with a sufficient quantity of linen and clothing, of every description, for the use of the Patients in the Hospital, the account of which he will enter in a book which you are to keep in your possession; and to take charge, and be responsible for the due care and preservation of the articles enumerated therein, observing particularly that they be perfectly dry before they are stored away, and that they be frequently aired, to prevent mildew or other damage, also that none be issued for the service of the Wards but such as are in good condition and perfectly fit for use. When you may require a supply, you are to make a demand on the Agent, with the approval of the Superintendent, and when any are to be returned, you are to send a list with them to

To have charge of the stores furnished by the Agent.

To demand stores.

To return stores.



# INSTRUCTIONS

FOR THE

## STORE MATRONS

AT THE

### ROYAL NAVAL HOSPITALS AT HASLAR AND PLYMOUTH.

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

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#### ARTICLE 1.

YOU will be furnished by the Agent with a sufficient quantity of linen and clothing, of every description, for the use of the Patients in the Hospital, the account of which he will enter in a book which you are to keep in your possession; and to take charge, and be responsible for the due care and preservation, of the articles enumerated therein, observing particularly that they be perfectly dry before they are stowed away, and that they be frequently aired, to prevent mildew or other damage, also that none be issued for the service of the Wards but such as are in good condition and perfectly fit for use. When you may require a supply, you are to make a demand on the Agent, with the approval of the Superintendent, and when any are to be returned, you are to send a list with them to

To have charge  
of the stores  
furnished by  
the Agent.

To demand  
stores.

To return  
stores.



Account of  
stores to be  
kept.

the Agent, that he may regulate your book as well as the charge kept against you in his office.

## 2.

Furniture, &c.  
to be taken  
care of.

You will receive from the Agent an inventory of all the bedding, furniture, and utensils issued for the use of the Washers, Sempstresses, or others employed under you in the Wash-house, the Store-room, or for any other service in your department; you are, by every means in your power, to prevent any of those articles from being injured or lost; and as you are accountable for the same, you are, once a week, to compare the several articles with the inventory thereof in your possession, and carefully to inspect their condition.

## 3.

Ward Matron  
to be supplied.

No. 56.

Account of  
issues.

Exchanging  
linen.

Linen to be  
washed.

You are to supply the Ward Matron with such articles of linen and dresses as may be required for the use of the Wards, on her entering the particulars in the Ward Linen and Clothes' Book, which she is to produce; of which issues you are to keep an account. She will send the foul linen, &c. daily to you, with an account thereof in the book, signed by her, and you are immediately to return an equal quantity of clean linen, &c. by the Nurse attending to receive it, and sign the book also. She will also insert the linen and clothes belonging to the Patients sent to the Wash-houses, which you are to cause to be washed and returned to the several Wards, demanding soap for that purpose also. You are also to supply the Agent with such dresses, &c. as he may demand, for the use of Patients received into the Hospital.

## 4.

Surplus stores  
to be returned  
to the Agent.

You are not to have in your custody any quantity of stores beyond what may be sufficient for the current service, but to return to the Agent all such as, by the reduction of Patients, &c., may become surplus; and on the accumulation of



articles which you may consider unserviceable, a report is to be made to the Superintendent, that he may order a survey by the Lieutenant, Agent, and Ward Matron, to be held thereon, and such as may be condemned are to be returned to the Agent, and disposed of as the Superintendent shall direct. But you are not to cut up any article whatever before it shall have been regularly surveyed and condemned as aforesaid.

Unserviceable stores to be reported to the Superintendent.

## 5.

You are to regulate and superintend the washing of linen and clothes, and to keep an account, in the annexed form, of all articles daily sent to be washed, with the names of the Washers, the number of articles given to each, and the quantity of soap, &c. required for the same, sending a demand on the Agent by the Overseer of the Wash-house, in the annexed form, for the whole quantity, enumerating the articles, and the number of Washers. The Overseer of the Wash-house is to deliver to each Washer the proportion of soap, as directed in the copy which you are to give her; and, as you will be answerable for any abuse, you are frequently to visit the Wash-house, and inspect the conduct of the Overseer, and all other persons employed therein, to see that no waste be made of firing, soap, or any other article.

No. 55.

Soap, &c.

No. 35.

## 6.

The Sempstresses and persons employed in picking hair being under your orders, you are to keep an account of them, and of the duties they perform; and on receiving linen, &c. from the Wash-house, it is to be carefully examined, and such articles as may require repair selected for that purpose, which is to be immediately commenced, and when necessary, to demand from the Agent, such old linen, thread, and other materials as you may require; observing that this duty be properly performed, and that the Sempstresses execute the proportions allotted to them.

Sempstresses, &c. to be superintended.

Linen, &c. to be mended after washed.



## 7.

List of Washers, &c. to be kept, and to report the negligent.

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

## 8.

Application to be made to the Superintendent for Washers, &c.

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

## 9.

Clothing taken away by deserters. Caution against loss of stores, &c.

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

## 10.

Caution against fire.

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



## 11.

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

Concern in provisions, &c. forbid.

Fees, &c. forbid.

## 12.

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

General injunction for the performance of duty.

Given under our Hands, this

To

*The Store Matrons of the Royal  
Naval Hospitals at Haslar  
and Plymouth.*

By command of their Lordships,







# INSTRUCTIONS

FOR THE

## WARD MATRONS

AT THE

### ROYAL NAVAL HOSPITALS AT HASLAR AND PLYMOUTH.

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

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#### ARTICLE 1.

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

What stores to  
have charge of.

How to demand  
stores wanted;

and return  
stores done  
with.



## 2.

No. 56.  
Ward Book,  
and Inventory  
of stores to be  
kept.

Foul linen to  
be inserted in  
Ward books.

Books to be  
signed.

To visit the  
Wards daily,  
and take care  
that the Patients  
be kept clean.

Change of  
linen.

Unoccupied  
Wards to be  
visited.

Making of  
Patients' beds.

You are to keep a book, in the annexed form, for the entry of the linen and dresses supplied for each Ward, which is always to be double the quantity in use, that a sufficiency may always be at hand, for shifting the Patients, &c.; and when a supply is required, the particulars are to be entered in the book and sent by a Nurse, as a demand on the Store Matron; and any alteration in the number of these articles is to be noted in the spare columns for that purpose. You are daily to note, in the proper place, the foul linen and clothes in each Ward, which are to be sent, at such hour as may be fixed, to the Store Matron, who will return an equal number of clean articles for them: the dirty linen and clothes belonging to the Patients sent to the Wash-house are also to be noted, that she may cause them to be washed and returned to the Wards. You are always to sign the books, in the proper columns, and on the Store Matron's returning clean linen, &c., she will sign her name also; and you are to ascertain that the number of articles returned be correct.

## 3.

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

## 4.

You are to take care that the making of the Patients' beds be duly attended to; that the mattresses be daily turned,



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

## 5.

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

Conduct of  
Nurses to be  
strictly watched

Nurses to be  
mustered daily.

Spirits not to  
be admitted.

Wine, porter,  
&c.

Bottles, &c. to  
be returned to  
the Dispensary.



charged, or otherwise punished, as the case may deserve; and you are to use your utmost vigilance to detect offences of the above nature.

## 6.

Number of Nurses to be reduced when they can be spared.

You are not to allow any of the Nurses to be employed in private business, or in any matter not relating to the public duties of their respective Wards, to which their services are to be solely confined; and if, at any time, their number should be greater than the service requires, you are to inform the Superintendent thereof, that he may decide on the propriety of a reduction. You are also to report the names of such as may appear to you, from age, infirmity, or other causes, incapable of performing the duties required of them.

To be reported when inefficient.

## 7.

No stranger to remain in the Wards.

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

## 8.

Charge of stores.

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

Articles entrusted to Nurses to be examined.

Value of articles deficient, to be deducted from Nurses' wages.



Nurses will be allowed to quit the Hospital before the stores in their charge shall have been examined by you and the Agent's Clerk, and a joint certificate given to them, that the articles in question are correct.

## 9.

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

Agent and the Store Matron to be informed when Patients have taken away the Hospital clothing.

## 10.

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

Death of Patients to be made known.

Bedding, &c. to be returned when Patients die.

## 11.

You are not, either directly or indirectly, to have any interest or concern whatever, in any provisions, or other articles or effects, whether belonging to the Government or to the Patients; nor are you, by any ways or means whatever, to be interested in, or make advantage of, articles supplied for the

Concern in provisions, &c. prohibited.



Fees, &c. forbidden.

Oath and bond to be entered into.

use of the Patients and others in the Hospital. Nor are you, or any person for you, to demand or receive, any perquisite, fee, gratuity, or reward, from any person whatever. To this effect, you are to execute the usual affidavit, and give bond in three times the amount of your salary.

## 12.

General injunction for the performance of duty.

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

Given under our Hands, this

To

*The Ward Matrons of the  
Royal Naval Hospitals at  
Haslar and Plymouth.*

By Command of their Lordships,



# INSTRUCTIONS

FOR THE

## PORTERS

AT THE

### ROYAL NAVAL HOSPITALS AT HASLAR AND PLYMOUTH.

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

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#### ARTICLE 1.

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

Residence.

Absence.

#### 2.

You are not, on any consideration, to suffer a Patient, whether Officer, Seaman, or Marine, to go out at the gate, without orders from the Superintendent, or Lieutenant on duty; nor are you to allow any Workmen, Labourers, Nurses, Washerwomen, or others who reside in the Hospital, to go out with-

Patients not  
to pass the  
Gate, except  
under restric-  
tions.



out producing an order from the Superintendent or one of the Lieutenants, countersigned by the Agent, whereon you are to note the time of their going out and of their coming in, which orders you are, on the ensuing morning, to deliver to the Superintendent; but such Labourers and other Servants as do not reside in the Hospital are to go out after the evening muster, according to the established Regulations. The Officers of the Hospital, their families and servants, the Officers of the Guard, Sentinels, &c., are to pass and repass the gate by day and night, agreeably to such directions as you may receive from the Superintendent on that subject. Making your nightly reports on the form annexed.

Officers,  
Servants, &c.

Sentinels and  
Guard.

No. 63.

3.

Spirits, &c. not  
to be admitted.

Parcels, &c. to  
be examined.

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



## 4.

You are never to admit any stranger, either to visit the Hospital, or for the purpose of seeing the Patients, except Officers in their uniform, without the sanction of the Lieutenant on duty, always observing, most strictly, such directions as you may receive from him or the Superintendent on this subject; and should any suspicious or unknown person present himself for admittance, to see any of the Officers on business, or otherwise, a confidential person is to attend him from the gate to the Officer's house, and prevent his going into the interior of the Hospital. You are particularly to observe, that persons who may have been discharged for misconduct are not to be admitted into the Hospital.

Strangers not to be admitted.

Caution.

## 5.

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

Workmen, &c. not to be admitted after the General Muster without authority.

## 6.

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

Receipt of Patients.

## 7.

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

Discharge of Patients.



## 8.

Caution against  
the desertion of  
Patients.

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

## 9.

To gain a know-  
ledge of the  
persons of those  
who are em-  
ployed in the  
Hospital.

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

## 10.

Doors of the  
Hospital to be  
locked,  
and Hospital  
visited.

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

## 11.

To attend at  
the gate when  
people leave  
the Hospital.

When the Artificers, Labourers, or others, are leaving the Hospital after work in the evening, you are, with the assistance of the Overseer of Labourers, most carefully to observe them, and to prevent, to the utmost of your power, any thing, however trifling, the property of Government, or of the Patients, from being carried away; and, if any persons should be



suspected of having any concealed about them, you are to search them, and to detain all on whom any thing improper should be found, until the directions of the Superintendent be obtained.

## 12.

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

Concern in provisions, &c. forbidden.

Fees, &c. forbidden.

Oath and bond to be entered into.

## 13.

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

General injunction for the performance of duty.



larity which you may discover in any person employed in the Hospital, or any sentinel on duty.

Given under our Hands, this

To

*The Porters of the Royal  
Naval Hospitals at Haslar and  
Plymouth.*

By Command of their Lordships,



# INSTRUCTIONS

FOR THE

## OVERSEERS OF LABOURERS

AT THE

### ROYAL NAVAL HOSPITALS AT HASLAR AND PLYMOUTH.

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*By the Commissioners for executing  
the office of LORD HIGH ADMIRAL  
of the United Kingdom of GREAT  
BRITAIN AND IRELAND.*

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#### ARTICLE 1.

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

Residence.

Absence.

#### 2.

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

To superintend  
the Workmen  
and mustering.



## 3.

To set the men  
to work,

and muster  
them occasion-  
ally at work.

Misconduct to  
be reported.

No more per-  
sons to be em-  
ployed than  
necessary.

Inefficient  
Workmen.

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

## 4.

To attend at  
the gate when  
the people leave  
the Hospital.

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

## 5.

Premises to be  
kept clean and  
in order.

You are to take care that the drains, necessities, staircases, colonnades, gravel walks, and all parts of the airing-ground, be kept in good repair, and perfectly clean; that every thing offensive to the smell or sight be removed, and that all things entrusted to your inspection be constantly in good order,



making such reports to the Superintendent, the Lieutenant on duty, or other Officers, as you may from time to time see necessary.

## 6.

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

Bedding, &c.  
to be aired.

Caution against  
fire.

## 7.

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

Furniture, &c.  
supplied for the  
Labourers, to  
be taken care  
of.

## 8.

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

Concern in provisions, &c.  
forbidden.

Fees, &c. forbidden.

Oath and bond  
to be entered  
into.



General in-  
junction for the  
performance of  
duty.

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

Given under our Hands, this

To

*The Overseers of Labourers  
of the Royal Naval Hos-  
pitals at Haslar and Ply-  
mouth.*

By Command of their Lordships,



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

Given under our Hands this

To  
The Governors of Labourers  
of the Royal Naval Hos-  
pitals at Haslemere and Ply-  
mouth.

By Command of their Lordships,

General in-  
junction for the  
performance of  
duty.



12

My dear Sir,

I have the honor to acknowledge the receipt of your letter of the 12th inst. in relation to the matter of the application for a license to the Board of Health, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,  
Your obedient servant,  
J. H. [Signature]

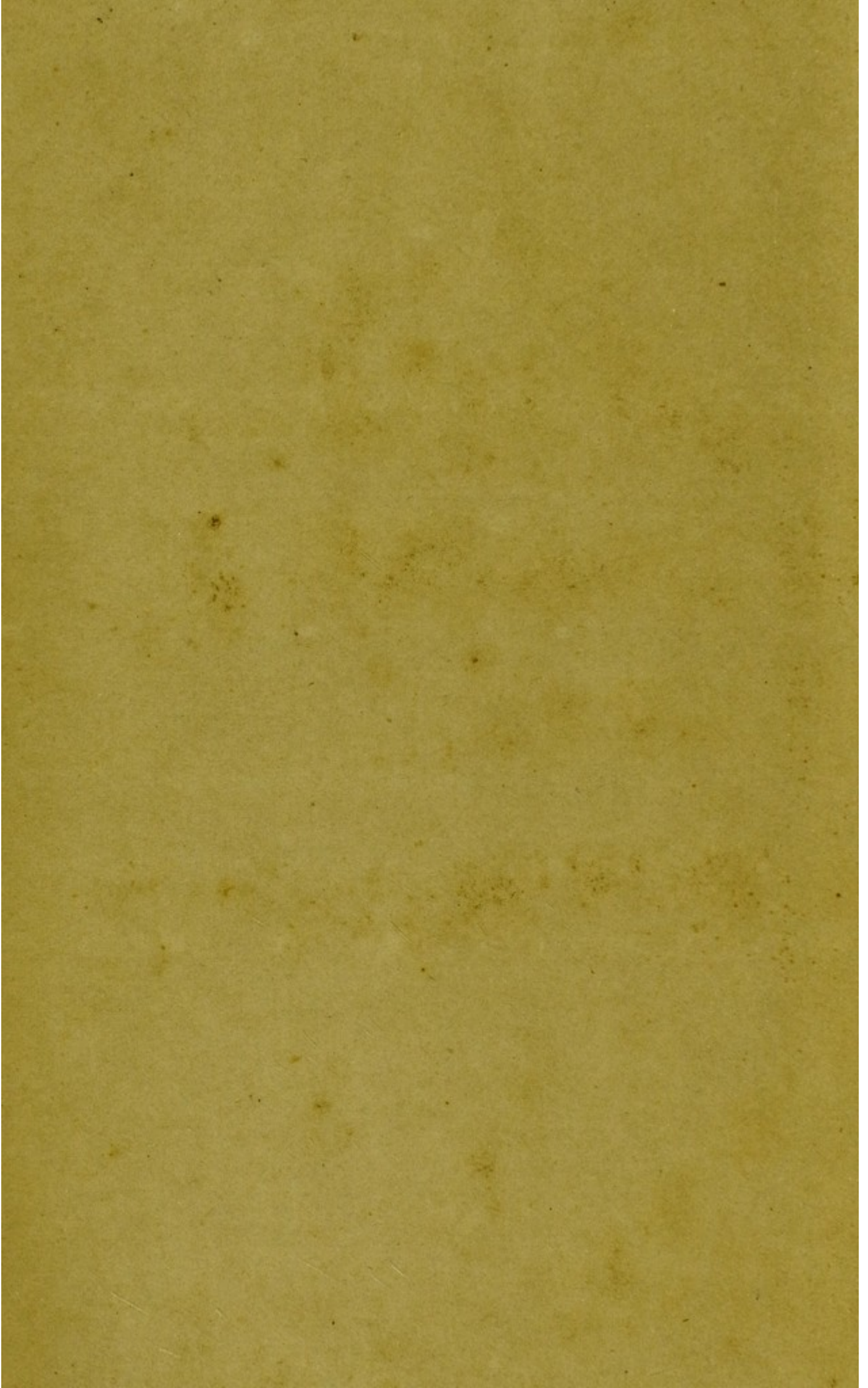
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Bound by J. SMITH, 49, Long Acre.



