

The general rules and the regulations and orders of the Surrey Lunatic Asylum. 1850.

Contributors

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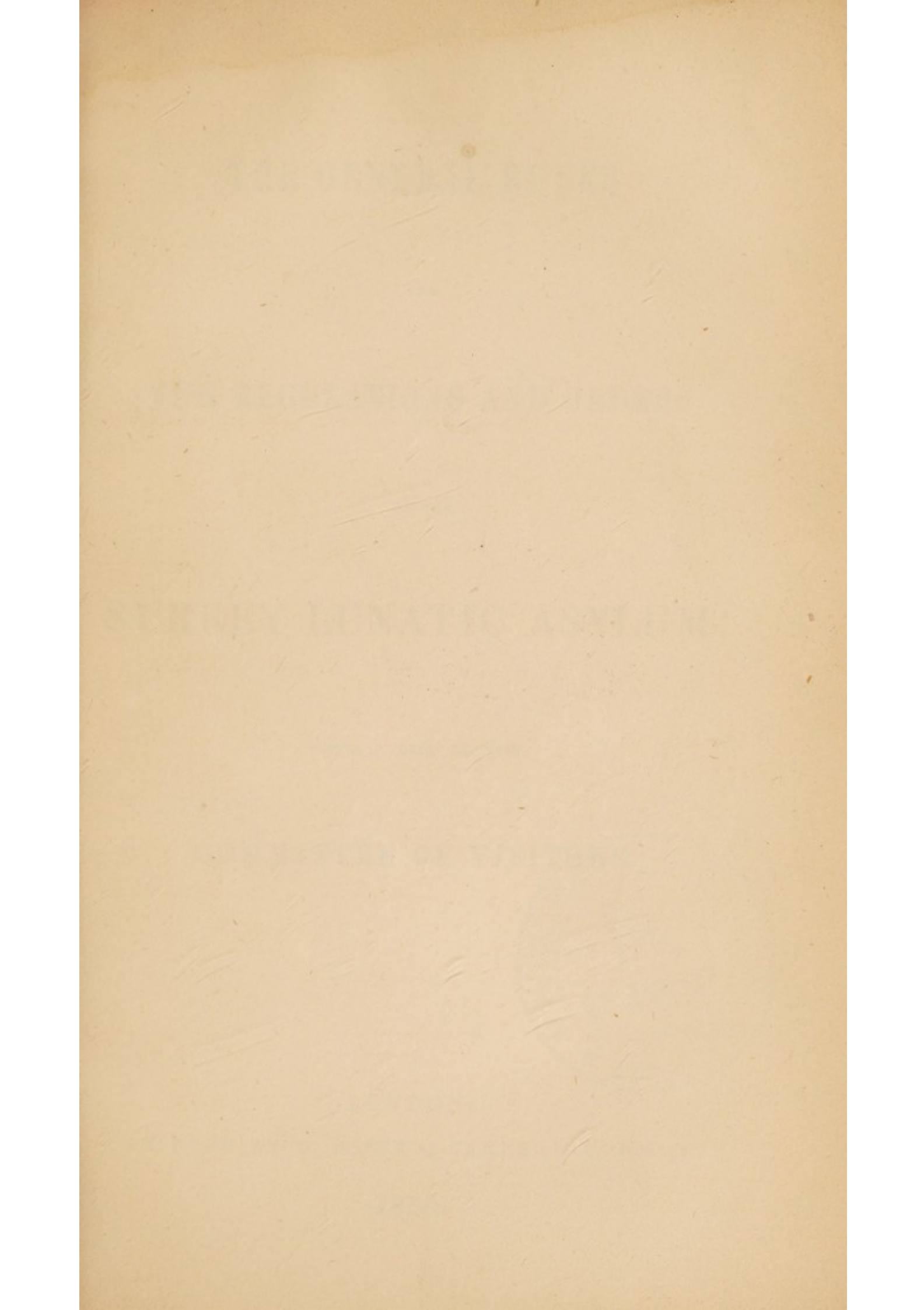
THE GENERAL RULES
AND
THE REGULATIONS AND ORDERS
OF THE
SURREY LUNATIC ASYLUM.
1850.



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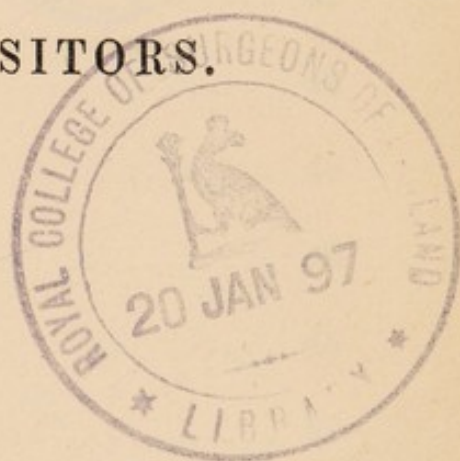




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THE GENERAL RULES
AND
THE REGULATIONS AND ORDERS
OF THE
SURREY LUNATIC ASYLUM;
WITH A LIST OF THE
COMMITTEE OF VISITORS.



LONDON:
PRINTED BY D. BATTEN, CLAPHAM COMMON.

1850.



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A LIST OF
THE COMMITTEE OF VISITORS

Appointed at the Epiphany Session, 1850.

CHAIRMAN.

HENRY KEMBLE, Esq., Grove Hill, Camberwell.

LORD LOVAINE, Albury Park, Guildford.

EDWARD RICHARDS ADAMS, Esq., Elmer Lodge, Beckenham.

CHARLES BALDWIN, Esq., 29, Sussex Square, Hyde Park Gardens.

WILLIAM CUBITT, Esq., M.P., Bedford Hill, Balham.

JAMES WILLIAM FRESHFIELD, Esq., 6, Devonshire Place, Portland Place.

CHARLES FRANCIS, Esq., Belgrave House, Vauxhall.

HENRY GOSSE, Esq., Epsom.

WILLIAM GILPIN, Esq., East Sheen.

ROBERT HUTTON, Esq., Putney Park, Putney.

HENRY THOMAS HOPE, Esq., 1, Mansfield Street, Portland Place.

JOHN JEFFERY, Esq., 10, Weymouth Street, Portland Place.

JOHN EDWARD JOHNSON, Esq., Bridewell Hospital.

WILLIAM NOTTIDGE, Esq., Wandsworth.

GEORGE THOMAS NICHOLSON, Esq., Waverley Abbey, Farnham.

THOMAS PUCKLE, Esq., Clapham Common.

HILLEBRANT MEREDITH PARRATT, Esq., Effingham House, Leatherhead.

EDWARD PENRHYN, Esq., East Sheen.

WILLIAM SHADBOLT, Esq., Croom's Hill, Greenwich.

CHARLES HAMPDEN TURNER, Esq., Rook's Nest, Godstone.

JOSEPH WILSON, Esq., Clapham Park.

JAMES FORBES YOUNG, Esq., Upper Kennington Lane.

SURREY LUNATIC ASYLUM.

GENERAL RULES.

COMMITTEE OF VISITORS.

The Committee of Visitors for the time being shall meet, for the first time after their appointment, at the Asylum, on the third Saturday in January, and shall continue their Meetings at the Asylum throughout the year, by adjournment to such times as they shall consider most convenient; but no adjournment shall ordinarily be for a longer period than a fortnight.

At their first Meeting they shall appoint their Chairman and Clerk. They shall also appoint seven Members of the Committee of Visitors to be a House Committee, for the purposes after mentioned, of whom three shall be a quorum.

At their first Meeting, and afterwards as occasion shall require, they shall make such appointments and

perform such duties as may be necessary for carrying into effect the Act the 8th & 9th Vic. cap. 126 ; and whenever a vacancy shall thereafter occur in any of the offices of Chaplain, Resident Medical Officer, Visiting Physician, Superintendent, Matron, or Clerk and Steward, or in any other case in which a Special Meeting of the Committee of Visitors shall be desirable, such Special Meeting shall be forthwith convened, conformably with the 15th section of the said Act, for the purpose of making an appointment and filling up the vacancy, or otherwise, for the performance of the particular duty for which the Special Meeting shall have been convened.

Three or more of the Committee of Visitors shall, once at least in every three months, inspect the Asylum, and see and examine, as far as circumstances will permit, every Lunatic therein, and perform the duties imposed on the Committee of Visitors by the 45th section of the said Act ; and shall at each visit insert, in a book to be kept for that purpose, their opinion as to the then condition of the Asylum and of the Patients therein, and also such other statements and suggestions as they may deem expedient.

The Committee of Visitors shall make, from time to time, in accordance with the said Act, such "Regulations and Orders" as they shall see fit, not inconsistent with the "General Rules" for the time being, in force for the management and conduct of the Asylum.

No General Rule for the government of the Asylum shall be rescinded or altered, and no new Regulation shall be made, except at a Meeting of the Committee of Visitors specially convened for the purpose; and no alteration in the General Rules shall take effect until it has received the approbation of one of Her Majesty's principal Secretaries of State.

Minutes of the proceedings of the Committee of Visitors at every Meeting shall be kept and entered by the Clerk, and the same shall be read at the following Meeting, and signed by the Chairman. The "Medical Journal" and the "Case Book" shall be submitted to the inspection of the Committee of Visitors at every Meeting; and in the event of the death or the discharge of any Patient, the case, as entered in the "Case Book," shall be read and signed.

The Committee of Visitors shall have brought before them all Patients to be discharged, or recommended to leave the Asylum on trial; they shall give orders for all articles and stores required, and shall sign checks for the payment of all bills and current expences: they shall also hear and determine every complaint that may be made against any of the Officers, Servants, or Attendants.

They shall cause all works to be executed, and all goods to be supplied for the use of the Asylum, as far as possible, by public tender.

They shall appoint the Governor and Company of the Bank of England to be their Treasurers ; and shall cause all monies received from every source, to be paid to the account of the Asylum, at the Bank of England ; and they shall make all payments by checks, signed by two of their body and countersigned by their Clerk.

They shall present at every General Quarter Session of the Peace for the County, a summary of their transactions during the preceeding Quarter ; and at every Easter Session they shall present a Report on the State and Condition of the Asylum, with an audited account of the whole of their receipts and expenditure for the year ending on the preceeding 31st day of December.

They shall at every visit at the Asylum see, as far as circumstances will permit, all the Patients, and all the Wards and Premises appropriated to their use ; and shall enquire and examine as to the convalescence and improvement of particular Patients, and as to the treatment, health, and general condition of all.

No Member of the Committee of Visitors shall have or take any interest or concern whatsoever, either in his own name or in the name of any other person, in any contract or agreement made under the authority of the said Act, or in any pecuniary transaction connected with the Asylum.

HOUSE COMMITTEE.

The House Committee shall ordinarily meet at the Asylum once in every fortnight, and their duties shall be as follows :

1st. To inspect the food, and see that all contracts are performed ; and to examine all orders, certificates, notices, and returns, relative to Patients from time to time admitted into or discharged from the Asylum, or who shall have died therein, and see that proper entries respecting the same have been made in the Registers and Account Books of the Establishment.

2nd. To audit all the accounts of the Asylum ; to superintend the Farm and Garden ; to examine all bills due by the Asylum, and recommend the same, when correct, for payment ; to examine all accounts for the maintenance of Patients, and for repairs, previous to their being sent to the several parishes or the County Treasurer ; and to consider all applications for additional stores, and for advances to the Steward for current expenses, before they are submitted to the Committee of Visitors.

3rd. To give orders, in all cases of emergency, or such works to be performed, or such goods to be

provided, as shall be absolutely necessary for the service of the Asylum, reporting such orders to the Committee of Visitors at their next meeting.

4th. To consider and report on all subjects referred to them by the Committee of Visitors, and to make such other reports and recommendations as they shall see fit.

5th. To keep minutes of all their proceedings, which are to be read at the next meeting of the House Committee, and of the Committee of Visitors respectively.

VISITING PHYSICIAN.

There shall be a Visiting Physician, who shall be a Doctor of Medicine, and a Fellow or Licentiate of the College of Physicians in London, Edinburgh, or Dublin, and shall be Non-Resident.

He shall give such attendance at the Asylum, and shall perform such other duties as shall be required of him by the "Regulations and Orders," for the time being, in force for the management and conduct of the Asylum.

RESIDENT MEDICAL OFFICERS.

There shall be two Resident Medical Officers, one to be Superintendent of the Male Department, and the other to be Superintendent of the Female Department of the Asylum.

They shall be Members of one of the Royal Colleges of Surgeons, and Licentiates of the Company of Apothecaries.

They shall devote their whole time to the duties of their respective Offices ; and shall have no connexion, directly or indirectly, with any other Establishment or Practice.

They shall constantly reside in the Asylum ; and neither of them shall be absent without first communicating with the other ; nor shall both be absent at the same time.

They shall neither of them be absent from the Asylum for one night, without the previous written consent of one of the Committee of Visitors ; nor for a longer time than one night without the direct authority of such Committee.

They shall be subject, in all that concerns the medical treatment of the Patients, to the instructions of the Visiting Physician, whom they shall attend through the Wards in his periodical visits. In all other respects they shall be under the control of the Committee of Visitors. They shall be responsible to the

Committee of Visitors for the management and condition of the Establishment in their respective departments, and shall have the direction of the medical, surgical, and moral treatment of their respective Patients, subject to the General Rules of the Asylum, and the directions of the Committee of Visitors.

They shall classify the Patients in their respective departments, and shall regulate and determine on the diet for such as are sick and infirm. They shall also have the power, from time to time, of examining and reporting on the quality of all provisions furnished for the use of the Patients.

They shall examine every Patient on admission, and make proper entries relative thereto; and shall see every Patient in their respective departments at least once every day, and report to the Visiting Physician, at his next visit, the changes that have taken place in their mental or bodily condition, and the alterations which have been made in their treatment.

They shall bleed, cup, and perform all surgical operations in their respective departments; but no operation which can be delayed shall be performed without the consent of the Visiting Physician.

They shall make up and dispense all medicines in their respective departments, and shall render such professional attendance as shall be necessary, both for the Patients, and for the Resident Officers and Servants of the Establishment.

They shall watch over the due administration of all

medicine and sick diet in their respective departments, and shall see that the Rules of the Asylum be faithfully observed ; especially enforcing at all times on the Attendants the paramount importance of gentleness and kindness towards the Patients ; and avoiding as much as possible recourse to personal restraint and coercion.

They shall keep for their respective departments a "Medical Journal" and a "Case-Book," as directed by the Act, the 8th & 9th Vic. cap. 126 ; and shall each, within the time prescribed, make and sign such entries and statements respecting the admission and death of Patients in their respective departments as are required by the same Statute.

They shall jointly prepare, on the first day of January, and on the first day of July in every year, for the Committee of Visitors, a list of all the Patients then in the Asylum, in the form prescribed ; and shall transmit copies of the same, according to the directions contained in the said Act.

They shall each report to the Committee of Visitors, at their ordinary Meetings, every important circumstance that may have occurred in their respective departments since the preceding Meeting, noticing the name of every Patient fit to be discharged, or likely to be benefited by being allowed to be absent on trial ; the number of Patients under their respective care ; the number of such as are sick, with the nature of their complaints ; the number of those who are or have been

under personal restraint or seclusion, with the cause, the nature, and the duration thereof; the number who have attended Divine Worship; and the number who have been in employment, with the nature of their occupations; together with the particulars of every death, inquest, or escape.

They shall severally prepare lists of all the Patients in each Ward under their respective care, who may be suicidal, or epileptic, or subject to any particular disease or habit requiring special attention; such lists to be delivered to the Attendants in each Ward for their guidance, and to be corrected, from time to time, with every change of Patients.

They shall, in conjunction with the Visiting Physician, present to the Committee of Visitors, at their first Meeting after every 31st day of December, an Annual Report, shewing the general condition of the Patients, and the state and management of the Asylum during the preceding year.

One of them, if both cannot attend, shall always be present at the celebration of Divine Worship every Sunday; and one of them shall read prayers every morning and evening, when the Chaplain does not officiate, to such of the Officers and Servants as are able to attend, in the presence of all the Patients that are capable of joining in the service.

The Medical Officer for the Male Department shall embrace every opportunity for the suitable employment

of the Male Patients, and shall visit them daily when at work ; he shall also have the general control over all the Male Attendants, and be enabled to suspend any of them for misconduct until the next Meeting of the Committee of Visitors.

The Medical Officer for the Female Department shall daily assist the Matron by his advice in all matters relating to the suitable employment of Female Patients, and the proper discharge of their several duties by the Nurses and Female Attendants ; and he shall be enabled to suspend any of the Nurses or Female Attendants for misconduct until the next Meeting of the Committee of Visitors.

They shall each allow every Patient in their respective departments, of a religious persuasion differing from that of the Established Church, at the special request of such Patient, or of his or her friends, to be visited at proper and reasonable times by a Minister of his or her own persuasion, whenever in their opinion such visits will not be prejudicial.

The Medical Officer of the department in which any violent or sudden death shall occur, shall immediately give notice of the circumstance to the Chairman of the Committee of Visitors ; and the Clerk of the Asylum shall give a like notice to the Coroner for the County ; and in every case of suicide, the Attendant under whose care the Patient had been placed, shall be suspended until the next Meeting of the Committee of Visitors.

THE CHAPLAIN.

There shall be a Chaplain, who shall perform Divine Service and preach a sermon in the Chapel of the Asylum on every Sunday, Christmas-day, and Good Friday; and shall perform a short service, with an address, on at least one week-day in every week. He shall also attend on at least one other week-day, for the purpose of reading prayers and imparting religious instruction, privately or in classes, to such Patients as may be pointed out to him by the Visiting Physician, or either of the Resident Medical Officers.

He shall administer the Sacrament of the Lord's Supper, at least once in every quarter, to such of the Household as may desire it, and to such of the Patients as may be considered in a fit state to receive it.

He shall superintend any Schools or Places of Instruction that may exist in the Establishment; and shall present in every January a short Report, showing the general results of his intercourse with the Patients during the preceding year.

THE MATRON.

There shall be a Matron, who shall be under the control of the Committee of Visitors, and shall obey the directions of the Visiting Physician and Resident Medical Officer in all matters relating to the medical care and treatment of Female Patients.

She shall reside in the Asylum, and devote the whole of her time to the duties of her office ; never absenting herself from the Asylum for a night, without the permission of at least one of the Committee of Visitors.

She shall see all the Female Patients, and all the Wards appropriated to their use, at least twice a-day ; and shall be responsible for the general condition, both of the Female Patients and the Female Wards.

She shall report every case of illness, and every casualty requiring medical attention among the Female Patients, to the Resident Medical Officer, as soon as the same shall be perceived or shall occur.

She shall have control over all the Nurses and Female Attendants ; and shall have authority to suspend any of them for misconduct until the next meeting of the Committee of Visitors.

She shall, with the advice of the Resident Medical Officer, embrace every opportunity for the suitable employment of the Female Patients ; and shall uniformly enforce on all the Attendants and Nurses the constant exercise of gentleness and kindness in the performance of all their duties.

CLERK AND STEWARD.

There shall be an Officer designated the "Clerk and Steward," who shall act as Steward and as Clerk, both to the Committee of Visitors and to the Asylum, and shall summon the Visitors to all Meetings, at least three days before the day on which the same shall be held.

He shall reside in the Asylum, and have no interest in or connexion with any other Establishment for the reception of Lunatics. He shall devote the whole of his time to the duties of his office, and shall not be absent a whole night from the Asylum without the consent of at least one Member of the Committee of Visitors.

He shall take and keep the minutes of the proceedings of the Committee of Visitors, of the House Committee, and of all Sub-Committees ; and shall have the care of all books and papers, except such as relate exclusively to medical proceedings in the Asylum.

He shall give satisfactory security by such Sureties as the Committee of Visitors shall from time to time require.

He shall have the custody of, and be responsible for, the quantity and quality of all stores, furniture, bedding, clothing, and articles of domestic consumption, and shall superintend their delivery, distribution,

and proper repair. He shall also lay before the House Committee an account of such things as shall from time to time be required in the Establishment; and shall order nothing without direction, and receive nothing into the Asylum without an invoice, which is to be regularly filed.

He shall keep the accounts of the Asylum in such form as the Committee of Visitors or the House Committee shall direct, distinguishing the building account from the maintenance account; and the accounts of the County from those of Unions and Parishes, and shall lay an abstract of the same for the preceeding quarter, duly audited by the House Committee, before the Committee of Visitors at their Meeting immediately preceeding every General Quarter Session of the Peace for the County.

He shall have the control over all the domestic and other Servants, not being Attendants or Nurses; and shall have authority to suspend any of them for misconduct, until the next Meeting of the Committee of Visitors.

He shall keep the "Registers of Patients" in the form prescribed, and all such other books and accounts as shall from time to time be required of him.

He shall send, in the month of March in every year, to Her Majesty's principal Secretary of State for the Home Department, a copy of the total receipts and

expenditure of the Asylum for the year ending on the preceeding 31st day of December ; he shall also send, at the same time, like copies to the Commissioners in Lunacy, and to the Clerk of the Peace for the County.

He shall answer all applications relative to the admission of Patients ; and when any are ordered to be discharged, he shall immediately communicate the circumstance to their friends, and to the Officers of the Parish to which each shall belong, and to the Clerk of the Union of which such Parish forms a part.

He shall invite, when practicable, the friends of all Patients reported to be dangerously ill to visit such Patients without delay ; and in the event of death he shall immediately report the circumstance to the relatives or friends of the deceased, and on the following day to the officers of the Parish to which the deceased belonged. If the body be not removed early on the fourth day after death, it shall be buried under the direction of the Resident Medical Officer, who shall have power to order an earlier interment, if, from any particular circumstance, he shall consider such to be necessary.

He shall have, under the House Committee, the management of the farm and garden ; and shall superintend the execution of all repairs and other works ordered by the Committee of Visitors, and not placed under the immediate care of a Surveyor. He shall also see that there be no waste or misappropriation of stores

or provisions ; and shall take care that the regulations formed for the good government of the Asylum be strictly enforced.

He shall perform all such other duties as shall be required of him, either by the Committee of Visitors or by the provisions contained in any Act of Parliament.

He shall have no interest, directly or indirectly, either in his own name or in the name of any other person, in any contract or agreement made under the authority of the said Act, or in any pecuniary transaction connected with the Asylum.

GENERAL MANAGEMENT.

The Male and Female Patients shall be kept in separate Wards; and none of the Male Officers or Attendants, with the exception of the Medical Officers, and the Steward, during the day time, shall be allowed to enter any of the Female Wards, except in the company of the Matron, or of some other Female Officer or Attendant.

The convalescent and quiet Patients shall be, in general, separated from those who are noisy and dangerous ; and the clean shall be at all times separated from dirty Patients.

There shall be at least one Attendant in every Ward, and there shall be such an additional number of Male

and Female Attendants, and other subordinate Officers and Servants, as shall be sufficient for the effective supervision of all the Patients, both by day and night.

During the day Patients of both sexes shall be employed, as much as practicable, out of doors; the men in gardening and husbandry, the women in occupations suited to their ability; and, as a principle in treatment, endeavours shall be continually used to occupy the minds of the Patients, to induce them to take exercise in the open air, and to promote cheerfulness and happiness among them.

The Male Patients shall be encouraged to follow their particular callings, and to learn shoemaking, tailoring, and other common useful trades.—Needlework, straw-work, and other suitable employments shall be provided for the Female Patients.

An ample supply of books and cheap publications of a cheerful nature, in addition to Bibles and Prayer-books, shall be provided, and replaced in case of destruction; and various means of amusement shall be placed at the disposal of the Patients of both sexes, and they shall be encouraged to have frequent recourse thereto.

The Airing-courts, into which the several Wards open, shall be accessible to the Patients for at least three hours in the morning, and three hours in the afternoon of every day, when the weather is favourable.

A Male Attendant shall be employed in the Male Wards, and a Female Attendant in the Female Wards,

as Night-watch in their respective departments ; and they shall act in the performance of these duties respectively under the direction of the Resident Medical Officer for Male Patients, and the Matron.

No Patient, on any account whatever, shall be struck or spoken harshly to ; and no Patient shall be placed in restraint or seclusion, except by the authority of the Medical Officer, or kept in restraint or seclusion longer than in his own judgment is absolutely necessary.

All the Attendants and Nurses shall be responsible for the safety, cleanliness, and general condition of the Patients, and for the ventilation, proper warmth, and good order of their respective Wards ; and no Officer, Attendant, or Servant, shall receive any gratuity or perquisite of any kind from any Tradesman or Contractor, or from any Patient or friend of a Patient, on pain of immediate dismissal.

Relations and Friends of Patients shall be allowed to visit them on an appointed day in every week, between the hours of Ten and Three o'clock ; but no Visitor shall be admitted to see any Patient if the Resident Medical Officer shall be of opinion that the visit will be injurious to the Patient, or otherwise inexpedient.

Patients shall be at liberty to hold private conversation with those who visit them ; but no Male Visitor shall remain in a room with a Female Patient, nor a Female Visitor with a Male Patient, except in the presence of an Attendant or other third person.

All Parish Officers shall be encouraged to visit the Patients belonging to their Union or Parish once in every three months, or oftener, on a week-day : and to make particular inquiries, from time to time, as to the treatment experienced by the Patients, and their fitness for discharge.

No Visitor, except Justices of the Peace for the County, and persons legally authorized, shall be admitted into any part of the Asylum occupied by Patients, except in the presence, or by the written authority of one of the Committee of Visitors, or one of the Commissioners in Lunacy, unless accompanied by one of the Medical Officers of the Asylum, the Matron, or the Steward.

No Patient shall pass beyond the ground of the Asylum until discharged by due authority, unless the temporary absence of such Patient be permitted under the power contained in the 71st section of the 8th & 9th Vic. cap. 126, or unless the Resident Medical Officer or the Committee of Visitors shall give express directions for that purpose.

(Signed,) HENRY KEMBLE,

Chairman of the Committee of Visitors of the Surrey County Lunatic Asylum.

I approve of these Rules,

(Signed,) G. GREY.

Whitehall, 23rd February, 1849.

REGULATIONS AND ORDERS.

VISITING PHYSICIAN.

1.—The Visiting Physician shall attend at the Asylum every Monday and Friday, at any time between the hours of Nine A.M., and Five P.M., and shall visit the Male and Female Patients on alternate days, in company with the Resident Medical Officer for each Department respectively; he shall also attend at any other time, on receiving notice from either of the Resident Medical Officers that his services are specially required.

2.—At every periodical attendance he shall visit, in addition to the Patients in rotation for his examination, all the individual cases that may require his attention amongst the Patients not in rotation; but at every special attendance his duty shall not necessarily exceed that for which such attendance shall have been required.

3.—He shall, in addition to his periodical and special visits, be in attendance at the Asylum on all days on which the Committee of Visitors meet there.

4.—At every attendance he shall give such instructions to the Resident Medical Officers as he may consider necessary, with respect to the Medical treatment of the Patients; he shall also examine the Medical Journals, Case-books, and Prescription-Books, to see that they are properly kept, and he shall sign every Case that is completed.

5.—He shall keep a Journal, which shall be laid before the Committee of Visitors at every meeting at the Asylum, and the entries therein since the preceding meeting shall then be read.

6.—He shall insert in his Journal all such particulars respecting the admission, the recovery, and the death of Patients, as he may consider necessary; he shall also insert the various suggestions he may from time to time think it right to submit to the consideration and decision of the Committee, respecting the moral management, exercise, amusement, employment, classification, and diet of the Patients.

7.—He shall point out to the Chaplain such Patients as he may consider capable of deriving benefit from religious instruction.

8.—He shall examine all lists of Patients, prepared under the provisions of the 46th sec. of 8 & 9 Vict. cap. 126, and shall certify their accuracy so far as relates to cases that “may be properly placed in an Asylum for Chronic Lunatics.”

9.—He shall furnish Patients on leaving the Asylum with such precautionary rules as he may consider best adapted to prevent the recurrence of their disease; and he shall, in conjunction with the Resident Medical Officers, present to the Committee, at their first meeting after every 31st day of December, an Annual Report, showing the general condition of the Patients, and the state and management of the Asylum during the preceding year.

10.—He may be attended, at his own discretion, when visiting the Asylum, by Pupils, not exceeding four in number, for the purpose of communicating to them instruction respecting the nature, causes, and treatment of insanity.

11.—His salary shall be £210 per annum.

RESIDENT MEDICAL OFFICERS.

1.—The Resident Medical Officers shall visit and inspect every Ward under their respective care, at least twice every day, and every Patient at least once every day, and shall order, in writing, the requisite diet for those who are sick, (when practicable) before ten o'clock every morning.

2.—They shall make occasional visits, at uncertain times, during the night, to the different Wards ; and shall report the state of the Asylum at such times to the Committee of Visitors at their next meeting, the Resident Medical Officer for Female Patients being accompanied on such occasions by the Matron, or other Female Officer, as required by the General Rules of the Establishment.

3.—They shall immediately visit every Patient, in their respective Departments, when reported to them as appearing to require restraint or seclusion ; and in all cases in which they may direct the application of either, it shall be in the mildest form of which the case will admit.

4.—They shall keep for their respective Departments a Prescription-Book, in which an account of the name or nature of every complaint, and of all medicines, wines, and spirits prescribed and dispensed shall be immediately entered.

5.—They shall point out to the Attendants in the respective Wards, such Patients as are in a fit state to be present at divine worship and prayers in the Chapel, and they shall, in turn, when the Chaplain does not officiate, read prayers in the Chapel, every morning at half-past eight o'clock, and every evening at half-past seven o'clock. The Resident Medical Officer for Male Patients shall see that all the Male

Attendants, whose other duties can be suspended for the purpose, shall attend; and he shall make such arrangements as will admit of the attendance of all of them in rotation.

6.—In the absence of either of them from the Asylum, the other shall perform and be responsible for the whole of the duties of him who is absent.

7.—They shall inspect all letters addressed to Patients in their respective Departments, and shall give such letters or communicate the contents thereof, wholly or in part, to the Patients addressed, at their discretion. All letters from Patients, unless addressed to the Committee of Visitors, shall also be inspected; those from Male Patients by the Resident Medical Officer for the Male Department, those from Female Patients by the Resident Medical Officer for the Female Department, or the Matron, and any that appear objectionable shall be submitted to the Committee.

8.—They shall point out to the Chaplain such Patients in their respective Departments, as they may consider capable of deriving benefit from religious instruction.

9.—They shall forward to the Clerk and Steward, in writing, the names of the Patients in their respective Departments who are dangerously ill, in order that he may, when practicable, invite the friends of such Patients to visit them without delay.

10.—They shall include in their Report to the Committee of Visitors, at their next meeting at the Asylum, any complaint they may respectively have to make against any Officer, Servant, or Attendant, preparatory to such complaint being heard and determined on ; and in the event of either of them having suspended an Attendant or Nurse, the particular circumstances which have led to such suspension shall be entered at length.

11.—They shall have the charge of all Drugs and Medicines ; and they shall deliver to the Steward accounts of such additional supplies as shall from time to time be required.

12.—They shall keep for their respective Departments a Book, to be called “The Extra Diet Book,” in which shall be entered the name of every Patient for whom extra diet shall have been ordered, with an account of the nature and quantity of the extra allowance for each, and such books shall also be submitted to the inspection of the Committee of Visitors every time they attend at the Asylum.

13.—They shall submit all lists of Patients, prepared under the provisions of the 46 sect. of 8 & 9 Vic. cap. 126, to the inspection of the Visiting Physician, previous to the same being laid before the Committee of Visitors, or transmitted, as required by the same statute.

14.—They shall investigate all complaints made to them by Patients, and shall report such as appear to require further notice to the Committee of Visitors at their next meeting.

15.—The Resident Medical Officer for the Male Department shall point out to the Officers, Attendants, and Servants engaged in conducting the several works of the Asylum, such Male Patients as may beneficially be employed, and shall decide on the nature and duration of the occupation of each; he shall also determine on the hours during which the airing-courts shall daily be accessible to Male Patients; and shall make such regulations, as he shall from time to time think right, respecting the exercise of such Male Patients as are not in employment, and respecting the care, the instruction, and the amusement of all.

16.—The Resident Medical Officer for the Female Department shall make himself acquainted with the daily care, occupations, exercises, instructions, and amusements of the Female Patients, and shall communicate to the Matron any changes he may consider desirable therein, or in the conduct or services of any of the Female Attendants or Nurses.

17.—The Resident Medical Officer for Male Patients shall see that the Steward be made acquainted with every change that shall occur in the number

of Patients in any of the Wards under his care, in order that a corresponding change may be made in the distribution of rations.

18.—The Resident Medical Officer for the Male Department shall examine all persons applying for situations as Male Attendants, and shall recommend to the Committee, for a probational trial of three months, such as appear most eligible. The result of such trial shall be reported to the Committee, who alone shall determine on the further retention or dismissal of the party.

19.—The Salary of each Resident Medical Officer shall be £350 per annum, with furnished apartments and coals, but without any other allowance.

THE CHAPLAIN.

1.—The Chaplain shall commence the performance of Divine Service in the Chapel of the Asylum every Sunday and Good Friday at Three P.M., and every Christmas-day and every Wednesday at Nine A.M. He shall also read prayers in the Chapel every Thursday Morning at Nine o'clock.

2.—He shall visit the Wards and Infirmarys every Thursday, and on such other days as he shall think necessary, for the purpose of administering religious

instruction and consolation to such of the Patients as may be considered by himself and the Visiting Physician, or either of the Resident Medical Officers, to be in a fit state to receive them ; and also for the purpose of superintending any Schools or Places of Instruction that may exist in the Establishment.

3.—He shall administer the Sacrament of the Lord's Supper, in the Chapel of the Asylum, on the second Sunday in every January, April, July, and October.

4.—He shall permit no Patient to take the Sacrament who has not spontaneously expressed a desire to receive it, and who is not, in the opinion of the Chaplain and of the Resident Medical Officer having the care of such Patient, in a condition of mind at the time of desiring, and at the time of receiving it, to derive comfort and advantage from the ceremony.

5.—He shall present an Annual Report to the Committee of Visitors, at their first meeting after every 31st of December, stating the general results of his ministration in the Asylum, and of his intercourse with the Patients.

6.—He shall be in attendance on the Committee of Visitors at their last meeting at the Asylum in every month.

7.—His Salary shall be £100 per annum.

THE MATRON.

1.—The Matron shall inspect all the Wards for Female Patients every morning before ten o'clock, and shall be responsible for the locking up of all the external doors of the Department under her care every evening at dusk; immediately after which the keys are to be delivered to the Steward.

2.—She shall be responsible for the making, repairing, washing, airing, and distribution of all the Linen of the Establishment, and for the proper and economical clothing of the Female Patients. She shall take stock of all clothing, bedding, &c. in the Wards for Females, at least once in every quarter, and immediately communicate the result to the Steward.

3.—She shall take care that all the Female Attendants, and Servants, be faithful and diligent in the performance of their several duties; that they observe the strictest propriety in their moral conduct and demeanor, and that there be neither waste nor mismanagement in any of the Departments under her charge.

4.—She shall be responsible for the proper execution of all the directions of the Resident Medical

Officer for the Female Department, respecting the Medical treatment of Patients under her care ; and she shall carry into effect, as far as possible, all his suggestions respecting their employment, amusement, instruction, and management.

5.—She shall keep a Journal, which shall be submitted to the Committee of Visitors every time they meet at the Asylum ; and the entries therein, since the preceding meeting, shall then be read.

6.—She shall enter in her Journal the particulars of every circumstance of importance happening in her Department, as well as every complaint she may think it right to make against any Officer, Attendant, or Servant, preparatory to such complaint being heard ; and in the event of her having suspended an Attendant, the circumstances which have led to such suspension shall be entered at length.

7.—She shall investigate all complaints made by Female Patients ; and shall enter in her Journal for the information of the Committee of Visitors, such as appear to require further notice.

8.—She shall make occasional visits, at uncertain times, during the night, to the different Wards under her care ; and shall enter in her Journal an account of the state in which they then appear.

9.—She shall cause every Patient becoming dangerous or annoying to others, to be quietly removed from the Wards or Galleries, and the circumstance to be immediately communicated to the Resident Medical Officer for the Department, who alone shall have the power of imposing restraint or seclusion; but she shall be at liberty to release any Female Patient from restraint or seclusion whenever she may think proper.

10.—She shall be at liberty to inspect all letters written by Female Patients, unless addressed to the Committee of Visitors, and shall submit to the Committee any that appear objectionable.

11.—She shall take care that all the Female Attendants and Servants, whose other duties can be suspended for the purpose, be present at Divine Service and Prayers in the Chapel, with such of the Patients as may be considered in a fit state to attend, and she shall make such arrangements as will admit of all the Female Attendants and Servants being present in rotation.

12.—She shall acquaint the Steward with every change that may occur in the number of Patients in any Ward under her care; and she shall be responsible for the proper observance in the Department for Females of all the "General

Rules" and "Regulations and Orders," for the time being, in force for the good management of the Asylum.

13.—She shall examine all persons applying for situations, as Female Attendants, or Servants, and shall recommend to the Committee for a probational trial of three months, such as appear most eligible. The result of such trial shall be entered in her Journal, after which the Committee will decide on the further retention or dismissal of the party.

14.—Her salary shall be £120 per annum, with board and lodging.

ASSISTANT MATRON.

1.—There shall be an Assistant Matron, whose duty it shall be to aid the Matron in the general performance of her duties, and to act in all respects under her direction.

2.—Her Salary shall be £60 per annum, with board and lodging.

CLERK AND STEWARD.

1.—The Clerk and Steward shall give security to the amount of £500 ; such Security to be examined at the first meeting of the Committee of Visitors in every year, when satisfactory proof shall be given that his Sureties are alive. In case of the death of a Surety the same shall forthwith be reported to the Committee.

2.—He shall file all warrants, orders, statements, and certificates sent with Patients for admission ; and shall on no account admit any Patient into the Asylum until he has examined such documents, and ascertained that they are duly signed, and in the form required by statute.

3.—He shall from time to time examine the Patients chargeable to the County, and endeavour to obtain such information as may lead to the discovery of the Parishes to which they respectively belong.

4.—He shall lay before the House Committee, at every meeting, all orders for the admission of Patients received, and all notices of deaths and discharges prepared since the preceding meeting.

5.—He shall keep Books in which the receipt and distribution of stores and provisions shall be entered, and he shall from time to time prepare

abstracts of the same for the consideration of the Committee of Visitors.

6.—He shall annually, on the 31st December, and oftener if required, take stock of all stores and provisions on hand, in order that the general expenditure of the Asylum may be correctly ascertained.

7.—He shall lay before the Committee of Visitors, at their first meeting in every year, a Book containing an inventory of all furniture and other effects belonging to the Asylum on the first of January preceeding, with a Report of all additions thereto, and alterations therein made, during the preceeding year.

8.—He shall insert in the Committee's Summonses all motions proposed at any meeting for consideration at the ensuing meeting ; and he shall in like manner give notice when orders are intended to be made, or checks drawn, for the payment of amounts exceeding £400.

9.—He shall see that the clothing and bedding of the Male Patients be kept clean and in proper repair, and that their linen and sheets be duly changed. He shall also take stock of all clothing, bedding, &c., in each Ward for Male Patients, at least once in every quarter, and see that the proper supply be kept up in accordance with the inventory originally

provided ; and he shall make up any deficiency found in the Female Wards, on stock being similarly taken, once in every quarter, by the Matron, the particulars of which she shall forward to him.

10.—He shall take care that all Servants under his control be faithful and diligent in the performance of their several duties, and that they observe the strictest propriety in their conduct and demeanour.

11.—He shall be responsible for the locking up of all the external doors of the Asylum, not connected with the Wards for Female Patients, every evening at dusk.

12.—His Salary shall be £210 per annum, with board and lodging.

ASSISTANT CLERKS.

1.—There shall be two Assistant Clerks, who shall be non-resident, and who shall be employed under the direction of the Clerk and Steward, and be in all respects under his control.

2.—The Salary of one shall be £70, and of the other £60 per annum.

ENGINEER.

1.—There shall be an Engineer, who shall have the charge of the steam-engine, gas apparatus, and all machinery, and shall be responsible for their condition and proper repair, and for the requisite supply of steam, gas, and hot and cold water throughout the Establishment.

2.—He shall keep accounts of the quantity of gas manufactured, and of the coals consumed in his department, in such form as shall be approved by the Committee.

3.—He shall be responsible for the proper care and treatment of all Patients placed in employment under him.

4.—He shall be assisted by a Smith, and a Fireman, who shall act under his direction.

5.—He and his Assistants shall be under the control of the Steward, and their wages shall be as follows :—

The Engineer, 28 shillings per week, with a house ;

The Smith . . 23 shillings per week ;

The Fireman, 14 shillings per week.

B A I L I F F.

1.—There shall be a Bailiff, whose wife shall have the superintendence and management of the dairy.

2.—It shall be his duty to cultivate the farm, and to take proper care of all the cows and other stock belonging to the Asylum.

3.—He shall have the charge of all the produce of the farm, and of all implements of husbandry ; and shall be responsible for their being at all times in the state best calculated to secure their preservation.

4.—He shall supply the Asylum with such farm produce as shall from time to time be required, and shall keep an account of the quantity of the same, and the value thereof estimated at wholesale prices. He shall in like manner keep an account of the quantity of all produce directed to be sold, and of all monies received or expended by him in any manner on account of the Asylum.

5.—He shall submit his accounts every week to the Steward for examination, and they shall be laid before the House Committee at every meeting.

6.—He shall have the superintendence of all Patients in employment on the farm, and shall be responsible for their safety and proper treatment during the hours they are so occupied.

7.—He shall take care that all Patients directed to be employed on the farm shall be at all times brought from and returned to the Asylum, in the charge of himself or some approved Officer, Servant, or Attendant of the Establishment.

8.—He shall be assisted by a Farm Labourer, and a Boy, who shall act under his direction.

9.—He, and his Wife, and Assistants, shall be under the control of the Steward, and their wages shall be as follows :—

The Bailiff	20 shillings per week, with house ;
The Dairymaid . .	10 shillings per week ;
The Farm-labourer,	16 shillings per week, with house ;
The Farm-boy. . .	9 shillings per week.

G A R D E N E R.

1.—There shall be a Gardener, who shall have the care and management of the garden, airing-grounds, shrubberies, lawns, and roads, and shall be responsible for their being kept in proper order.

2.—He shall have the charge of all the produce of the garden, and of all garden implements and tools.

3.—He shall supply the Asylum with such garden produce as shall from time to time be required ; and

shall keep accounts similar to those directed to be kept by the Bailiff, which shall be in like manner examined, and laid before the House Committee.

4.—His duties towards Patients in employment in the garden shall also be similar to those of the Bailiff towards Patients employed on the farm.

5.—He shall be assisted by an Under-Gardener, who shall act under his direction, and they both shall be under the control of the Steward.

6.—Their wages shall be :—

The Gardener 20 shillings per week, with a house ;

The Under-Gardener, 18 shillings per week, ditto.

OTHER SERVANTS.

1.—There shall be a Bricklayer, a Carpenter, a Porter, a Cook, a Baker, a House-maid, a Kitchen-maid, and two Lodge-keepers, who shall be under the control of the Steward; and a Laundress, three Laundry-maids, and a House-maid, who shall be under the control of the Matron.

2.—Their duties shall be in accordance, as far as practicable, with their respective appointments; in addition to which, they shall be severally responsible for the safety and proper treatment of all Patients placed in employment under them.

3.—Their wages shall be as follows :—

Bricklayer.	30	shillings per week	
Carpenter	27	shillings per week	
Porter.	£30	per ann. with board and lodging	
Cook	25	ditto	ditto
Baker	20	ditto	ditto
Housemaids (each)	12	ditto	ditto with increase of £1 every 2 years until £15
Kitchen-maid	10	ditto	ditto ditto until £12
Lodge-keepers (each) . . .	13	ditto	with lodge
Laundress.	20	ditto	with board and lodging
Two Laundry-maids (each)	14	ditto	ditto
One ditto	12	ditto	ditto

ATTENDANTS.

1.—There shall be, for the present, the following Male and Female Attendants.

MALE DEPARTMENT.

Ward, No. 1.—1	First Class, and	2	Second Class Attendants
.... 2.—1	ditto	—	—
.... 3.—1	ditto	1	ditto
.... 4.—1	ditto	1	ditto
.... 5.—1	ditto	1	ditto
.... 6.—1	ditto	1	ditto
.... 7.—2	ditto	—	—
.... 8.—	—	1	ditto(unoccupied)
.... 9.—2	ditto	—	—
.... 10.—2	ditto	—	—
.... 11.—2	ditto	—	—
	Night Watch	1	ditto

Total Male Attend. 14 First Class, and 8 Second Class.

FEMALE DEPARTMENT.

Ward, No. 1.—1 First Class, and 1 Second Class Attendant

....	2.—1	ditto	—	—
....	3.—1	ditto	2	ditto
....	4.—1	ditto	1	ditto
....	5.—1	ditto	2	ditto
....	6.—1	ditto	2	ditto
....	7.—1	ditto	1	ditto
....	8.—	Unoccupied		
....	9.—1	ditto	1	ditto
....	10.—1	ditto	1	ditto
....	11.—1	ditto	1	ditto

1 Night Watch

Total Female Atten. 11 First Class, and 12 Second Class.

2.—The duties of the Attendants shall be as follows:

First. Duties at particular hours.

At 6 A.M.—The Attendants shall unlock the bedroom doors of all the Patients who are in a fit state to be at large; they shall then wash and dress the Patients, and carefully examine them, in order that any soreness or discoloration of the skin or other change may be observed, and reported to the Resident Medical Officer at his first morning visit.

At Half-past 6 A.M.—The Female Patients employed in the Laundry shall be collected and taken there by the Laundry-Maids.

At 7 A.M.—An Attendant for each Ward shall go to the store-room for bread, butter, milk, &c., required in the several Wards during the day.

All spare time before breakfast shall be occupied in cleaning day-rooms, galleries, &c.

At 8 A.M.—The Patients shall have Breakfast, and especial care shall be taken that those who are in their bed-rooms be properly supplied.

At Half-past 8 A.M., (at 9 on Wednesdays.)—All Patients in a fit state to be present at Prayers shall be taken to the Chapel by the Attendants whose turn it is to go, and whose other duties can be suspended for the purpose.

Immediately after Morning Prayers, the Attendants shall continue the thorough cleansing of the day-rooms, galleries, infirmaries, and bed-rooms, where not completed, and shall remove all foul linen, and all dirt and litter of every kind, after which the beds shall be made, and the bed-rooms left open to air.

At 9 A.M.—All the Patients selected for employment shall be ready to go with the several Attendants and Servants under whose care they are to be occupied, and the sick in the Infirmaries and in the Wards shall be ready for the morning visit of the Medical Officer.

At 10 A.M.—An Attendant from each Ward shall take to the kitchen the written orders of the Medical Officer, respecting the diet required for the sick.

The Attendants shall endeavour to get those Patients up who are still in bed, unless otherwise

directed; and shall induce them, when practicable, to take such exercise in the galleries or airing-courts as the Medical Officers shall suggest.

At 11 A.M.—The Attendants shall now have completed the cleansing and proper arrangement of their several departments, and shall be neatly dressed. The Male Patients in out-door employment, and the Female Patients occupied in the kitchen and laundry, shall have Luncheon, as directed in the Diet Table.

At 12 o'clock.—An Attendant from each Ward shall take the dinner-trays, beer-cans, &c., to the kitchen.

At a Quarter to 1 P.M.—An Attendant in each Ward shall be in readiness to go to the Kitchen when the bell rings, for the Patients' dinners.

At 1 P.M.—The Patients shall Dine, and care shall be taken that every Patient have a proper supply of food in accordance with the Diet Table or the directions of the Medical Officer. The helpless shall have their food divided into small pieces, and when necessary they shall be fed. The food of Patients who are in their rooms shall be taken to them by the Attendants, and not by Patients.

At Half-past 1 P.M.—Half of the Attendants on each side of the Asylum shall dine, and immediately after their return to their respective Wards the remainder of the Attendants shall dine.

At 4 P.M. (at $4\frac{1}{2}$ in summer,)—All Patients employed as Shoemakers or Tailors, or in any other indoor occupation, shall, in fine weather, be taken to the airing-courts for exercise and recreation.

All Male Patients in employment out of doors shall have half-a-pint of beer each.

At 5 P.M.—The Male Patients in out-door employment shall be brought to their respective Wards by the Attendants and Servants who have had the charge of them; and every particular change that may have been observed in the appearance or conduct of any of them, whilst in occupation, shall now be reported to the Medical Officer.

The Male and Female Patients in employment shall have Tea; after which, they shall be encouraged to read, or enter into any of the amusements provided for them.

At 6 P.M.—The Patients who have not had tea, shall have Supper.

At Half-past 7 P.M.—There shall be Prayers in the Chapel as in the morning.

At 8 P.M.—The Patients shall be put to bed and their clothes taken out of their bed-rooms; the bed-room doors shall then be locked, and the gas turned off.

At this hour,—The Night Attendants shall enter on their duties; after which the Attendants who have completed their several duties shall be at liberty to leave the Wards.

At 9 P.M.—The Attendants shall have Supper.

At 10 P.M.—All the Attendants and Servants who have been out for the evening, with permission, shall have returned to the Asylum; and at this hour, all Attendants and Servants, except the Night Attendants shall be required to retire to rest.

3.—The first duty of the Night Attendants shall be to examine the list of Patients requiring particular attention, and to ascertain that the food and medicine directed to be given them during the night have been provided and left ready for use.

4.—They shall visit the Wards at least once in every hour during the night, and shall give proof of their having done so by registering their attendance on the night clocks.

5.—They shall carefully execute all the orders given them by the Medical Officers for their observance during the night; and they shall endeavour to soothe all Patients who are restless, and shall supply their wants as far as may be prudent. They shall also take care that those Patients who will not remain in bed be provided with a sufficiency of warm night clothing.

6.—They shall watch with especial care all Patients who are suicidal or epileptic, or who in any respect require particular attention.

7.—They shall ring the night bell of the Medical Officer on the occurrence of any unusual event, or whenever any Patient shall appear to them to require immediate medical care.

8.—They shall perform their duties with the least possible noise, and shall have with them at all times a light in the lantern provided for their particular use.

9.—They shall call up the Attendants and Servants every morning at the appointed hour, and when the Attendants have taken charge of the Wards they shall send to the Matron and Medical Officer a Book containing a written report of the state of the Wards and of the Patients during the night, after which their duties for the occasion shall terminate.

Second. Duties on particular days.

On Sundays.—The Attendants shall see that all the Patients be dressed with neatness, and that those who are directed to be taken to Chapel be ready in time, and be properly supplied with Prayer and Hymn Books.

Patients attending Chapel who are subject to fits or sudden excitement, shall be seated near the Attendants, and when practicable near the door, so that when requisite they may easily be removed.

No work shall be done which can with propriety

be delayed ; and care shall be taken that the day be spent in a decorous and becoming manner.

On Mondays.—The Attendants superintending the shoemaking, tailoring, and needle-work, shall take to the store-rooms all clothing and other articles made by the Patients during the preceding week, and shall receive a supply of work for the current week.

The Attendants shall take to the laundry such of their own clothing as requires washing.

On Tuesdays.—They shall receive from the store-rooms the allowances of tea, sugar, soap, candles, &c. required in the Wards during the week.

On Wednesdays.—The friends of Patients shall be permitted to visit them, as directed in the General Rules of the Asylum.

The Male Patients shall be shaved.

On Thursdays.—The Male Attendants, and

On Fridays—The Female Attendants shall fetch from the laundry the clean linen and clothing of their respective Patients.

On this day every Patient, with such exceptions as the Medical Officer shall direct, shall have a bath, the temperature of which shall not be lower than 90, nor above 98 degrees, unless by special order. The Patients shall remain in the bath long enough for the purpose of cleanliness, and on being taken out they shall be rubbed until they are quite dry.

On Saturdays.—Every Patient shall be provided with clean linen, and all dirty linen shall be taken to the laundry; and as a General Rule, all foul linen shall be taken to the laundry at the earliest convenient opportunity.

On this day every Male Patient shall be shaved.

Third. General Duties.

1.—The Attendants, though engaged and responsible for particular Wards, shall be occupied in any manner, or in any part of the Establishment or Grounds, at the discretion of the Medical Officer or Matron.

2.—The Attendants shall devote the whole of their time during the day to the Patients; and shall execute with care and diligence all the directions they shall from time to time receive, respecting their treatment, medicine, food, dress, occupation, exercise, and amusement.

3.—They shall bathe all Patients, on admission, in warm water, and shall carefully examine them, and any sore, bruise, or unusual appearance observed by them shall be immediately reported to the Medical Officer.

4.—They shall perform their duties with regularity and gentleness, and shall endeavour to obtain the

confidence of the Patients by kindness and uniform attention to their comforts; and shall carefully endeavour to remove from their minds any alarm which may exist upon their first admission.—They shall also take pains to acquire a knowledge of the characters of the Patients, and shall encourage them to good conduct, and habits of cleanliness and order.

5.—They shall remove into a bed-room, or a padded room, every Patient becoming dangerous or annoying to others, and not to be soothed or controlled by calmness or persuasion; immediately after which they shall communicate the circumstance to the Medical Officer.

6.—They shall carefully watch over all Patients in restraint or seclusion, and shall immediately report to the Medical Officer whenever any accident shall occur.

7.—They shall not attempt to perform any duty towards a refractory Patient without being in sufficient number to accomplish it with ease and safety.

8.—Every Attendant shall be provided with a whistle, to be used as a signal only when assistance is required; and it shall be the imperative duty of every Attendant to proceed instantly and render such assistance on hearing this signal.

9.—One Attendant, at least, shall have the charge of each airing-court during the hours they are directed

by the Medical Officer to be accessible to Patients. In damp weather the Patients shall not be permitted to lie on the ground, and in very hot weather they shall be placed in the shade.

10.—The Attendants shall communicate to the Medical Officer or the Matron the wishes of all Patients to see Ministers of their own religious persuasion, and the requests of all Patients for books, or writing materials, shall be complied with to a reasonable extent.

11.—They shall attend to all complaints made by Patients, and shall report the same forthwith to the Medical Officer or the Matron.

12.—They shall not permit any Patient to exercise authority over any other Patient.

13.—One Attendant on each side shall sit up in rotation, and act as Night Watch with the Night Attendant.

14.—The Attendants shall immediately report to the Steward, in writing, the death of every Patient in their respective Wards, and the removal of every Patient ordered by the Committee of Visitors to be discharged from the Asylum.

15.—They shall be responsible to the Steward for all furniture, clothing, bedding, and utensils in their

respective Wards, in accordance with the inventory with which they shall be provided; and they shall from time to time take to the store-room all old and worn-out articles for examination by the Steward, who shall give new in exchange for such as may be condemned.

16.—They shall report to the Steward whenever any repairs are requisite in the Wards.

17.—They shall take care that after every meal all the plates, dishes, tins, &c., that have been used be washed and put away, and that all knives, forks, and spoons be cleaned, counted, and locked up.

18.—They shall hold no correspondence respecting the Patients with the Patients' friends, this being the duty of the Medical Officers, the Matron, and the Clerk and Steward.

19.—The Male Attendants shall be under the control of the Medical Officer for the Male Department; and the Female Attendants shall be under the control of the Matron.

20.—All the Attendants and Servants of the Establishment shall render a punctual and cheerful obedience to the orders of their superior Officers; and shall endeavour, by every means in their power, to carry the Rules laid down for the good government of the Asylum into full effect. They shall

report every impropriety of conduct that may fall under their observation; and they shall prevent every description of waste.

21.—They shall be ready, at all times, to assist each other: and in all cases they shall have strict regard to the comfort of the Patients, the interest of the Asylum, and the wishes of the Committee of Visitors.

22.—They shall not, when out of the Asylum, mention the names, or speak of the conduct of Patients, but shall conduct themselves as persons holding an important trust; and they shall always be distinguished by personal neatness and undeviating propriety of behaviour.

23.—Every Officer, Attendant, or Servant, by whose negligence or connivance a Patient shall escape from the Asylum, shall pay such part of the expense incurred in the recovery of such Patient as the Committee of Visitors shall direct, and be further liable, under the provisions of the 8th & 9th Vic. cap. 126, to a penalty not exceeding twenty pounds, nor less than two pounds, for the same offence. By the same statute it is also provided, “that if any Officer, Nurse, Attendant, Servant, or other person, employed in the Asylum, shall in any way abuse, illtreat, or wilfully neglect any Patient confined therein, he shall be deemed guilty of a misdemeanor.”

24.—Every Officer, Attendant, and Servant shall be provided with a copy of his duties on his appointment; and every one of them who shall infringe any of the Rules of the Asylum, or shall neglect any of the directions of their superior Officers, shall be liable to be immediately dismissed.

25.—The wages of the Attendants shall be in accordance with the following scale :—

MALE ATTENDANTS.

- 1st Class to commence at £30 per annum, with an increase of £1 per annum for 5 years.
- 2nd Class to commence at £25 per annum, with an increase of £1 per annum for 5 years.

FEMALE ATTENDANTS.

- 1st Class to commence at £15 per annum, with an increase of £1 per annum for 5 years.
- 2nd Class to commence at £12 per annum, with an increase of £1 per annum for 3 years.

26.—All Male and Female Attendants to be boarded and lodged in the Asylum.

Approved and adopted by the Committee of Visitors
of the Surrey Lunatic Asylum.

(Signed) HENRY KEMBLE,
Chairman.

May 4th, 1850.



