

Rules and orders of the Hospitals for the Small-pox and Inoculation.

Contributors

Hospitals for the Small-pox and Inoculation (London, England)

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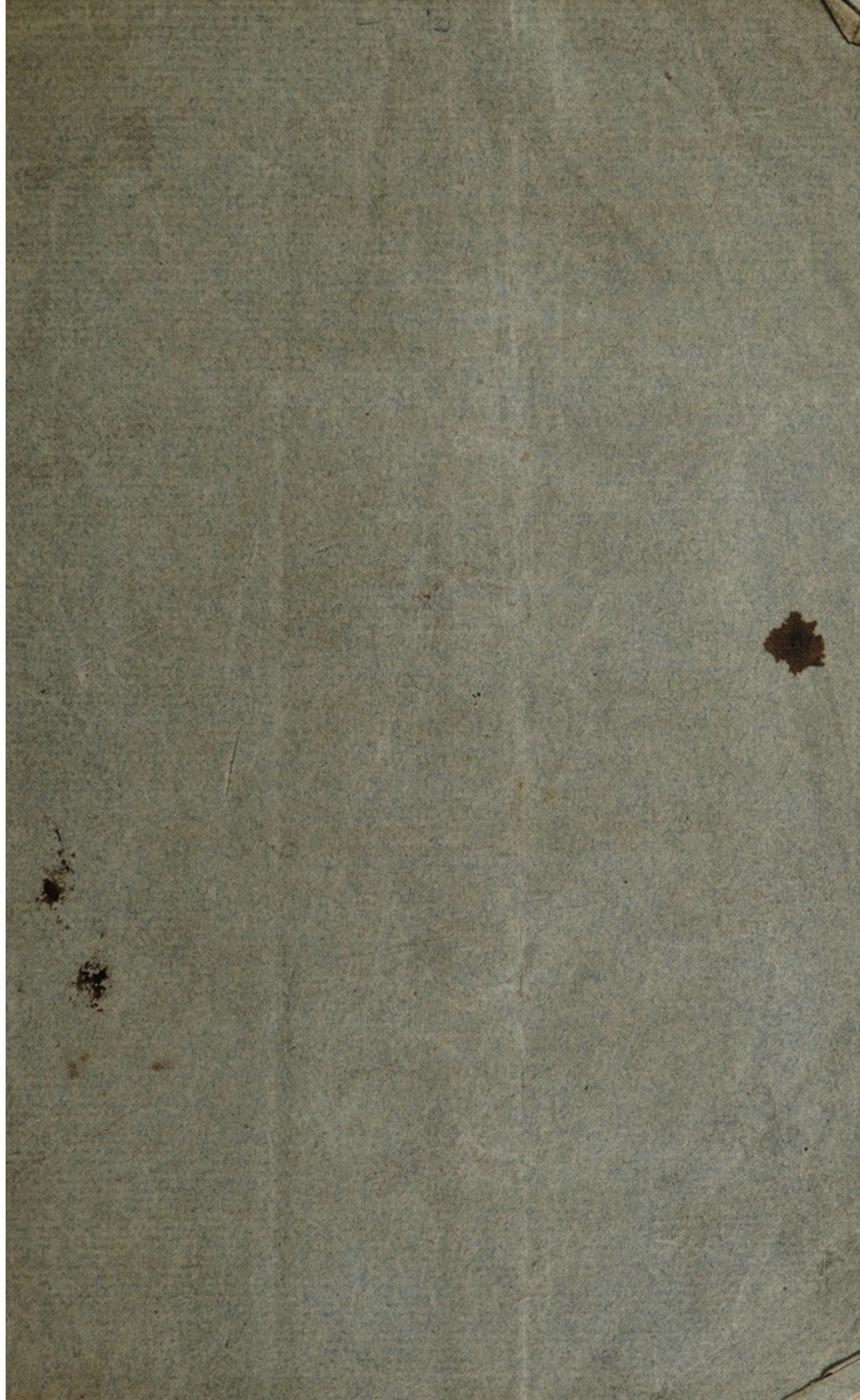
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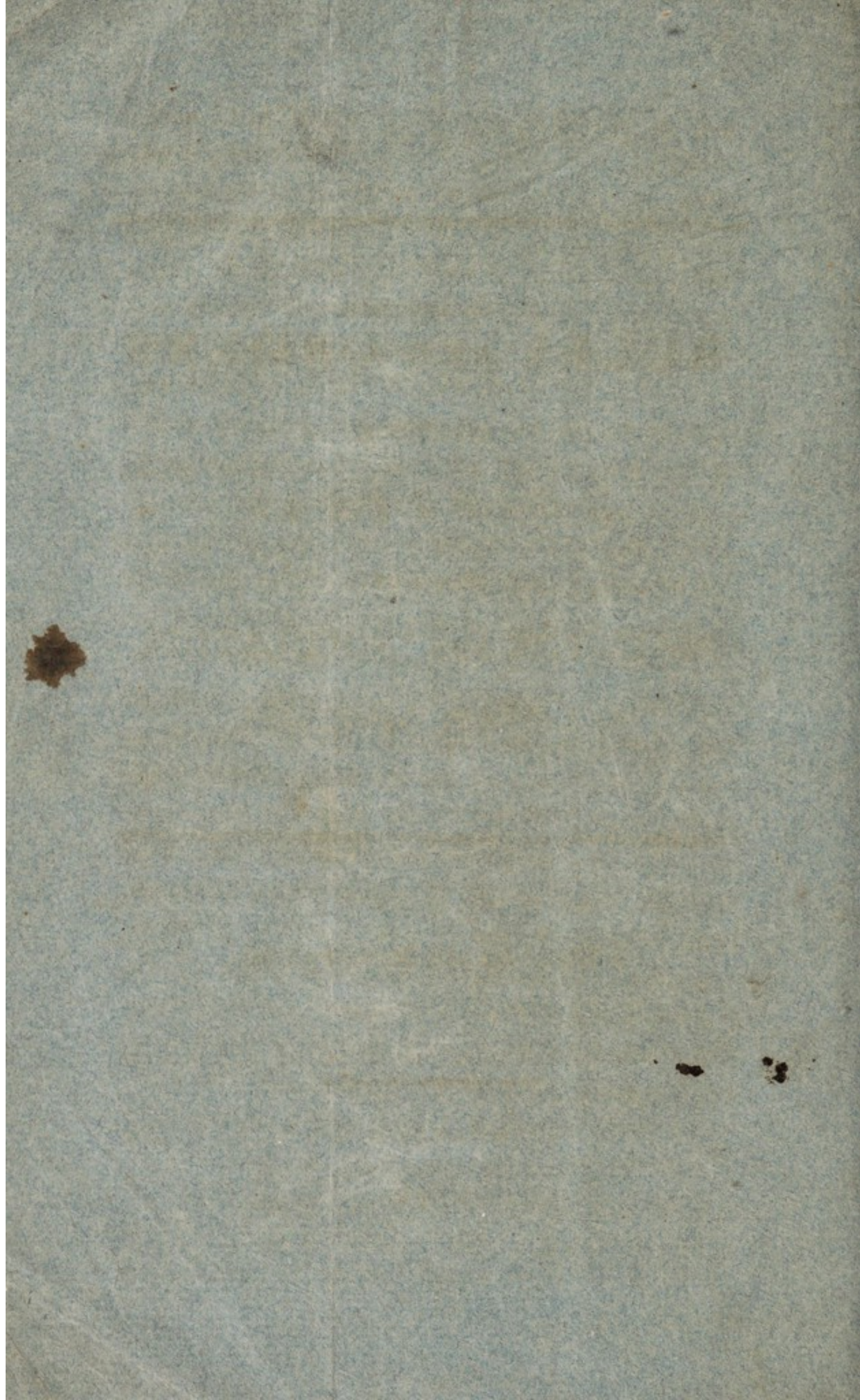
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LONDON, Small-pox hospital

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RULES AND ORDERS

OF THE

HOSPITALS

FOR THE

SMALL-POX AND INOCULATION,

St. PANCRAS, MIDDLESEX.

Instituted the 26th September 1746.

1796.

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RULES AND ORDERS

OF THE

HOSPITALS

FOR THE

SMALL POX AND VACCINATION

BY FRANCIS MIDDLETON

Printed by the Government Printer, 1846.



HOSPITALS

FOR THE
SMALL-POX AND INOCULATION.

RULES AND ORDERS,

I.

THAT the joint Establishment of these Hospitals shall consist of a Patron, President, six Vice-Presidents, a Treasurer, Governors, Physician, Secretary, Apothecaries, Matron, and such Nurses and Servants as shall be found to be necessary.

2. THAT a donation of Thirty Guineas shall constitute the donor a Governor for life; and Five Guineas yearly, an annual Governor during such subscription.

3. THAT a double annual subscription shall entitle the subscriber to a double privilege in all respects, except voting.

4. THAT immediately on the expiration of the first or second annual subscription, the subscriber may become a Governor for life, by making up the whole a benefaction of Thirty Guineas.

5. THAT the first annual subscription be received as from the next ensuing quarter day; but all the privileges, except voting, immediately commence.

6. THAT all the privileges of a Governor for life commence immediately upon the payment, or completion, of the above qualification of Thirty Guineas, or upwards.

7. THAT every Governor may recommend one Patient to the Hospital for Inoculation every twenty-one days; and also have one Patient in the Hospital for the natural small-pox at the same time: and may authorise any person to sign recommendations for him, by sending an order in writing to the Hospitals.

8. THAT all sums under Five Guineas be received as donations only, without giving any privilege to the contributor.

GENERAL-COURTS.

9. THAT two Half yearly General Courts shall be ordered by the House Committee to be summoned by letter and advertisement to meet at such place and time as they think proper, *viz.* one between Lady-day and Midsummer, and the other between Michaelmas and Christmas, for the purpose of receiving a report from the said Committee of their transactions since the preceding Court; to elect honorary Governors for life; to make any new, or annul, or alter, any former rules or orders; to transact, order, and direct such other affairs as shall then be taken into consideration; and to exercise full power and control over all the affairs and property of this Institution.

10. THAT nine Governors present shall constitute

tute a Court, and proceed upon business: That the President, in his absence either of the Vice-Presidents, in their absence the Treasurer, in his absence the Chairman of the House Committee, and in his absence such person as the Governors present choose, shall take the Chair.

11. THAT at the Half-yearly General Court between Lady-day and Midsummer, all the Officers of this Institution shall be elected, together with a House-Committee of thirteen Governors and a Committee of seven Auditors for the year ensuing,

12. THAT no Rule or Order, or any alteration or repeal of any Rule or Order, shall have effect until confirmed by a subsequent Court.

13. THAT if any dispute or difference arise on any question at any Court or Committee, it shall be fairly stated by the Chairman, and determined by the holding up of hands, or by division, if the Chairman or any Governor present desire the same.

14. THAT the Chairman shall, in case of an equality of votes, have the casting vote, besides his own vote as a Governor.

15. THAT the President, or any one of the Vice-Presidents, or the Treasurer, by order in writing under their hands addressed to the Secretary; or the House Committee by resolution entered on their minutes; have power to call an Extraordinary General Court.

16. THAT nine Governors, by requisition in writing under their hands addressed to and served upon the President, or either of the Vice-Presidents,

or upon the Treasurer, also have power to call an Extraordinary General Court.

17. THAT the officer receiving such requisition shall forthwith indorse the same to the Secretary, with his order in writing to summon and advertise such Court, to be holden not within ten days nor exceeding twenty-one days from the receipt of such requisition.

18. THAT all requisitions, and the summonses and advertisements consequent thereto, shall express the reason for calling such Extraordinary Court; and, after reading the minutes of the last Court, the subject of the requisition be determined before any other business is proposed.

19. THAT the minutes of the proceedings at all General Courts and Committees be read over before the same are adjourned, and signed by the Chairman.

ELECTIONS.

20. THAT all Elections shall be determined at a General Court either by shew of hands or by division, unless five Governors then present deliver in their names in writing to the Chairman, demanding a ballot; and in that case such Election shall be determined by ballot, to commence immediately, and finally close at the expiration of one hour after the first ballot-paper shall be received; and four Scrutineers shall be then chosen to mark and file the same; and that this Rule be
 inserted

inserted at the foot of every summons for any Election.

21. THAT all Governors being Members of either House of Parliament, and all Governesses, shall be at liberty to vote at Elections by ballot, by their proxy in writing under their hands addressed to any Governor present. ✓

22. THAT any person becoming a Governor or Governess for life before the chair is taken, shall be entitled to vote. ✓

23. THAT no new Annual Governor be entitled to vote, unless his or her subscription shall have been paid full six calendar months before the day of such Election.

HOUSE-COMMITTEE.

24. THAT the Governors chosen to compose a House Committee for conducting the affairs of this Institution, meet on the first Thursday in every month, at the Hospitals, and at any other time and place to which they may adjourn.

25. THAT if any alteration be made in their usual time or place of meeting, it shall be made known by advertisement in some of the daily Papers.

26. THAT at their first meeting after the General Court at which they shall have been chosen, they shall elect from among themselves a Chairman for the ensuing year; and in his absence they shall be at liberty to choose any other Governor to be Chairman at any meeting.

27. THAT any three Governors present at the time and place appointed for the meeting of such Committee, constitute a quorum, and proceed upon business.

28. THAT the said House Committee shall have the oversight and direction of all the official and domestic affairs and concerns of the Institution; call the Half-yearly or any Special General Courts; inspect all the receipt of monies, and order all payments; direct the purchase, acceptance, sale, transfer, and alteration of all stocks in the public funds belonging to the Institution; contract for, order, and examine every thing necessary relative to repairs, improvements, conveniences, furniture, effects, diet, and provisions; and direct the hiring and discharging of the Nurses and Servants, and all other matters belonging to this Institution.

29. THAT they shall have power to receive the resignations of officers.

30. THAT on every vacancy in the offices of Patron, President, Vice-Presidents, or Treasurer, the House Committee shall forthwith consider of a proper person to be recommended to a General Court to supply such vacancy; and call a Special General Court for such election, or defer the same to the next Half-yearly Court, as they may think fit.

31. THAT the said Committee shall inquire into the conduct of the Officers, Servants, and Patients; and, seven Governors being present,
have

have power to suspend the Physician, Secretary, Apothecaries, or Matron, for misconduct or neglect in the discharge of their duty, until the sense of a General Court shall be known.

32. THAT, upon resignation, dismissal, or death of any such last-mentioned Officers, the Committee shall forthwith, if they see occasion, procure and appoint some proper person to supply such vacancy until a successor be duly elected; and forthwith notify such vacancy by public advertisement, specifying a time and place within one month from that event, when they will meet to examine the qualifications of candidates; and upon such examination, order a General Court to be summoned to meet within a month, to receive their report, and proceed to the election of a successor: the summons to be issued a fortnight at least before such Court.

33. THAT at every Half-yearly General Court, the said Committee shall present a report in writing of their transactions since the last Half-yearly General Court: and in their report previous to the Half-yearly Court to be held between Lady-day and Midsummer, shall recommend thirteen Governors to form a House Committee, and seven Governors to be Auditors of Accounts for the year ensuing.

COMMITTEE OF ACCOUNTS.

34. THAT the seven Auditors chosen to be of the Committee of Accounts, two of whom, or any

two Governors, being present, shall be sufficient to proceed upon business ; meet at such time and place as the House Committee from time to time request ; examine all bills, and compare the same with the check-books kept at the Hospital, and all other debts and demands upon the Institution then laid before them ; and under-sign their allowance thereof, and report the respective amounts at the next meeting of the House Committee.

35. THAT all Committees be open to every Governor.

36. THAT no Governor be present at any General Court or Committee while any concern of his shall be under consideration.

ANNIVERSARY.

37. THAT a day be appointed by the House Committee for an Anniversary Dinner of the Governors and Friends of this Institution ; when a printed account of the state of the Hospitals, and a general account of the receipts and payments for the year past, with a list of the Governors, shall be laid before them ; and that a proper number of Stewards be solicited for the occasion.

TREASURER.

38. THAT the Treasurer inspect the accounts, receive all monies for the use of the Institution, pay what is requested by the House Committee, and prepare a general account, to be printed annually, declaring the balance. All accounts at the Bankers

to be appointed by the House Committee, shall be kept in the name of the Institution, and the drafts on them signed by the Treasurer.

PHYSICIAN.

39. THAT the Physician shall be a Fellow or Licentiate of the Royal College, London, and attend daily at these Hospitals; prescribe, inoculate, examine and give such orders concerning the Patients, as to their medicines, diet, &c. &c. as he shall think fit: and take the general oversight and direction of the family: and in case of his resignation, notify the same to the House Committee two months previous thereto.

SECRETARY.

40. THAT the Secretary shall upon his entrance into office propose two securities, to the satisfaction of the House Committee, to be joined with him in a bond to the Treasurer in the penalty of two hundred pounds for his fidelity. He shall receive donations, and subscriptions, and enter them in the Hospital books, and pay the same weekly, in the names of the donors, to the Treasurer or one of the bankers;—summon and advertise the meeting of all Courts and Committees, attend the same, and enter their minutes: keep the accounts of the Institution fairly and clearly;—and suffer all the books to be open for inspection of any Governor.

41. THAT he shall cause the bankers' books, and the requisite books and papers, to be laid before

fore all Courts and Committees; perform such other business as shall be necessary, and as usually belongs to his office: and in case of his resignation, notify the same to the House Committee two months previous thereto.

APOTHECARIES.

42. THAT there shall be two Apothecaries; one to reside in each Hospital, who shall be single men, and not practise as surgeon or apothecary, or carry on any other business elsewhere. That upon entrance into office, they shall each propose, to the satisfaction of the House Committee, two Securities to be joined with them in a bond to the Treasurer, in the penalty of one hundred pounds for their fidelity; and make out and sign Inventories of all Effects belonging to the Institution committed to their care.

43. THEY shall not absent themselves both at the same time, nor sleep out of the Hospital without leave of the House Committee or Physician.

44. They shall receive, without delay, unless there be some objection, the Patients recommended to their respective departments by any Governor, and acquaint him in case of rejection; and upon admission, receive and give receipts for the deposit money, and all other monies and clothes brought with them, and keep correct accounts thereof, and accurate registers of their names, admission, discharge, &c; visit them at all hours when necessary;

make

make up and administer all medicines; attend the Physician when required; and punctually, carefully, and faithfully observe his orders:—That they discharge such Patients as are deemed fit before one o'clock in the afternoon, and at such time, or within two months after, return their money and clothes, on production of the receipt, unless the whole or any part shall have been forfeited for any breach of the Rules and Orders of the Hospitals; at the same time, delivering to them a letter to the Governor who recommended them, and a proper note to return thanks at their place of public worship: And in case of death, give immediate notice to their friends, and return the money and clothes to them on production of the receipt, unless the burial shall be performed at the expence of the Institution.

45. THAT they shall assist the Matron in examining and weighing provisions, and all other articles ordered by the House Committee; keep correct accounts thereof, and compare them with the bills delivered by the tradesmen, and lay the same before the House Committee and Committee of Accounts.

46. THEY shall attend all Committees, and Courts if required, and introduce all Patients able to appear to the Committee, to be examined as to the treatment they shall have received:—and generally shall observe, and see that all others dependent upon the Institution, in their respective departments observe, the Rules and Orders made by any General Court or Committee; and in case of
 resigna-

resignation, notify the same to the House Committee two months previous thereto,

MATRON.

47. THAT she be a single woman, and reside in the Hospitals; and, upon her entrance into office, shall propose two Securities to the satisfaction of the House Committee, to be joined with her in a Bond to the Treasurer in the penalty of one hundred pounds for her fidelity, and sign an Inventory of all Effects committed to her care.

48. SHE shall take the charge of the whole family, hire and dismiss the Nurses and Servants under the sanction of the House Committee; attend any of the Patients when requisite; see every night that the Patients and Servants are in bed at a proper time; keep all keys, and lock all doors, from eight in the evening till seven in the morning from Michaelmas to Lady-day, and from ten in the evening till six in the morning from Lady-day to Michaelmas, unless on any extraordinary occasion, admitting any resident Officer or Servant before eleven at night, and not afterwards; attend the Committees, lay before them a list of the Supplies necessary, and communicate the conduct of the Patients, Nurses, and Servants; examine and weigh all Provisions and Articles ordered by them, and see that nothing is wasted or embezzled.

49. THAT she shall not absent herself from the Hospitals during the absence of either of the Apothecaries,

theearies, or ever pass a night out of the house without leave of the House Committee or Physician; and generally shall observe, and see that all others dependent upon the Institution within either Hospital, observe, the Rules and Orders made by any General Court or Committee; and, in case of resignation, notify the same to the House Committee two months previous thereto.

50. THAT all the Officers, Nurses, and Servants of this Institution shall be subject to such rules for the management thereof, as may from time to time be found necessary.

51. THAT no Officer, Nurse, Servant, or other person belonging to this Institution, shall receive any gratuity, present, or acknowledgment, either in money, treats, in any manner whatsoever, from any of the Patients or their friends, or from any Tradesman or other person, in reference to, or for any care, kindness, or other attention, or act done in the execution of his, her, or their office.

PATIENTS.

52. THAT every poor person, if five years old or upwards, labouring under the natural small-pox, or desirous of being inoculated, shall be deemed a proper object of this Charity.

53. THAT Patients taken with the small-pox in the natural way, shall be admitted every day and at any hour, upon the recommendation of a Governor,

on depositing with the Apothecary one pound two shillings, as a security to the Hospital against funeral charges in case of death; but which will be returned to their friends, who remove the body in time; and in case of their recovery, will be returned to themselves at their discharge, or within two months after, on producing the Apothecary's receipt, unless forfeited for breach of any of the Rules and Orders.

54. PATIENTS for Inoculation shall be admitted by any Governor's recommendation, every morning before Nine o'clock, on depositing Five shillings with the Apothecary; to be returned, unless forfeited for the causes above mentioned.

55. Children under five years old may be inoculated as Out-patients, provided they give proper attendance at the Hospital.

THOSE who choose to be Benefactors by their last will, are solicited to adhere to the following form:

I GIVE AND BEQUEATH the sum of £.
to the Treasurer or Treasurers for the time being
of the Hospitals for the Small Pox and Inoculation,
to be applied towards carrying on the charitable
designs of the said Hospitals.

N. B. Devising lands, leases, houses or rents, or money or stocks to be laid out in land for the benefit of any Charity, is made void by the Statute of Mortmain.—
 9 Geo. 2. c. 36.

Handwritten marks or scribbles in the upper left corner, possibly including the number '100'.

Faint handwritten text or markings at the bottom left corner.

Small pox
hospital