

**Rules for the government of the Pauper Lunatic Asylum for the county of Lancaster situate at Rainhill, within the hundred of West Derby : prepared and submitted by the Committee of Visitors thereof, by virtue of the 53rd section of the 10th and 17th Vic., chap, 97 / [William Rathbone, chairman ; approved by G. Grey].**

### **Contributors**

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Grey, George, Sir, 1799-1882.  
Lancaster County Lunatic Asylum at Rainhill.

### **Publication/Creation**

Liverpool : printed by George Philip and Son, 1856.

### **Persistent URL**

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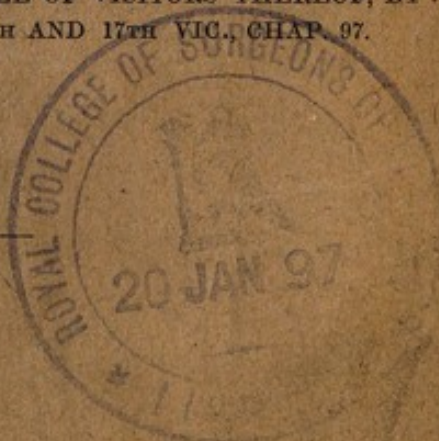
RULES  
FOR  
THE GOVERNMENT  
OF THE  
PAUPER LUNATIC ASYLUM  
FOR THE  
COUNTY OF LANCASTER,  
SITUATE AT RAINHILL,  
WITHIN THE  
HUNDRED OF WEST DERBY,

PREPARED AND SUBMITTED BY THE COMMITTEE OF VISITORS THEREOF, BY  
VIRTUE OF THE 53RD SECTION OF THE 16TH AND 17TH VIC. CHAP. 97.

LIVERPOOL:

PRINTED BY GEORGE PHILIP & SON, SOUTH CASTLE STREET.

1856.





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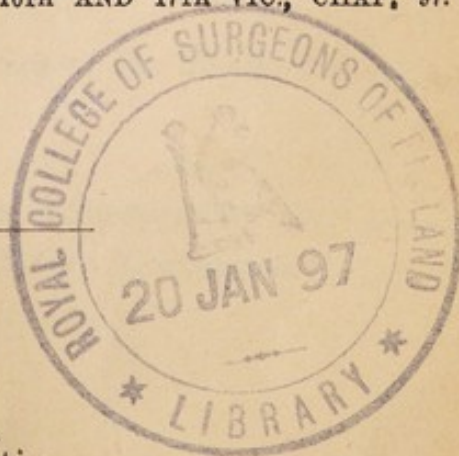


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AT A MEETING OF THE COMMITTEE OF VISITORS OF THE WEST DERBY LUNATIC ASYLUM, NEAR RAINHILL, IN THE COUNTY OF LANCASTER, HELD THEREIN ON THE 19TH DAY OF MAY, 1856, THE FOLLOWING RULES WERE ADOPTED :—

#### COMMITTEE OF VISITORS.

1. The Committee of Visitors shall, in each year, meet at the Asylum on the third Monday in each month, at such hour as they may from time to time appoint, provided always that they may from time to time, at any meeting of the Committee, alter the monthly day of meeting as may be found most convenient. Monthly meetings of the Visitors.
2. The Chairman for the time being shall be *ex-officio* a Member of all Sub-Committees. Chairman *ex-officio* Member of Sub-Committees.
3. At every monthly meeting of the Committee the proceedings of the last one and of every intervening meeting shall be read. Proceedings to be read.
4. Minutes of the proceedings of all meetings of the Committee shall be kept. Minutes.
5. At the first meeting of every Committee of Visitors they shall appoint twelve at least of their body to be a House Committee for the year, of whom three shall be a quorum. Appointment.

#### HOUSE COMMITTEE.

6. Not less than two Members of the House Committee shall together, once at the least in every two months, inspect every part of Two to visit once in two months.



the Asylum, and see and examine, as far as circumstances will permit, every Lunatic therein; provided always that such inspection and examination may be made by any two Members of the Committee of Visitors.

Two to inspect  
Orders and  
Books. 7. Not less than two Members of the House Committee shall together, once at the least in every two months, see and inspect the order and certificate for the admission of every Lunatic admitted since the last visit, and the general books kept in the Asylum; provided always that the duties required by this Rule may be performed by the Committee of Visitors at any of their monthly or special meetings.

Visitors' Book. 8. The Members of the House Committee shall make entries in a book to be kept for that purpose, called the Visitors' Book, of the result of their visits, and minutes of such of their proceedings as they shall see fit, which book shall be produced and read at the monthly meetings of the Committee of Visitors.

Routine of  
Attendance. 9. The routine of attendance of the House Committee shall be fixed by them, and the Clerk of the Asylum shall summon the Members accordingly by circular through the post, and when directed by any Member of the House Committee he shall summon a special meeting of the Members thereof from time to time.

Vacancies. 10. The Committee of Visitors may from time to time supply vacancies in the House Committee, occurring by death or resignation.

Monthly visits. 11. One at least of the House Committee shall visit the Asylum once in every month, between the monthly meetings of the Committee of Visitors, and shall inspect the food, see all the patients, and all the wards and premises appropriated to their use, so far as circumstances will permit, and inquire and examine as to the convalescence and improvement of particular patients, and as to the treatment, health, and general condition of all.

To appoint or 12. Whenever three Members of the Committee are present, they



may take into consideration, and decide upon, the appointment or <sup>discharge</sup> discharge of any Attendant or Servant recommended by the Super- <sup>Attendants</sup> &c. intendent or Matron ; and in all such cases of hiring and discharge, the Committee shall take into consideration every report and recommendation of the Resident Medical Officer and Superintendent relative thereto.

13. In all cases of fatal or dangerous accident or other emergency, <sup>To summon special meeting on emergency.</sup> the Resident Medical Officer and Superintendent shall immediately communicate the fact in writing to the Members of the House Committee, any one of whom shall thereupon be empowered to summon a special meeting of such Committee, as soon as practicable, if it shall be thought expedient.

### OFFICERS AND SERVANTS.

14. All Officers and Servants now appointed and hereafter to be <sup>General Rule.</sup> appointed, shall hold their respective situations, subject to the specific Rules herein contained affecting them respectively ; and also subject to the performance of the other duties, if any, imposed upon them respectively by the act or acts now and hereafter in force affecting the Asylum ; and the Rules, Orders, and Regulations made and to be made by the Committee of Visitors in pursuance thereof, and shall obey the lawful directions of the Committee of Visitors for the time being.

15. As to such Officers and Servants as by the said act or acts, or <sup>Annual appointment,</sup> these Rules, are not or may not be annual Officers or Servants, no reappointment shall be necessary by a new Committee, unless by the terms of the respective appointments, such reappointment shall be required.

### RESIDENT MEDICAL OFFICER AND SUPERINTENDENT.

16. He shall be the principal Officer of the Asylum, to whom its <sup>To give up all his time to its duties.</sup> general management is entrusted, and shall give up the whole of his time to its duties, without any other occupation or engagement. He



shall have the direction of the medical, surgical, and moral treatment of the Patients, and of all general arrangements within the Asylum.

Control over  
all the Attendants,  
&c.

17. He shall have control over all the Male Attendants and Servants, shall regulate their duties, and have authority to suspend them whenever he may deem it expedient; and shall also, in common with the Matron, have control over, and regulate the duties of, the Nurses; and shall have authority, upon the report of the Matron or otherwise, to suspend them, provided always that he shall report every case of suspension at the next meeting of the General or House Committee, whichever shall first take place.

To prepare a  
report for  
meeting in  
March.

18. Previous to the meeting of the Committee of Visitors in March, he shall prepare every year a report of the state of the Asylum, the number of Patients received and discharged, the number of deaths, the manner of employment, the number remaining in the Asylum, distinguishing the sexes, with such other matters as may appear desirable; this report shall be laid before the Committee of Visitors at the above-mentioned meeting, and inserted in the annual report of the county.

19. He shall report to each monthly meeting of the Committee the number of Labourers employed about the grounds.

To classify  
Patients, and  
regulate diet of  
infirm.

20. He shall classify the Patients, and see each once a-day; and, in case of his not making such visit, he shall state the cause of omission in his journal. He shall visit oftener if required—shall regulate the diet of the sick and infirm Patients, prescribe the medicines which are necessary, and take care they are duly administered. In case of emergency, he shall have the discretionary power of calling in the assistance of any Physician or Surgeon.

To be responsible for  
Medical Books, &c.

21. He shall be responsible for the Medical Books and Surgical Instruments belonging to the Institution, and shall, from time to time, furnish the Committee with a list of the additions he may deem necessary.

Never be ab-

22. He shall never absent himself for more than one night with-



out the previous written consent of one of the Committee of Visitors, <sup>sent more than one night.</sup> such absence to be recorded in his Journal; the Assistant Medical Officer and the Matron being informed of his intended absence.

23. He shall superintend the performance of the duties of the <sup>Superintend the duties of Officers.</sup> Matron and all Officers of the establishment as prescribed by the Rules, Regulations, and Orders of the Committee of Visitors.

24. He shall keep a journal, in which he shall make the following <sup>To keep a journal, &c.</sup> entries, viz.:—*1st*, The name of every Attendant and Servant whom he shall suspend, together with the date and cause of such suspension; and, *2nd*, the name of every Patient fit for discharge, or who shall have died or escaped, or on whom an inquest shall have been held since the last visit of the Committee, and all such other facts, observations, and suggestions as he shall deem important, relative to the condition or management of the Asylum, or the Patients therein; and such entries shall be read, as part of the proceedings, at the next meeting of the Committee of Visitors.

### AUDITORS.

25. At the first meeting of every Committee of Visitors, they shall <sup>Appointment to examine accounts.</sup> appoint two at least of their body to be Auditors for the year, who shall examine the accounts quarterly; provided always that such duty may be performed by the Committee of Visitors at any and every <sup>Proviso.</sup> monthly meeting.

26. That the Auditors shall, previously to the month of March in <sup>Auditing of accounts.</sup> each year, audit the accounts of the Treasurer and Clerk, as required on the part of the Committee of Visitors by the 60th section of the 16 and 17 Vic. cap. 97.

### TREASURER.

27. That at the first meeting of every Committee of Visitors, they <sup>Appointment and duties.</sup> shall appoint one of their body to be Treasurer for the year, who shall keep accounts of all monies received and paid by him on account of the Asylum, and make up his accounts to the 31st day of



December annually, and state the balance, if any, then in hand; provided always that the Committee of Visitors, for the time being, may appoint any other person, not one of their body, to be Treasurer either as an annual Officer or otherwise.

Security.

28. That where one of their body shall be appointed Treasurer by the Committee of Visitors, security shall not be required from him.

Security.

29. That if any person, other than one of their body, shall be appointed by the Committee of Visitors to the office of Treasurer, they may or may not require security from him as they may see fit; but if they shall require him to give security they shall fix the amount and nature thereof.

#### CLERK TO THE COMMITTEE OF VISITORS.

Duties.

30. He shall attend all monthly and other meetings of the Committee of Visitors, and when required so to do, their Sub-Committees, take minutes of the proceedings and duly enter them in the Minute Book, summon all meetings of the Committee of Visitors, and when required so to do, their Sub-Committees, (except the House Committee) and shall execute generally all such matters usually connected with the appointment, as the Committee of Visitors may from time to time prescribe.

#### ASSISTANT MEDICAL OFFICER.

Under control  
of Superinten-  
dent.

31. He shall be under the control of the Resident Medical Officer and Superintendent, whom he shall assist in the performance of his duties.

To make  
medicine.

32. He shall prepare the Medicines, and take care that they are properly administered.

To perform  
duties and be  
responsible in  
absence of  
Superinten-  
dent.

33. He shall, in the absence of the Resident Medical Officer and Superintendent, perform his duties, and be responsible for the condition of the establishment whilst under his charge.



34. He shall never absent himself for more than one night without the previous written consent of one of the Committee of Visitors, the intended absence being reported to the Resident Medical Officer and Superintendent.

### THE CHAPLAIN.

35. He shall devote the whole of his time to the duties of his office, and shall report quarterly to the Committee of Visitors. The whole of his time to his duties.

36. He shall perform Divine service twice on Sundays, Christmas day, and Good Friday, and preach at least one sermon on each of those days. He shall also perform service once a week, and shall have access to every Patient at all times, except in any peculiar case where the Resident Medical Officer and Superintendent might think it injurious, and shall give his special attention to any Patients whom the Resident Medical Officer and Superintendent shall consider peculiarly likely to be benefited thereby. He shall perform Divine service twice on Sundays, &c.

37. He shall perform the burial service, and such other duties and services as appertain to his office; but, before administering the Lord's Supper to any of the Patients, he shall have the concurrence of the Resident Medical Officer and Superintendent. Burial service and rites of the Church.

38. He shall not absent himself from his duties for more than two days together without the leave of one of the Committee of Visitors, to be entered into a book kept for that purpose; and if absent on any Sunday, if a substitute be provided he must receive the sanction of one of the Committee of Visitors. Not to absent himself without leave, &c.

### MATRON.

39. She shall be under the control of the Committee of Visitors and the Resident Medical Officer and Superintendent, and take care that all orders and directions as to the management of the Female Patients, and the directions of the Resident Medical Officer and Superintendent as to the medical and moral treatment, be enforced and carried into execution. She shall superintend the domestic Under control of Visitors.



management of all parts of the Asylum where females are employed—shall be responsible for the condition of the Female Wards—shall have control over all the Female Servants, and, in common with the Superintendent, over the Nurses of the establishment, with power to suspend the Female Servants if she deems it necessary, reporting the same to the Superintendent for insertion in his journal, to be laid before the first meeting which shall be held of the Committee of Visitors, or House Committee.

To visit female Patients once a day.

40.—She shall visit the Female Wards, and see every Patient once at least every day, or, in case of her not making such visit, she shall report as before the cause of omission. She shall, from time to time, visit the different Wards during the Patients' meal-time—shall also make occasional visits at uncertain times before the attendants rise in the morning, and similar visits at night after the Patients are in bed.

To be responsible for Goods, Furniture, &c.

41. She shall take care of such Goods, Furniture, and Linen as are placed under her charge, according to Inventory, and the Kitchen, Laundry, and Larder, to be under her superintendence and care; and she shall be responsible for the proper washing, airing, and distribution of clothes.

Never absent herself at night without permission.

42. She shall not absent herself for a night without the written permission of one of the Committee of Visitors. When absent during the day, she shall state the time of her departure and return, informing the Resident Medical Officer and Superintendent of her intended absence.

#### ASSISTANT-MATRON.

To be an Assistant Matron.

43. There shall be an Assistant-Matron, who shall be subordinate to the Matron, and assist her generally in the performance of her duties.

#### CLERK AND STEWARD.

To act as Clerk and Steward.

44. The Clerk shall also act as Steward, and shall perform the duties of both those offices.



45. He shall take care of all the Books and Papers (except the Medical Books), and of all the Stores, and shall be responsible for the quantity, quality, and safe keeping of all articles received.

46. He shall commence his duties at such time in the morning as to secure his having weighed or measured out the provisions for the day, according to the diet table, and delivered the same to the Cook before eight o'clock. When to commence his duties.

47. He shall *strictly* attend to all orders of the Medical Officers for extra diet, and give out the same as the case may require. Attend to all medical orders &c.

48. He shall take stock once a quarter, and keep quarterly accounts of all moneys received by him and paid to the Treasurer; and also of all goods ordered, and payments made for same, in such form as the Committee of Visitors shall direct. To take stock once a quarter, &c.

49. That he shall distinguish the Building Account from the Maintenance Account, and the Accounts of the County from those of the Unions and Parishes; and shall lay an Abstract of the Accounts before the Visitors at the Quarterly Meetings, shewing the moneys received and paid, and the Unions and Parishes in arrear. He shall conduct all the correspondence, so far as it is connected with the Parish and County Accounts; and shall, at every monthly meeting, report to the Committee of Visitors the names of all Patients in the Asylum at the County's expense, in order that the last legal settlement of such Patients may, if possible, be adjudged. To distinguish Building from Maintenance Account; Accounts of County from those of Unions and Parishes, &c.

50. He shall obtain from the Matron and Chief Attendant, the first Monday in every month, a list of the different articles of clothing required in exchange for those worn out in the various galleries, and on the second Tuesday in every month he shall supply the articles wanted. To ascertain from Matron the state of clothing, and supply the articles wanted.

51. He shall not absent himself for a night without having obtained a previous permission from one of the Committee of Visitors, or at all without communicating with the Resident Medical Officer and Not absent himself at night without permission.



Superintendent, and the absence being noted in the journal, to be laid before the Committee.

### CHIEF ATTENDANT.

52. He shall be responsible, under the Resident Medical Officer and Superintendent, for the condition of the Male Patients and Wards, and shall have control over all the other Attendants, shall superintend them in the performance of their duties in accordance with the Rules, Orders, and Regulations prescribed by the Committee of Visitors, and with the directions of the Medical Officers shall report to the Medical Officers all illnesses and casualties as soon as they occur, and he shall see that the Male Patients are employed according to directions, and that all orders with regard to their treatment are properly attended to.

### GENERAL MANAGEMENT.

Men and women Patients to be kept separate, &c.

53. The men and women Patients shall be kept in separate Wards ; and no Male Attendant, Servant, or Patient shall be allowed to enter the Women's Wards, nor any woman to enter the Men's Wards, except in cases where the Resident Medical Officer and Superintendent shall deem it advisable to appoint Nurses or Women Servants to attend for that purpose. The Matron or Sub-Matron, or some Female Attendant appointed by the Matron or Sub-Matron, to accompany the Medical Officers in their rounds through the Female Wards.

Reporting acts of violence.

54. Any Attendant or other Servant who shall see or be aware of any violence offered to a Patient, who shall not immediately or within six hours at the furthest report the same to the Resident Medical Officer and Superintendent, shall be dismissed, and every such report shall be included in the statements made by the Resident Medical Officer and Superintendent in his journal.

At least two Attendants for every Ward, &c.

55. There shall be at least two Attendants for every Ward ; and there shall be not less than one Attendant for every twenty Patients who are tranquil or convalescent ; and not less than one Attendant



for every eleven Patients who are dirty, violent, or refractory, or dangerous to themselves or others.

56. One Ward on the men's side, and one Ward on the women's side, shall be appropriated as Infirmaries for the different sexes. One Ward to be appropriated as Infirmaries.

57. During the day the Patients of both sexes shall be employed, as much as practicable, out of doors: the men, in gardening and husbandry, or other suitable employment; the women, in occupations suited to their ability: and, as a principle of 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 amongst them. Patients of both sexes be employed with suitable employment.

58. Workshops and tools shall be provided, and artisans and others encouraged to follow their particular callings, and to learn shoemaking, tailoring, and other common and useful trades; and needlework, straw-work, and other suitable employments, shall be provided for the women. Workshops be provided, and artisans encouraged, &c.

59. An amply supply of books and publications of a moral and cheerful nature (in addition to Bibles and Prayer Books,) shall be provided, and kept up, in case of destruction; and various means of amusement shall be placed at the disposal of the Patients of both sexes, who shall be encouraged to have frequent recourse thereto. To have ample supply of books, and have various means of amusement.

60. The Pleasure Grounds into which the several Wards open, shall be accessible to the Patients for at least three hours in the forenoon, and three hours in the afternoon of every day, when the weather is favourable. Pleasure Grounds, &c.

61. No dormitory for men Patients (excepting rooms for single Patients) shall contain less than three beds; a space of at least two feet shall be between the beds; and all the men Patients sleep in single beds. No dormitory to have less than three beds, &c.

62. No Patient shall be struck, or kept in perpetual restraint or seclusion; and no Patient shall be restrained or secluded at any No Patient be struck, or kept in restraint or seclusion.



time except by medical authority, or kept in restraint or seclusion longer than is absolutely necessary.

Patients to be treated kindly, &c.

63. All the Attendants shall be instructed to treat their Patients kindly and indulgently, and never to strike or speak harshly to them; and they 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.

Patients' letters may be opened.

64. All letters from Patients, unless addressed to the Committee of Visitors, may be inspected on the male side by the Superintendent, on the female side by the Matron; and what may appear objectionable shall be submitted to the Committee of Visitors.

Near relations and friends be allowed to visit the Patient once a fortnight.

65. Near relations and friends of the Patients shall be allowed to visit them once in every fortnight; but no visitor shall be admitted to any Patient if the Resident Medical Officer shall consider the visit likely to be injurious to such Patient, or otherwise inexpedient.

Males not to visit female Patients alone.

66. No male friend shall remain in a room with a female Patient, nor a female friend with a male Patient, unless an Attendant or Nurse be present.

In case of illness, &c., to visit Patient on Sundays.

67. In case of the illness of a Patient, or if the friends come from a distant place, or be otherwise unable to come on a week-day, such Patient's friends shall be admitted on Sundays, during the space of two hours after morning or evening service.

On visit by male relation, &c., Nurse or Matron to be present.

68. Upon every visit made by a male relation or friend, or by a Parish Officer, to a female Patient, the Matron or Nurse shall accompany the visitor, and remain in the room throughout the interview.

Overseer of Poor, or Parochial Medical Officer, to be admitted to visit Patients

69. Any Overseer of the Poor, or Parochial Medical Officer, shall be admitted to see the Patients belonging to his parish, when deemed proper by the Superintendent; but no person (except Justices of the County and Commissioners in Lunacy) will be allowed to



inspect the Asylum unless by an order of one of the Visitors, or by permission of, or in company with, one of the Medical Officers, belonging to the Institution. belonging to his Parish.

70. On the death of a Patient, notice shall be immediately given by the Clerk to the Parish Officers, and to one of the nearest relations of the deceased (if his address be known,) and the body shall be delivered to them, if requested; if the body be not removed on the fourth day after death, it shall be buried under the direction of the Medical Officer and Superintendent. Should he consider earlier interment necessary, this Rule to be dispensed with. On death of Patient, notice to be sent to Parish Officers and nearest friends, &c.

71. No Patient shall pass beyond the the grounds of the Asylum until discharged by due authority, unless the temporary absence of such Patient be permitted under the power contained in the said or some other Act; or unless the Resident Medical Officer and Superintendent shall give express directions for that purpose. No Patient to pass beyond the grounds of the Asylum until discharged, &c.

72. If any Officer, Attendant, or Servant, shall receive a perquisite from any tradesman or workman, or from any Patient, or friend of any Patient, he or she shall be dismissed; and any tradesman or workman giving such fee, shall be incapable in future of serving the Asylum. *This Rule to be printed and hung in different parts of the building.* Any Officer, Attendant, or Servant, receiving fee or perquisite to be dismissed, &c.

73. Patients to be discharged without the presence of the Officers, to prevent the possibility of influence over them in making statements or withholding statements from the Visitors. Discharge of Patients.

#### NEW RULES, &c.

74. No general Rule shall be altered nor any new Rule made unless at some quarterly meeting in January, April, July, or October, or at some special meeting of the Committee of Visitors, to be assembled for the purpose, of which special meeting at least seven days' notice, stating the object of such meeting, shall be given; such notice to be given by the Chairman or the Clerk to the Committee



of Visitors, and delivered to each Member of the Committee personally, or left at his place of abode in England, or transmitted to him through the Post-office.

75. Regulations and Orders for the management of the Asylum, consistent with the Rules thereof for the time being, may be made by the Committee of Visitors, at any of their general or special meetings, from time to time.

### COMMENCEMENT OF RULES.

76. These Rules, and all amended and new Rules, shall not take effect until approved of by one of her Majesty's principal Secretaries of State, or other person or persons hereafter to be appointed by any Act or Acts, to approve of the same. All Rules made previous to the above Rules to be rescinded, upon approval of the latter as aforesaid.

WM. RATHBONE,  
Chairman.

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*I approve of the foregoing Rules for the Government of the Pauper Lunatic Asylum for the County of Lancaster, situated at Rainhill.*

G. GREY.

WHITEHALL, 5TH JUNE, 1856.



