

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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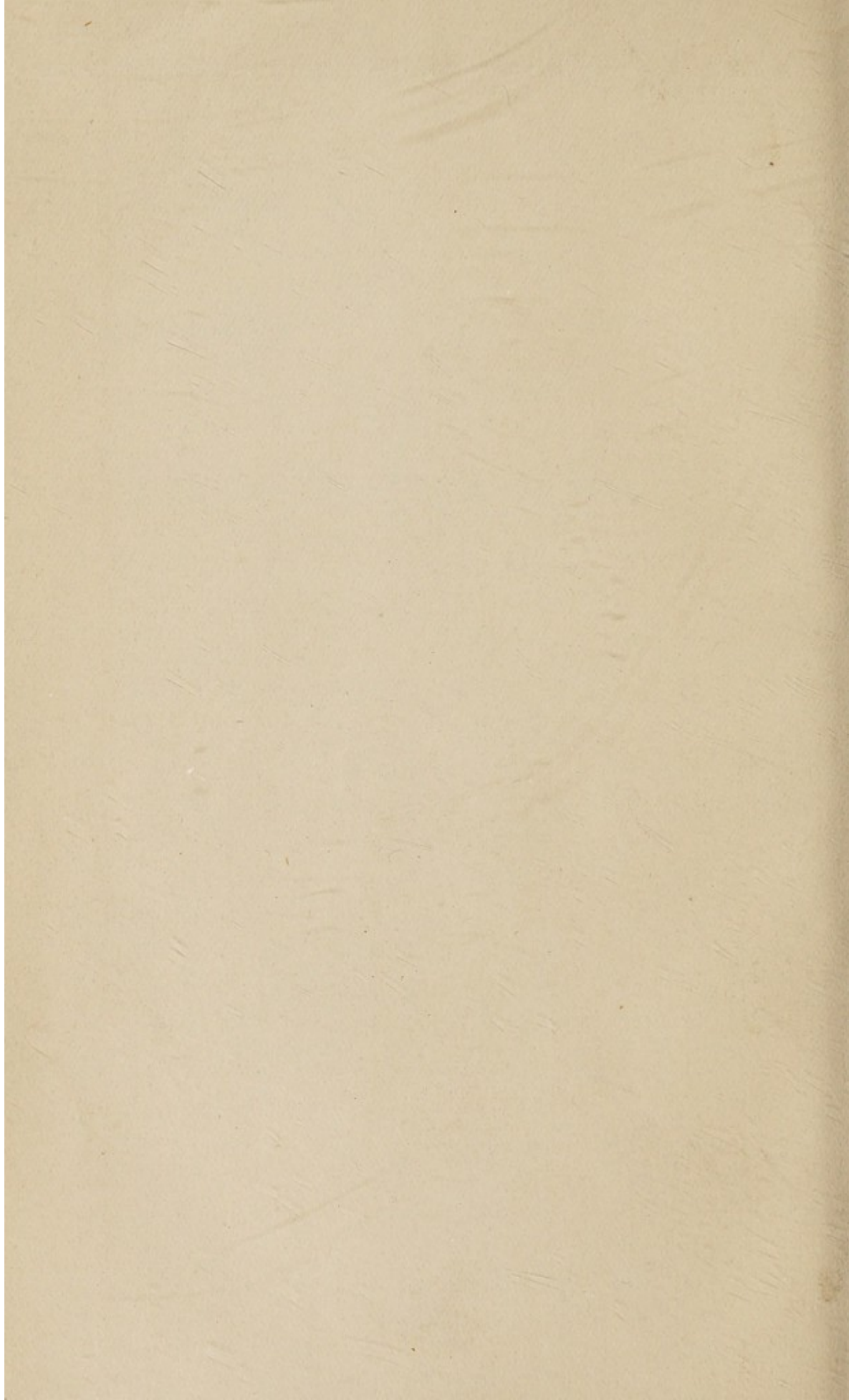
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R U L E S

A N D

O R D E R S

O F T H E

H O S P I T A L S

F O R T H E

S M A L L - P O X

A N D

I N O C U L A T I O N .



L O N D O N :

Printed by H. WOODFALL, in the Year 1767.

R U L E S
A N D
O R D E R S
O F T H E
H O S P I T A L S
F O R T H E
S M A L L P O X



L O N D O N
Printed by H. Woodcock in the Strand

RULES *and* ORDERS,

Of the HOSPITALS for the
SMALL-POX and INOCULATION.

I. **T**HAT the Affairs of this Society be conducted and managed by a President, four Vice-Presidents, a Treasurer, and all the Governors; together with such Officers and Servants as may from time to time be thought necessary.

II. That all Persons who pay Five Guineas yearly to the Support of this Charity, be Governors so long as they continue such Contribution; and all who bestow Benefactions of Thirty Guineas or upwards, at one time, be Governors for
B Life;

Life ; with such others as shall be elected from time to time at a General Court.

III. That a General Court (to which every Governor shall be summoned, and have a Vote) be held Half-yearly, (to wit) one between *Lady-Day* and *Midsummer*, and the other between *Michaelmas* and *Christmas*, at Eleven of the Clock in the Forenoon ; to take the Reports of the Committees, and transact such other Business as may be laid before the Court ; and that every General Court consist of Thirteen Governors at least.

IV. That a House-Committee be appointed at every Half-yearly General-Court, consisting of Thirteen Governors ; who at their first Meeting shall choose from among themselves, a Chairman for the ensuing Half-year ; and that every other Governor who attends that Committee, tho' not of the Number chosen, shall be esteemed a Member of the same ; and in case of an Equality of Voices, the Chairman shall have a casting Vote. If the Chairman, chosen for the Half-year, is not present, the Governors who make the Committee may appoint another Governor, of those who are present to take the Chair during his Absence, who shall act in his stead ; and it shall be deemed a just Committee, if held at the Place and Time appointed, provided three Governors are present ; and shall proceed to do Business accordingly. The House-Committee shall have Power to contract for, order, and examine the
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Diet and Provisions, and all Goods sent in by the several Tradesmen for the Use of the Charity, and see that they are bought at a fair Price, and good of their Kind; to order any Conveniences that may from time to time be wanting; to examine into the Conduct of the Officers, Servants, and Patients; to have Power to suspend or discharge any of the said Officers or Servants for Misbehaviour or Neglect of Duty; and to appoint others to officiate in his, her, or their Room, until the Sense of a General-Court be farther known; to inspect the Hospital Accounts; to order Payment of the Bills, after they have been examined, and allowed to be fair and just, by a Committee of Accounts; and to make such Rules as regard their own Meetings and Conduct, provided they be not contradictory to any Rule or Order of a General-Court: That this Committee meet the first *Thursday* in the Month, in the *General Hospital*, in *Cold-Bath-Fields*, at Eleven o'Clock in the Forenoon, and on the other *Thursdays* at *Child's Coffee-House*, in *St. Paul's Church-Yard*, at Five in the Afternoon; or at any other Hour or Place, which the said Committee shall find convenient for the Business of the Charity, or shall adjourn to; And that the Committee at their last Meeting, before the half-yearly General Court, do consider of proper Persons to be proposed to the Court for its Approbation as a House-Committee, for the next Half-year, which, with such other

Matters, as have been transacted during the said Half-year, shall be reported in Writing, and laid before the said General-Court; and likewise proper Persons shall be proposed at the same Time for the Committee of Accounts, having been first named in the House-Committee. And that this Committee of Accounts, (which shall meet Quarterly at a fit Time and Place) consist of Seven Governors; two of which being present, shall proceed to Business of examining the Tradesmens Bills for the preceding Quarter, and comparing them with the Books ordered to be kept at the Hospitals; and if found true, they shall order them to be laid before the House-Committee, who shall direct them to be paid.

V. That the President, and in his Absence any of the Vice-Presidents, or the Treasurer, shall have Power to call a General-Court, at any other Time than the ordinary General-Courts are prescribed; one Week's Notice being given to each Governor, and an Advertisement published in some of the Daily-Papers; and if the House-Committee or Thirteen Governors by a Writing under their Hands desire a General-Court, the President, or Vice-Presidents, or in their Absence, the Treasurer, shall call one in like Manner: And that the particular Business, for which any extraordinary Court is called, be expressed in the Summons, and first entered upon and determined before any thing else is proposed.

VI. That

VI. That at a General-Court, in the Absence of the President, and Vice-Presidents, the Treasurer shall take the Chair; and in his Absence, the Chairman of the House Committee; and if he be absent, some other Person shall be appointed Chairman, by the Governors present: That the Chairman of this Court, or any Committee shall not refuse to propose any Question, or have Power to adjourn or dissolve the Court or Committee, without the Consent of a Majority of the Governors present, until the Business be wholly finished; and in case of his Refusal to propose the Question, or attempt to adjourn or dissolve the Court or Committee, the Majority of the Governors present may appoint some other Governor to act as Chairman, as if such Chairman was absent.

VII. That every Person speaking at a General-Court or Committee, shall address himself to the Chair; and no Person to be allowed to speak more than Twice on any one Subject without Leave; and if two offer to speak at the same Time, the Chairman shall direct which of them shall proceed; and if a Dispute arise on any Question, such Question shall be fairly stated by the Chairman, and determined by the holding up of Hands, or dividing, as the Chairman shall direct; but if a Ballot shall be demanded, before they shall divide, by five Members, the same shall be entered on immediately, and determined by one general Ballot; and in case of an Equality
of

of Votes, the Chairman shall have a casting Vote.

VIII. That at the General-Court, held between *Lady-Day* and *Midsummer*, the President, Vice-Presidents, and Treasurer, be chosen out of all the Governors; as also the several Officers of this Charity; who shall hold their respective Offices for one Year; except the Chairman of the House-Committee, who is chosen Half-yearly.

IX. That the Minutes of the Proceedings of every General-Court and Committee be read over before such Court or Committee be dissolved or adjourned, and signed by the Chairman; which shall be first read at the next Meeting, and if approved of, confirmed, before any other Business is entered upon.

X. That there be a Physician and two Apothecaries, one of which Apothecaries shall dwell in the General-Hospital, and the other in the House of Preparation; and in case of a Vacancy by the Death, Resignation, or Dismission of the present or any future Physician, or either of the Apothecaries, such Vacancy be filled up by a General-Court; and in case of the Resignation of any of these Persons, he shall give one Month's Notice thereof to the House-Committee.

XI. That there be an Annual Meeting of the Governors and Subscribers between *Lady-Day* and *Midsummer*, on a Day to be appointed by the President, or in his Absence, by the Vice-Presidents, or in their Absence, by the Treasurer, for an Anniversary Feast; when
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a printed Report of the State of the Hospitals, of the Number of Patients received and discharged in the preceding year, and an Abstract of the Accounts of the Hospitals to the 24th of *March* in every Year, shall be laid before them, at which time no other Business shall be transacted.

XII. That no Governor shall be present while any Demand or Claim of his, is under Consideration.

XIII. That all Ladies who are or shall be Governors of these Hospitals, may send their Proxy in Writing, to any Governor to vote for them at any General Election.

XIV. That all Annual Contributions paid in any part of a Quarter be reckoned to commence the ensuing Quarter-Day.

XV. That proper Tables of the Rules and Orders, which relate to the Conduct of the Officers, Servants, and Patients, be hung up in fit Places in each House, as the House-Committee from time to time shall think proper.

Admission of P A T I E N T S .

I. **T**HAT no Person under the Age of Seven Years be admitted a Patient of these Hospitals.

II. That all Persons who apply to be relieved by this Charity, shall bring a Letter of Recommendation-

mendation, signed by a Governor or Subscriber; except at any time any Person shall be found to be a proper Object of Distress by the House-Committee.

III. That no Patient give Money to any Person whatsoever, upon pain of Expulsion.

IV. That every Patient in the Natural Way do deposite One Pound Two Shillings for the Charges of Burial, in case such Patient shall die in the Hospital; but if they shall live, or be buried by their Friends, then the said Sum shall be returned without any Deduction whatsoever.

V. Any Person intending to send a Patient, who has the Distemper, into the Hospital, must send previous Notice thereof; to prevent the Inconveniencies that may arise, in case there should be no Room to receive such Patient when brought.

VI. That all Governors be at liberty to recommend Patients in the Natural Way, but not to have more in the House than one at a Time, and one likewise entered upon the Books for Inoculation; who will be admitted on the Day of Reception, when it comes to his or her Turn.

Particular RULES to be observed relating to the HOSPITALS, and the Conduct of them.

I. **T**HAT the Keys of the Poor's-Box be kept by the Chairman of the House-Committee and the Physician, and the Money

found therein, taken out once every Quarter or oftener, in the Presence of the Committee.

II. That no Person (Governors excepted, or in the Presence of a Governor) be permitted to visit the Patients in the House in the Natural Way, unless it be by the Appointment of the Governor Recommending, with the Approbation of the Physician.

III. That the House-Committee shall appoint the Number of Persons to be received at a Time for Inoculation, according to the Order they stand entered on the Books, by giving Seven Days Notice in the *Public Advertiser* of the Day fixed for their Admission.

IV. That a proper Drefs be provided for the Patients, and worn by them while their own Cloaths are carefully fumigated and air'd; after which they are to be delivered to them in a Room detached from the Hospital; and then they are to be immediately dismissed, and not suffered to go back into the Wards.

V. That no Officer or Servant of the Hospital, or other Person any way belonging to it, presume to take of any Governor, Tradesman, Patient, Stranger, or others, any Fee, Reward, or Gratification of any Kind, directly or indirectly, for any Service done, or to be done, on account of the Hospital, on pain of being immediately discharged.

VI. That the Apothecary and Matron of each House shall never on any Occasion be both absent

at one and the same Time, from the House under their Care.

VII. That any Acquaintance or Friend of any Patient, who shall presume to give Money or any other Gratuity to any Nurse or Servant, shall not be admitted to visit the Hospitals.

PHYSICIAN.

I. **T**HAT he attend daily the *General-Hospital*; and the *House of Preparation* as often as is necessary, to inoculate the Patients, examine them, give such Orders, direct their Diet, and prescribe such Medicines, as he shall think fit.

SECRETARY *and* RECEIVER.

I. **T**HAT there be a Secretary, who shall be Receiver, and find two good Sureties to the Satisfaction of the House-Committee, to be bound with himself in the Penalty of Two Hundred Pounds, for the faithful Discharge of his Duty and Trust as Secretary and Receiver.

II. That he be present at all General-Courts and Committees, at the Hours appointed.

III. That he keep the Books and Accounts in a methodical Manner; and do all such Business as

is requisite and commonly done by Secretaries and Receivers at other Hospitals.

APOTHECARIES in General.

I. **T**HAT each find two good Sureties to the Satisfaction of the House-Committee, to be bound with himself in the Penalty of One Hundred Pounds for the faithful Discharge of his Duty as Apothecary, and also as Steward of the House to which he belongs.

II. That they give their own Bonds respectively in the Penalty of Ten Pounds, with a Condition thereunder written, for giving one Kalendar Month's Notice in Writing to the House-Committee, of their Intentions of quitting the Service of the Hospital, and in default of such Notice to forfeit Ten Pounds, for the Use of the Charity; and that such Bonds be deposited in the Hands of the Treasurer for the Time being.

III. That they do not practise as Apothecaries out of the Hospitals; or attend any other Business, than that of this Charity.

IV. That they never be absent from their Houses on any Account, without leaving a Note in the Dispensary where they are to be found.

V. That they examine all Provisions brought into their own particular House; Coals, Candles, Bread, Beer, and other Necessaries, as to Quantity and Quality; and deliver them to the Care

of the Matrons, or according to the Order of the House-Committee,

VI. That they visit the Patients in their several Wards every Morning before Eight o'Clock, that they may be able to inform the Physician of the Condition of each Patient, and as often as occasion requires,

VII. That they take care of the Utensils, Drugs, and Medicines, of the Dispensary, and see that none be wasted, spoiled, or embezzled; and make up, label, and deliver out, the Medicines, according to the Prescription of the Physician; punctually, carefully, and faithfully observing his Orders.

VIII. That they always attend the Physician at his Hours; and be at Home before Eleven o'Clock at Night at farthest.

IX. That they never lie out of the Hospital without special Leave of the House-Committee; and in such Case, they respectively appoint another Apothecary, who shall be approved of by the Physician, to officiate in his or their Places.

X. That they lay before the House-Committee at every Meeting an Account of what Things are wanting in each House respectively, for their Approbation; and that they do not give Directions for any Goods or other Things without their Order; and that they inform the said Committee from time to time of any Misbehaviour in the Servants, and of all Irregularities in their respective Houses.

XI. That

XI. That they keep Accounts of all Goods and Provisions sent into their Houses; and that each Person have a proper and separate Account, in Books provided for that Purpose; and that they daily enter the several Goods that are delivered, with their Prices; so that, at the End of the Quarter, the Account kept by them may be compared with the Bills delivered by the Tradesmen.

APOTHECARY *of the* GENERAL HOSPITAL
in particular.

I. **T**HAT he fix a Ticket on every Patient's Bed in the Natural Way, specifying their Names, Age, by whom recommended, and Times of Admission, when they were first seized with the Disease, and the Time of the Eruption of the Pustules.

II. That he keep Registers of the Natural and Inoculated Patients, containing their Names, Times of Admission, Places from whence they came, Age, Business, Issue of the Disease, and by whom recommended.

III. That he give Receipts for the Deposit-Money of the Natural Patients; and pay the same on their Discharge, or Burial at the Expence of their Friends, to the Person who produces the Receipt for such Deposit-Money; but if buried at the Charge of the Charity, then he is to pay the
same

come to the Undertaker, at the Time of Burial ; and take Receipts for all such Payments.

IV. That whenever a Patient shall happen to die, he do forthwith give Notice thereof to the proper Friends of such Patients.

V. That a Letter of Thanks be filled up by him for every Patient when discharged, to be given to the Governor who had recommended them ; and also a Note for every Patient to return Thanks in their respective Places of Public Worship.

APOTHECARY *of the* HOUSE *of* PREPARATION *in particular.*

I. **T**HAT he keep a distinct Book for each Sex, containing the Names of the Patients and Places of Abode, Names of the Governors, who recommend, Dates of the Recommendations, the Days they came to his Hands, and where they are to have Notice sent them of the Days of their Admission.

II. That he give a Receipt or Acknowledgement in Writing to every Governor for their Letter of Recommendation of every Person to be inoculated, as the same shall from time to time come to his Hands.

III. That upon receiving a Recommendation from a Governor, he enter the same in the proper Book immediately ; provided that the Person re-
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commending has not at that Time a Patient already set down ; in which Case he must write a Letter to the Governor, letting him know that the former Person recommended has not been yet admitted, and therefore the present Recommendation cannot take place.

IV. That he give to a sufficient Number of those who are in Turn, Seven Days Notice, or more when necessary, of the Day appointed by the House-Committee for their Admission ; and when he finds that he has not a fit Number who acknowledge by Letters, Post-paid, and promise to attend, that he forthwith write to as many more, who are sufficiently near to attend, to supply the Deficiency, according to the Order they stand on the Books.

V. That he acquaint each Governor, as well as the Patients, when such Patients recommended by them will be admitted.

VI. That in case any Person so recommended, having had Notice sent them as above-mentioned, shall neglect to attend in order to be admitted, that he do forthwith by Letter acquaint the Governor recommending, of such Neglect, and of being then at liberty to recommend the same, or any other Person, as shall be thought fit by such Governor.

VII. That he take, in Trust, the Patients Money, upon their Admission at his House ; and
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send it with the Accounts of the same to the Apothecary of the *General-Hospital*, upon the Patients being removed thither ; where it shall be kept by the said Apothecary till the Patients are discharged.

M A T R O N S .

I. **T**HAT they see all the Patients observe the Rules of the Hospitals ; the Nurses, and other Servants do their Duty ; and in case of Misbehaviour or Neglect, they acquaint the House-Committee therewith.

II. That they go round their respective Houses every Night, and see that the Patients go to Bed in due Time, *viz.* from *Michaelmas* to *Lady-Day*, at Nine o'Clock, and from *Lady-Day* to *Michaelmas* at Ten o'Clock.

III. That they acquaint the Apothecaries what Provisions are necessary for their respective Houses ; and that they weigh, measure, and examine all Provisions when they come into their respective Houses ; see that they be good, such as charged in the Bills sent therewith, and according to Order ; and keep a daily Account of the Quantities used by Weight and Measure, and suffer none to be wasted or carried out.

IV. That they take care of all the Household Goods and Furniture belonging to the respective Houses

Houses under their Care, and be ready to give an Account thereof when required.

V. That they take care of, and keep the Keys of the Doors; and that they be always locked from *Michaelmas* to *Lady-Day*, at Six in the Evening, and not opened before Eight in the Morning; and locked from *Lady-Day* to *Michaelmas*, at Nine in the Evening, and not opened before Seven in the Morning, unless upon extraordinary Occasions; and that they admit an Officer or Servant residing in the Hospital, before Eleven o'Clock at Night, but not afterwards.

VI. That they be not absent from their respective Houses, without Leave of the Chairman of the House-Committee, or Physician.

VII. That they do not receive any Patient into the Hospital without an Order of the Committee, or of a Governor or Subscriber.

VIII. That if they know of any of the Rules of the Hospital being transgressed, they give Notice thereof to the House-Committee, at their next Meeting.

MATRON of the HOUSE of PREPARATION
in particular.

I. **T**HAT she take care of what Cloaths and Apparel or other Effects are brought into her House by the Patients; that they may be returned to them or to their Friends, when discharged.

OVERSEER *at the* GENERAL HOSPITAL.

I. **T**HAT whenever Patients are admitted in the Natural Way, she shall see them properly put to Bed ; having first of all (in the Presence of those who bring them) taken away by a thorough Search, all their Money, in order to prevent the Patients obtaining Spirituous Liquors, or any thing else that may be injurious to their Health ; such Money is either to be given back at that Time to their Friends, or else, being set down with their Cloaths in a Book provided for that Purpose, to be kept in her Custody, while the Patients remain in the Hospital, in order to be returned to them at the Time they are discharged, or to their Friends in case of Death.

II. That she likewise at the same Time make one of those, who come with the Patients, write down in a fit Book, what is brought in with them ; and that she sign her Name thereto ; or if none of them can do this properly, she shall write the Things therein herself, and they shall sign it ; and whatever shall be sent afterwards to each Patient, must be entered there accordingly ; so that whether the Patients do well or otherwise, they or their Friends may be sure to receive, without any Mistake, all that belongs to them, agreeable to such an exact Account.

III. That she inform the Patients Friends what Apparel may be wanted for them, that they
 may

may be properly furnished ; besides it is her constant Business to enquire of the Patients themselves what their Wants are, and to make Application to the proper Persons, that their Wants may be duly supplied.

IV. That she see all the Patients take their Medicines agreeable to the Direction of the Physician.

V. That she be not absent from the House without Leave of the House-Committee or Physician.

NURSES.

I. **T**HAT they diligently attend the Patients ; and keep their Beds in a neat and descent Manner ; observe the Orders of the Matron, Overseer, and their other Superiors ; see that the Rules made for the Patients be exactly complied with ; and that they behave themselves with Tenderness to the Patients, and with Civility and Respect to Strangers.

II. That they shall not receive any Present, Acknowledgement, or Gratuity, either in Money, Treats, or any Thing whatsoever from any of the Patients or their Friends, either during their being under the Care of this Charity or after their Discharge ; nor from any Tradesman, or any other Person.

III. That they shall not on any Pretence be absent from their respective Wards, but that all Er-

rands shall be done by some proper Persons, by Directions of the Matron.

IV. That they clean their Wards every Day; by Seven in the Morning, from the First of *March* to the First of *October*; and before Nine, from the First of *October* to the First of *March*; and that special Care be taken at all Times that the Utensils be kept neat and clean.

V. That they do not convey or carry out of the House any Provisions or other Things belonging to it, on pain of being immediately discharged and prosecuted.

VI. That they do not bring, or suffer to be brought in, any Liquors, or Provisions of any Sort, to the Patients, from or by their Friends, or any other way whatsoever.

P A T I E N T S.

I. **T**HAT the Natural Patients, immediately upon their Admission, deliver up to the Overseer, or else to their Friends, their Money; and that those who are to be inoculated do the same to the Governors who attend their Admission; which Money is to be kept for them by the Apothecary of the *House of Preparation*, and transmitted by him to the Apothecary of the *General Hospital*, and returned to the Patients, or their Friends, when they are discharged.

II. That

II. That if any Money be found after their Admission, the Persons upon whom it is found be expelled, and the Money forfeited to the Use of the Charity.

III. That the Persons who are entered upon the Books for Inoculation, and are in Turn to be admitted, if they do not acknowledge their Notice, which they shall have received, and promise to attend accordingly, by Letter, Post-paid, or otherwise signify a Certainty of their Attendance, they shall lose their Right of Admission, and be struck off the Books, and not afterwards be taken in, unless by a fresh Recommendation, which shall be entered at the End of the List.

IV. That they do not play at Dice, or any other unlawful Games.

V. That they do not Swear, Curse, or give any abusive Language, or behave themselves indecently, on pain of Expulsion.

VI. That they do not lie out of the House on any Account whatsoever, nor even go out of Doors without Leave.

VII. That they do not sit up after Nine in Winter, and Ten in Summer at farthest.

VIII. That they do not send for, or receive in any Manner whatsoever, Provisions of any Sort; Spirituous, or any other Liquors; nor give away any of the House-Provisions, on pain of immediate Expulsion.

IX. That such Patients as are able, do assist
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the Nurses in taking care of the others ; and do other Services in the House, as far as is convenient and proper.

X. That the Men do not go into the Womens Wards, nor the Women into the Mens.

XI. That every Patient take such Medicines as are prescribed by the Physician, in the Presence of the Overseer ; and submit to the Operations judged necessary.

XII. That when the Patients are cured, they shall return Thanks to the Governor or Subscriber, who recommended them ; as also in their respective Places of Public Worship.

