

**Rules and orders, together with the duties of the several officers and servants / approved by [G. Grey,] Her Majesty's Principal Secretary of State for the Home Department, 9th May, 1866.**

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BETHLEM HOSPITAL.

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RULES AND ORDERS,

TOGETHER WITH

THE DUTIES

OF THE SEVERAL

OFFICERS AND SERVANTS.

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*Approved by Her Majesty's Principal Secretary of State for  
the Home Department, 9th May, 1866.*

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BETHLEM HOSPITAL

RULES AND ORDERS

FOR THE NURSES

OF THE HOSPITAL

BY THE SURGEON

OF THE HOSPITAL

Approved by the Hospital's Board of Directors of 1850

The Hospital, Bethlehem, Pa. 1850

Printed by J. B. Lippincott & Co., Philadelphia

## INDEX.

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Direction and Control of the Hospital	5
General Courts .. .. .	5
The Committee	5
Bethlem Sub-Committee	6
The Resident Physician and Medical Superintendent	13
The Assistant Medical Officer .. .. .	23
The Chaplain .. .. .	25
The Matron .. .. .	27
The Steward .. .. .	31
The Attendants and Servants .. .. .	37
The Engineer .. .. .	41
The Gardener .. .. .	42
The Porters .. .. .	43
Other Servants .. .. .	45
The Attendants—Duties at particular Hours	46
,,        Duties on particular Days	51
,,        General Duties .. .. .	53
The Diet .. .. .	58

INDEX

1	Division and Control of the Hospital
2	General Courts
3	The Committee
4	Business Sub-Committee
15	The Hospital System and Medical Superintendent
21	The Assistant Medical Officer
22	The Captain
23	The Matron
24	The Steward
25	The Attendants and Servants
26	The Engineer
27	The Gardener
28	The Porter
29	Other Servants
30	The Attendants—Duties of particular hours
31	Duties on particular days
32	General Rules
33	The Port

## BETHLEM HOSPITAL.

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# RULES AND ORDERS,

TOGETHER WITH THE DUTIES OF THE SEVERAL

## OFFICERS AND SERVANTS.

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1. THIS HOSPITAL is under the direction and control of its Governors in General Court assembled.

### GENERAL COURTS.

2. Four General Courts shall be held in every year, viz., one in January, one in April, one in June, and one in November; and others as often as the President may think proper, or whenever the same may be required to be held by a resolution of the Committee, or by a requisition in writing, signed by at least thirteen Governors.

### THE COMMITTEE.

3. There shall be one responsible and effective Committee, consisting of the President and the Treasurer (*ex-officio*), and forty-two Governors, elected by the General Court, whose duty it shall be to conduct the affairs of the Hospital, and superintend the general management and concerns thereof: five to be a quorum.

## BETHLEM SUB-COMMITTEE.

4. The Committee shall be divided into six parts, each part to be summoned to attend, in monthly rotation, at Bethlem Hospital, every Friday, and to constitute, together with the President and Treasurer, the Bethlem Sub-Committee; the duty of which shall be,—to admit and discharge Patients, inspect the Establishment, audit weekly Bills, and dispatch ordinary and casual business. Such Sub-Committee to be open to all Governors; and the minutes of its proceedings to be submitted for approval to the Committee at every meeting for general purposes.

5. All poor Lunatics presumed to be Curable, are eligible for admission into this Hospital, for maintenance and Medical Treatment, except—

1. Those who have sufficient means for their suitable maintenance in a Private Asylum.
2. Those who have been insane more than twelve months, and are considered by the Resident Physician to be Incurable.
3. Those who are in a state of Idiocy, or are subject to Epileptic Fits, or whose condition threatens the speedy dissolution of life, or requires the permanent and exclusive attendance of a Nurse.

N.B. “A preference will be given to Patients of the educated classes—to secure accommodation for whom, no Patient will be received who is a proper object for admission into a County Lunatic Asylum.”

6. The Bethlem Sub-Committee, which is open to all Governors, shall meet at the Hospital every Friday (except Good Friday, and Christmas-Day when it falls on a Friday), to receive and consider petitions for the admission of patients; and Patients to be admitted on any Friday must be brought to the Hospital not later than ten o'clock in the morning of that day, the Resident Physician having power to admit Patients on any day, subject to the approval of the Sub-Committee on the ensuing Friday.

7. Every Patient admitted as curable shall remain and be wholly maintained at the expense of the Hospital for twelve months, if recovery at an earlier period do not take place; the Bethlem Sub-Committee having power, subject to the approval of the General Committee, to extend, for a specified period, the residence in the Hospital of Patients who there is reason to believe, will be benefited by such extension.

8. No Patient who has been discharged uncured shall be again admitted into the Hospital as curable, without proof that such Patient has been well at least twelve months since the last discharge.

9. The person of every Patient (Male and Female) shall, immediately after admission, be carefully examined by the Head Attendant, who shall forthwith report in writing to the Resident



Physician and Medical Superintendent, the bodily condition of the Patient, and especially any bruise, injury or mark, which may have been observed in such examination; and it shall be the duty of the Resident Physician, upon receiving notice of the existence of any recent injury or apparent bodily disorder, at once himself to make a personal examination of the patient.

10. A limited number, to be settled from time to time by General Court, of incurable Patients shall be permanently retained in the Hospital. They shall be selected from such Patients as have been previously admitted into the Hospital as curable, but have not been cured, and are dangerous lunatics.

11. No Patient shall be eligible for admission on the Establishment for incurables unless recommended by the Bethlem Sub-Committee and approved by the General Committee, on a consideration of the Report of the Resident Physician as to the mental condition and previous station in life of such Patient. A list of Patients, so approved, shall be kept, and as vacancies occur they shall be admitted in the order in which they were approved, without favour or preference.

12. Every Patient on admission shall be placed in such part of the Hospital as shall be directed by the Resident Physician, who has the entire charge of the classification.

13. No Patient shall be placed under mechanical restraint, or in seclusion, without the previous authority of the Resident Physician, or, in his absence, of the Assistant Medical Officer; and a Register shall be kept, in which every case of such restraint and seclusion resorted to in the Hospital, and the reasons for such restraint or seclusion, shall be fully recorded, such register to be laid before the Bethlem Sub-Committee at every meeting.

14. No provisions or liquors, under any pretence, shall be given to Patients by their friends, without the permission of the Resident Physician.

15. No extra diet shall be allowed for any Patient, without the written authority of the Resident Physician.

16. An ample supply of books and other publications shall be provided for the instruction and amusement of the Patients, but none shall be distributed amongst them unless approved by the Resident Physician and the Bethlem Sub-Committee.

17. All discharged Patients shall be removed by their sureties, within six days after notice to that effect; and a return of those not so removed, shall be laid before the Bethlem Sub-Committee at its next meeting.

18. The Bethlem Sub-Committee shall have power to relieve any destitute Patient, on discharge, with a gratuity not exceeding twenty shillings.

19. If a Patient escape through the negligence of any Officer, Attendant, or Servant, the expense of recovering such Patient shall be paid by the Steward, and by him deducted from the salary or wages of the person in fault; who in addition shall be liable to a further penalty, not exceeding twenty pounds, at the discretion of the Bethlem Sub-Committee.

20. The relatives and friends of Patients shall be permitted to visit Male Patients on the first and third Mondays, and the Female Patients on the second and fourth Mondays in every month, between the hours of two and four o'clock in the afternoon; but no visitor shall be permitted to see a Patient if the Resident Physician consider that the visit will prove injurious to the Patient, or be otherwise inexpedient.

21. The duties of the several Attendants and Servants shall be printed in a separate form, and a copy given to each on entering the Hospital.

22. Every Governor may take Visitors over the whole of the Hospital; and Visitors, unattended by a Governor, shall be allowed a similar inspection, on producing an order to that effect from the President or the Treasurer.

23. Every Visitor shall be invited to enter his name and address, with such remarks as he may see fit, respecting the state and management of the Hospital, in the Visitors' Book, which shall be weekly laid before the Bethlem Sub-Committee.

24. The Bethlem Sub-Committee shall inspect every part of the Hospital, at least once a month, and record, in the Book kept for that purpose, the condition in which they find the Establishment, together with such suggestions for its improvement as may have occurred to them during inspection. And for the purpose of securing vigilance on the part of all the Officers and Attendants, a like inspection shall be made at some uncertain time, by one or more of the Committee, once at least, in every three months.

25. A Book shall be kept in which all sums of money, or other property which may be found upon any Patient on admission, shall be entered and certified by the persons bringing such Patient, and countersigned by the Steward, who shall have the custody of such property, which book shall be laid before the Bethlem Sub-Committee at every Meeting.

26. Every Officer, Attendant, and Servant, shall be under the control of the President, Treasurer, Committee, and Bethlem Sub-Committee, as well as of the Resident Physician, and other officer under whom they shall be immediately placed.

27. Every complaint by an Officer against any other Officer, Attendant, or Servant, shall be made in writing, prior to such complaint being considered ; and in the event of an Officer, Attendant, or Servant, having been suspended, the particulars of such suspension shall be stated at length.

28. Every Officer, Attendant, and Servant, shall be responsible for the proper observance of all the Rules in force for the good government of the Hospital, so far as they may be applicable in his or her department.

29. Every Officer shall attend the prayers and other religious services in the Chapel, as regularly as circumstances will admit : and arrangements shall be made so that all the Attendants and Servants may attend in rotation.

30. No Officer, Attendant, or Servant, shall have an interest, direct or indirect, in any contract or agreement for the supply of any article, or the performance of any work for the Hospital ; and no Officer, Attendant, or Servant, shall take, under pain of immediate dismissal, any perquisite, or accept any fee, gratuity, or present, from any Visitor to the Hospital, or from any person concerned for, or connected with it, or from a Patient, or from the friend of any Patient.

THE RESIDENT PHYSICIAN,  
AND MEDICAL SUPERINTENDENT.

31. There shall be a Resident Physician, who must be a Doctor of Medicine of an University in the United Kingdom, and a Fellow or Member of the College of Physicians in London, Edinburgh, or Dublin, qualified to practise as a Physician.

32. He shall devote the whole of his time to the duties of the office; and shall not have any connection, directly or indirectly, with any other Establishment for the reception of lunatic or other patients, nor shall he professionally attend any private patient.

33. He shall constantly reside within the Hospital, and shall never be absent from it, on any account whatever, without previously giving charge of it to some other competent medical practitioner, to the satisfaction of the President or Treasurer, so that the Institution shall at no time be without efficient medical superintendence.

34. He shall never be absent from the Hospital for a night without the written consent of the President or Treasurer. An absence of a month in every year will be allowed him, provided that arrangements be made, satisfactory to the President, or Treasurer, for the efficient performance of his duties during such absence.

35. He shall be under the control of the President, the Treasurer, the Committee, and the Bethlem Sub-Committee; and shall himself have control over all other Officers, Attendants, and Servants, in everything pertaining to the maintenance, care, occupation, and amusement of the Patients. He shall have authority to recommend the hiring and discharge of all Attendants and Servants, and may suspend any of them for misconduct, entering a report of such suspension, with the reason thereof, in a Journal, for the information of the next Bethlem Sub-Committee, and giving immediate notice thereof to the Treasurer.

36. He shall be responsible for the management and condition of the Hospital, and shall superintend the whole of the medical and moral treatment of the Patients, and the general arrangements of the Establishment, subject to the Rules of the Hospital and the directions of the Governors.

37. He shall classify the Patients, and shall regulate and determine the diet of those who are sick and infirm, in such manner as he shall see fit, taking care that the particulars of such sick or extra diet be entered in a Book to be kept for that purpose. He shall also from time to time examine the provisions furnished for the use of the Patients, and report to the Bethlem Sub-Committee whenever he shall consider the quality of any part of it to be unsatisfactory.

38. He shall carefully examine every Patient on admission, and, if requisite, on discharge; and shall cause proper entries relative thereto to be made in the Books kept for that purpose.

39. He shall make a daily visit to all parts of the Hospital, passing in review the whole of the Patients, Attendants, and Servants. This general visit to be independent of any special visits which, from the severity of particular cases, or for the insuring constant attention to their duties on the part of the Attendants and others, he may judge it expedient to make.

40. He shall make occasional visits, at uncertain times during the night, to the various wards and bed-rooms, and shall enter in the Journal the state of the Hospital at the time of such visits, for the information of the Bethlem Sub-Committee at their next meeting. On making such visits to the department for Female Patients, he shall be accompanied by some Female Officer of the Hospital.

41. He shall take care that every Patient reported as requiring restraint or seclusion be immediately visited by himself or another Resident Medical Officer.

42. He shall take care that the Rules of the Hospital be faithfully observed, especially enforcing at all times on the Attendants and Servants the



paramount importance of gentleness and kindness to the Patients.

43. He shall act as Physician, not only to the Patients of Bethlem, and Resident Officers and Servants, but also to all the inmates of the King Edward's Schools, and shall take care that all medicines prescribed be duly dispensed and administered.

44. He shall investigate all complaints made to him by Patients, Attendants, or Servants, and shall report in writing to the President, Treasurer, or Bethlem Sub-Committee, at their next meeting, such as appear to require further notice.

45. He shall take care that all admissions, discharges, and deaths, be duly recorded; and that the Prescription Books, Medical Visitation Book, and Case Books, be regularly and effectively kept, and presented to the Bethlem Sub-Committee every week, such cases as are completed being previously signed by himself in testimony of his approval. Each case shall contain the following particulars, to be amplified in cases which appear to require more extended details:—

*First.*—A statement of the name, age, sex, and previous occupation of the Patient, and whether married or single.

*Secondly.*—An accurate description of the external appearance of the Patient, when first seen

after admission; of the habit of body and temperament, of the appearance of the eyes, the expression of the countenance, and any peculiarity in the physical formation, the state of the vascular and respiratory organs, and of the abdominal viscera, and their respective functions; of the state of the pulse, tongue, skin, &c.

*Thirdly.*—A description of the phenomena of mental disorder which characterize the case; the manner and period of the attack; with a minute account of the symptoms, and the changes produced in the patient's temper or disposition; specifying whether the malady displays itself by any, and what illusions, or by irrational conduct, or morbid or dangerous habits or propensities; whether it has occasioned any failure of memory or understanding; or is connected with epilepsy, hemiplegia, or symptoms of general paralysis, such as tremulous movements of the tongue, defect of articulation, or weakness, or unsteadiness of gait.

*Fourthly.*—Every particular which can be obtained respecting the previous history of the Patient; what are believed to have been the predisposing and exciting causes of the attack; what have been his habits, whether active or sedentary, temperate or otherwise; whether he has expe-

rienced any former attacks, and if so, at what periods; whether any of his relatives have been subject to insanity or any other cerebral disorder: and whether his present attack has been preceded by any premonitory symptoms, such as restlessness, unusual elevation or depression of spirits, or any remarkable deviation from his ordinary habits and conduct; and whether he has undergone any, and what previous treatment, or has been subject to personal restraint.

*Fifthly.*—A statement, from time to time, at intervals in no case exceeding one month, of the mental and bodily condition of the Patient, and of any changes which may be observed in his bodily health, or in the form of his mental disease; also an accurate record of the medicines administered, and other remedies employed, with the results.

The several particulars herein required to be recorded to be set forth, not in any fixed or tabular form, but in a manner so clear and distinct, that they may admit of being easily referred to, and extracted whenever required.

46. He shall see that there be immediately entered in the Prescription Book, an account of all medicines, wines, and spirits, prescribed and dispensed.

47. He shall, on the death of a Patient, report the same to the Coroner, and to the next Bethlem Sub-Committee, specifying the time during which such Patient had been in the Hospital, and the apparent cause of death.

48. He shall direct post-mortem examinations to be made, when practicable, in cases that appear likely to afford information as to the nature, causes, or effects of insanity or where the cause of death is doubtful.

49. He shall take care, when any violent or sudden death shall occur, that immediate notice thereof be sent to the Treasurer and to the friends of the Patient; and in every case of suicide, the Attendant who had the care of the Patient shall be suspended until the next meeting of the Bethlem Sub-Committee.

50. He shall take care that the friends of Patients dangerously ill be invited to visit them without delay, and to remain with them, as far as may be practicable, during the continuance of such illness.

51. He shall report to the Bethlem Sub-Committee, at every meeting, the important circumstances that have occurred in the Hospital 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 in the Hospital; the number of such as are sick, with the nature of their complaints; the number, if any, of those who have been under personal restraint, or in 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.

52. He shall take care that lists be prepared of all Patients who are suicidal, or subject to any disease or habit requiring particular 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.

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

54. He shall allow every Patient 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 reasonable times by a minister of his or her own persuasion, whenever in his (the Physician's) opinion such visits will not be prejudicial.

55. He shall present Patients on leaving the Hospital cured, or on leave of absence, with such advice as he may consider best adapted to prevent the recurrence of their disease.

56. He shall attend all meetings of the Bethlem Sub-Committee, to assist by his advice, and to submit for consideration, the various suggestions he may, from time to time, think it right to make, respecting the management, exercise, amusement, employment, classification, and diet of the Patients.

57. He shall inspect all letters addressed to Patients, and shall give such letters or communicate the contents thereof, wholly, or in part, to the Patients addressed, at his discretion.

58. He shall also inspect all letters written by Patients (except those addressed to Governors) and shall withhold such as appear to him to be objectionable. All letters so withheld shall be laid before the next Bethlem Sub-Committee.

59. He shall see that the Steward be made acquainted with every change that shall be made in the number of Patients in any of the wards, in order that a corresponding change be made in the distribution of rations.

60. The proper care of the Patients, and the due administration of the Hospital, in accordance with the Rules, shall be his first consideration, next to which he shall use his best exertions to render the Establishment effective as a school for the study of insanity, and the dissemination of knowledge

respecting its nature, causes, and proper treatment.  
To effect which—

61. He shall admit as pupils, Medical Students complying with the rules prepared for such cases; the Governors reserving to themselves the right of nominating pupils, who shall attend gratuitously.

62. He shall make such regulations for their instruction, consistent with the comfort of the Patients, and the educational proceedings in the other Hospitals, as he may see fit.

63. The pupils shall have the privilege of attending all post-mortem examinations made in the Hospital.

64. He shall give Clinical Instruction, to be illustrated by the cases under consideration at the time.

65. He shall be assisted in the performance of his duties by a Second Resident Medical Officer, and by such Medical Pupils as shall be resident, who shall in all respects be under his direction.

66. He shall present to the General Court of Governors, at their first Meeting in every year, an Annual Report, showing the general condition of the Patients, and the state and management of the Hospital during the preceding year.

## THE ASSISTANT MEDICAL OFFICER.

67. There shall be an Assistant Medical Officer, who shall be a Fellow or Member of one of the Royal Colleges of Surgeons, and a Licentiate of the Company of Apothecaries.

68. He shall devote the whole of his time to the service of the Hospital, and shall not have any connexion directly or indirectly with any other Establishment for the reception of lunatics or other patients, nor shall he professionally attend any private patient.

69. He shall be under the control of the Resident Physician, under whose immediate direction he shall perform all his duties.

70. He shall constantly reside in the Hospital, and shall never be absent from it, on any account whatever, without the consent of the Resident Physician. An absence of a month in every year will be allowed him, provided that arrangements be made satisfactory to the Resident Physician, and the President or Treasurer, for the efficient performance of his duties during his absence.

71. He shall make up Medicines and dispense them to the Patients, and to the Resident Officers and Servants of the Hospital, and the King Edward's Schools when required.



72. He shall, in the absence of the Resident Physician, and of his approved Substitute, have all the Resident Physician's authority and powers, and shall have charge of the whole Establishment, and be responsible for its proper administration, subject to the Rules of the Hospital and the directions of the Governors; but it shall be his duty on such occasions to carry out as far as may be practicable, the directions of the Resident Physician, or what may reasonably be expected to be his wishes in the event of no directions having been given.

## THE CHAPLAIN.

73. There shall be a Chaplain, who shall be a Clergyman of the Church of England in Priest's Orders, not under thirty, nor above forty-five years of age at the time of his election, and who shall reside within two miles of the Hospital.

74. He shall perform Divine Service, Morning and Evening, in the Chapel of Bethlem Hospital, on every Sunday, Christmas Day, and Good Friday, at such times as shall be appointed, to the Officers and Servants of the Establishment, and such of the Patients as the Resident Physician shall deem it desirable should attend.

75. He shall administer the Sacrament of the Lord's Supper, at least once in every quarter, to such of the Household as may require it, and to such of the Patients as may require it, and as he and the Resident Physician shall consider in a fit state to receive it.

76. He shall visit the Hospital on at least two other stated days in every week, at stated hours, and when requested by the Resident Physician, for the purpose of affording religious consolation and instruction to those Patients whom the Resident Physician shall point out to him as likely to be

benefited thereby. And generally he shall perform such ministerial duties, and keep such Journals as the Court, the General Committee, or Bethlem Sub-Committee may from time to time direct, and such Journals to be the property of the Governors.

## THE MATRON.

77. There shall be a Matron, who shall be under the control of the Resident Physician.

78. She shall not be under thirty, nor above forty-five years of age at the time of her appointment; and she shall be unmarried, or a widow not encumbered with a family.

79. She shall devote the whole of her time to the duties of her office, and shall have no connexion directly or indirectly with any other Establishment.

80. She shall reside in the Hospital, and shall never be absent from it a night without first consulting the Resident Physician, and obtaining the consent of the President or Treasurer.

81. She shall be responsible for the prompt and accurate execution of all the directions of the Resident Physician, and under his guidance, shall embrace every opportunity for the suitable employment, amusement, and instruction of the Female Patients.

82. She shall spend the chief part of her time with the Female Patients, and shall inspect them all, and the several apartments appropriated to their use at least twice a day; her first inspection to be completed every morning by ten o'clock.

83. She shall be responsible for the neat and cleanly appearance of the Female Patients, and shall take care that their apartments be kept clean and free from offensive smells ; that a cheerful appearance be encouraged therein, and that every defect in the repair, warming, or ventilation thereof be immediately reported.

84. She shall take care that every case of sickness, and every casualty among the Female Patients requiring medical attention, be reported to the Resident Physician as soon as the same shall be perceived, or shall occur.

85. She shall not remove any Patient or Attendant from one gallery to another without the authority of the Resident Physician.

86. She shall, in common with the Resident Physician, have control over the Female Attendants, and shall uniformly enforce on them the constant exercise of gentleness and kindness in the performance of their duties.

87. She shall be responsible for the proper making, repairing, washing, airing, and distribution of the linen of the Hospital ; she shall also be responsible for the proper clothing and bedding of the Female Patients.

88. She shall take stock of all the Hospital

clothing, bedding, &c., in the apartments for Female Patients, at least once in every quarter, and enter the same in a Book to be kept for that purpose, and immediately communicate the result to the Steward.

89. She shall take care that all the Female Attendants be faithful and diligent in the performance of their duties; that they observe the strictest propriety in their language, conduct, and demeanour, and that there be neither waste nor mismanagement in any part of the Hospital under her charge.

90. She shall investigate all complaints made to her by Female Patients, and shall communicate the result of her inquiry to the Resident Physician.

91. She shall keep a Journal, in which she shall notice every circumstance of importance occurring in her department; such Journal to be submitted to the Bethlem Sub-Committee every time it meets.

92. She shall make occasional visits at uncertain times during the night, to the different apartments under her charge, and shall report to the Resident Physician, and enter in her Journal, the state in which they then appeared. Such visits to be made at least twice a month.

93. She shall cause every Female Patient becoming dangerous or annoying to others, and not to be soothed or controlled by calmness and persuasion, to

be quietly removed, and the circumstance to be immediately communicated to the Resident Physician, who alone shall have the power of imposing restraint or seclusion.

94. She shall be at liberty, as well as the Resident Physician, to inspect all letters written by Female Patients, unless addressed to Governors.

95. She shall take care that all clothing and every other article brought to the Hospital with Female Patients be properly preserved and duly returned on their discharge, or satisfactorily accounted for.

96. She shall insert in her Journal any temporary absences from the Hospital, stating the hours of her departure and return.

## THE STEWARD.

97. There shall be a Steward, who shall be under the control of the President, Treasurer, Committee, and Bethlem Sub-Committee, and "in everything pertaining to the maintenance, care, occupation, and amusement of patients," he shall be under the control of the Resident Physician.

98. He shall not be above forty years of age at the time of his election.

99. He shall reside in an official residence provided for him within the premises.

100. He shall have no other occupation whatever, but shall devote the whole of his time to the duties of his office, and shall not be absent a night from his residence, without the consent of the President, Treasurer, or Bethlem Sub-Committee.

101. He shall give security for the sum of £600. to the satisfaction of the Committee, by himself; and two sureties in £300. each, one of which sureties may be an approved Guarantee Society.

102. He shall, neither directly or indirectly, have any interest in, or connection with any other Establishment for the reception of lunatics.

103. He shall have control over the Clerk of the Works, the Gardeners, the Cutter of Provisions, the



Cook, and Kitchen Maid, in matters not relating to the treatment of Patients, and shall have power to suspend any of them for misconduct, reporting the same to the Treasurer and Resident Physician.

104. He shall have the custody of, and be responsible for, the quantity and quality of all provisions, stores, furniture, bedding, clothing, and articles of domestic use or consumption, and shall superintend their receipt, distribution, and proper repair. He shall also lay before the Bethlem Subcommittee an account of such things as shall from time to time be required in the Hospital; and shall purchase nothing without a proper order, and receive nothing without an invoice, which is to be carefully checked and filed.

105. He shall keep Books, in which the receipt and distribution of stores and provisions shall be entered in such form as shall be directed, and shall from time to time prepare abstracts of the same for the consideration of the Committee.

106. He shall take care that every article of bedding, clothing, furniture, &c., in use in the galleries, and belonging to the Hospital, be distinctly marked before it is issued.

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

108. He shall lay before the Committee, at their first Meeting in every year, an Inventory of all furniture and other effects belonging to the Hospital on the 1st of January preceding, with a report of all additions thereto, and alterations therein, made during the preceding year.

109. He shall keep a Cash Book, in which shall be entered all monies received and paid by him, such book to be cast at the end of every month, and laid by the Receiver before the Treasurer and the Committee.

110. He shall keep the Register of Patients, and all such other Books and accounts as shall from time to time be required of him.

111. He shall answer, under the direction of the Resident Physician, all written applications relative to the admission of Patients; and shall immediately communicate the discharge of Patients to their friends and sureties.

112. He shall fill up and forward to the friends and sureties of all Patients dangerously ill, the request of the Resident Physician that they should visit them without delay; and in the event of the death of any Patient, he shall immediately report the circumstance to the friends and sureties of the

deceased. If the body be not removed within five days after death, it may be buried under the direction of the Bethlem Sub-Committee, who shall have power to order an earlier interment, if the Resident Physician shall report such to be necessary.

113. He shall take care that there be no extravagance, waste, or mis-appropriation of the property of the Hospital in any department under his charge.

114. 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 with the Governors, for the supply of any article, or the performance of any work for the Hospital.

115. He shall take care that the 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.

116. He shall not directly or indirectly interfere in the treatment or management of any Patient, or with the Officers or Attendants in the discharge of their duties, but shall, on observing anything which he may consider irregular or improper, forthwith report the same to the Resident Physician, or to the

Treasurer, or the Bethlem Sub-Committee, at their next meeting.

117. He shall carry on such part of the correspondence of the Hospital as the Bethlem Sub-Committee or Resident Physician shall direct.

118. He shall neither take, under pain of immediate dismissal, any perquisite, of any description; nor accept any fee, gratuity, or present of any kind, from any person or persons concerned for, or connected with, the Hospitals; nor shall he deal, for his own private consumption, with any tradesman who may at the time be supplying the Hospitals.

119. He shall conform to the general Rules and Regulations which now are, or shall hereafter be made, for the general management of the Hospitals.

120. He shall act also as Steward of the King Edward's Schools, and as such—

121. He shall have the care and distribution (with proper economy) of all the provisions, brewing articles, clothing, and stores in general required for both Hospitals; and keep the General Accounts of the receipts and expenditure of the House.

122. He shall receive, for the supply of Bridewell Hospital, all articles of clothing and bedding, and such other stores as may be required there.

123. He shall attend, when required, the Meetings of the Sub-Committee, and act conformably with the several directions of the Court, Committee, and Sub-Committee, and conform to the Rules and Regulations of the Hospitals.

124. He shall have the assistance of a Clerk, to be approved by the Treasurer, at a salary not exceeding Sixty pounds per Annum on commencement.

## THE ATTENDANTS AND SERVANTS.

125. The Attendants and Servants shall commence their duties at six o'clock in the morning in the Summer, and at such time as shall be appointed, not later than seven o'clock, in the Winter.

126. Every Attendant and resident Servant shall be in the Hospital punctually at the hour of ten o'clock at night, except the married Male Attendants and Servants, who are to be permitted to sleep out of the Hospital twice every week, and on Sundays alternately.

127. Every Attendant and Servant shall be responsible for the safe custody and proper use of the several keys, stores, and other things committed to their charge. Any Attendant or Servant permitting a gallery or gate key intrusted to his or her charge, to be in the possession of a Patient, or other person, without the authority of the Superior Officer under whose general control he or she may be placed, will be subject to immediate dismissal.

128. Every Attendant and Servant is strictly prohibited, under pain of immediate dismissal, from conveying, or causing to be conveyed, out of the Hospital, any provisions or stores of any kind, under any pretence whatever; neither shall they take out

of the Hospital any property of any other description belonging to the Governors, without the written authority of a Superior Officer.

129. Every Attendant and Servant is strictly forbidden, under the like penalty, from accepting any fee, gratuity, or present of any kind; or taking any perquisite of any description, or receiving money from any friend of a Patient, or from any Visitor to the Hospital, for any purpose or under any pretence whatever.

130. Every Attendant or Servant by whose negligence or connivance a Patient shall escape from the Hospital, shall, in addition to being subject to immediate dismissal, pay such part of the expense incurred in the recovery of such Patient, and such further sum, not exceeding twenty pounds, by way of penalty, as the Bethlem Sub-Committee shall direct.

131. 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 Hospital into full effect. They shall report to the Superior Officer, under whose general control they are severally placed, every impropriety

of conduct in any other Attendant or Servant that may fall under their observation; and they shall prevent every description of waste.

132. They shall be ready at all times to assist each other in the discharge of their respective duties; and in all cases they shall have strict regard to the comfort of the Patients, the interest of the Hospital, and the wishes of the Governors.

133. They shall not, when out of the Hospital, 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. Any Attendant or Servant discovered making arrangements with Lodging-house-keepers or others, for the purpose of receiving Lunatic Patients previous to their admission, or subsequent to their discharge from the Hospital, or taking any part therein, will be regarded as violating this Regulation, and will be subject to immediate dismissal.

134. Every Attendant and Servant on being appointed shall be provided with a Copy of their Duties, and shall sign an acknowledgment of having received them, and an undertaking to abide by them; and every one of them who shall infringe



any of the Rules of the Hospital, or shall neglect any of the directions of their Superior Officers, shall be liable to immediate dismissal.

135. No Attendant or Resident Servant shall be allowed to leave the Hospital without permission, in writing, stating for what time such permission is given, from the Superior Officer under whose general control such Attendant or Servant is placed.

136. No person shall be permanently engaged as an Attendant or Servant of the Hospital until after a trial of two months: and no Attendant or Servant when engaged shall be above forty-five years of age, except the Porter and Gate Keeper, who shall not be above fifty-five years of age.

137. The Attendants and Servants shall each give or receive one month's notice prior to leaving their situations, and if they leave without such notice, except with the consent of the Treasurer, they shall forfeit all wages due to them at the time. This rule is not to apply to Attendants or Servants on trial, with whom one week's notice shall be sufficient, or to Attendants and Servants discharged for misconduct, who shall not be entitled to any previous notice.

## THE ENGINEER.

138. There shall be an Engineer, who shall have the charge of the Steam Engine and all Machinery, and shall be responsible for their condition and proper repair, and for the requisite supply of steam, and hot and cold water, throughout the Establishment.

139. He shall keep accounts of the quantity of Coals consumed in his department, in such form as shall from time to time be approved of by the Bethlem Sub-Committee.

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

141. He shall be under the control of the Steward and Clerk of the Works in all matters relating to his duties as Engineer; but in the performance of his duties towards Patients he shall be under the control of the Resident Physician.

## T H E G A R D E N E R .

142. There shall be a Gardener, who shall have the care and management of the Garden, Airing Ground, Shrubberies, Lawns, and Roads, and shall be responsible for their being kept in proper order.

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

144. He shall supply the Hospital with such garden produce as shall from time to time be required, and shall be responsible for the proper care and treatment of all Patients placed in employment under him.

145. He shall be assisted by an Under-Gardener, who shall act under his direction.

146. He and his Assistant shall be under the control of the Steward in all matters relative to their duties as Gardeners; but in the performance of their duties towards Patients they shall be under the control of the Medical Officers.

## THE PORTERS.

147. There shall be two Porters and one Assistant Porter, who shall not be above fifty-five years of age at the time of their appointment, and neither of them shall be encumbered with any family.

148. They shall be on their Stations at six o'clock every morning in the Summer, and at such times as shall be appointed, not later than seven o'clock, in the Winter. They shall not quit their Stations during any part of the day without the leave of the Resident Physician, who is first to appoint a proper person to supply the place of him who is absent; and they shall remain on duty until ten o'clock every night.

149. The Porter at the Gate shall not allow any Attendant or Resident Servant to quit the Hospital without permission, in writing, signed by the Superior Officer under whose general control such Attendant or Servant is placed, and stating for what time such permission is given; and he shall keep a Book in which he shall enter the time of departure and return of every such Attendant or Servant, which book is to be laid before the Bethlem Sub-Committee weekly.

150. They shall not suffer any spirits, wine, beer, or other fermented liquor, to be brought into the Hospital for the Patients, Attendants, or

Servants, on any account, except under the directions of the Steward.

151. They shall not suffer any provisions to be brought into the Hospital for Patients, nor permit any clothing belonging to them to be taken away without the authority of the Steward or Matron.

152. They are strictly enjoined to allow no provisions or articles of Hospital consumption to be taken out of the Hospital, without the authority of the Steward.

153. They shall be at liberty to examine all parcels and bundles coming into or going out of the Hospital (except such as belong to the Medical Officers, the Steward, or Matron,) and they are to report to the Treasurer, Resident Physician, or Steward, whenever they shall find any articles therein contrary to the Rules of the Hospital. Any remissness in this part of their duty, will subject them to immediate dismissal.

154. They shall be under the control of the Resident Physician and Steward, and shall conform in all respects to the Rules of the Hospital, and shall inform the Treasurer, the Sub-Committee, the Resident Physician, or the Steward, whenever they shall observe any impropriety of conduct or any violation of the Rules on the part of any other person in the service of the Hospital.

## O T H E R   S E R V A N T S .

155. There shall be a Bricklayer, a Plumber and Painter, two Carpenters, a Smith, a Cutter of Provisions, a Cook, a Kitchen-maid, a House-maid, four Laundry-maids, and such other Servants as shall from time to time be required.

156. Their duties shall be in accordance, as far as practicable, with the nature of their respective appointments; in addition to which they shall severally perform such other duties as shall from time to time be required of them; and they shall be severally responsible for the safety and proper treatment of all Patients placed in employment under them.

157. The Bricklayer, the Plumber, and Painter, the Carpenters, the Smith, the Cutter of Provisions, the Cook, and the Kitchen-maid, shall be under the control of the Steward, except with reference to the treatment of Patients under their care, wherein they shall be under the control of the Resident Physician.

158. The House-maid and the Laundry-maids shall be under the control of the Matron.

## THE ATTENDANTS.

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### I: DUTIES AT PARTICULAR HOURS.

At 6 A.M. in  
Summer, and  
not later than  
7 A.M. in Win-  
ter.

159. The Attendants shall unlock the bed-room 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 discolouration of the skin, or other change may be observed and reported to the Medical Officer at his first morning visit, or immediately if the case appear to require it.

At 7 A.M.

160. The Chief Attendant in each ward shall go to the store-room for bread, butter, milk, &c., required in their respective wards during the day, and shall then return to the store-room all excess of these stores from the preceding day.

At 8 A.M.

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

162. The Patients shall have breakfast; and especial care shall be taken that those who are in their bed-rooms be properly supplied.

163. Immediately after breakfast, the Attendants shall continue the thorough cleansing of the day-rooms, galleries, 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 for ventilation.

164. All the Patients selected for employment At 9 A.M. 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 Resident Physician.

165. The Attendants shall endeavour to get At 10 A.M. 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.

166. The Attendants shall have now completed At 11 A.M. the cleansing and proper arrangement of their several departments, and shall be neatly dressed.

167. The Male Patients in out-door employment, and the Female Patients occupied in the laundry, shall have luncheon, as directed in the Diet Table.



At a quarter to  
1 P.M.

168. The Attendants in each ward shall be in readiness, when the bell rings, to receive from the kitchen the Patients' dinners.

At 1 P.M.

169. 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 Resident Physician. 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.

170. The Chief Attendants in each ward shall be responsible for the return to the kitchen, every day immediately after dinner, of all food found to be more than sufficient for that meal.

At 2 P.M.

171. Half of the Attendants on each side of the Hospital shall dine in the attendants' dining-room, (Dining-room, No. 3 Gallery, in each department,) and immediately after their return to their respective wards, the remainder of the Attendants shall dine in like manner.

At 3 P.M.

172. 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.

173. The Male Patients in out-door employment At 5 P.M. shall be brought to their respective wards by the Attendants and Servants who have had 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 Resident Physician.

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

175. The Patients, with such exceptions as the At 8 P.M. Resident Physician shall think fit, shall be put to bed, and their clothes taken out of their bed-rooms; their bed-room doors shall then be locked, and the gas turned off.

176. The night Attendants shall enter on their At this hour duties; after which the attendants who have completed their several duties shall be at liberty to leave their respective wards.

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

178. 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.

179. They shall go through 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.

180. 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.

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

182. They shall request the Head Attendant to summon the Resident Physician on the occurrence of any unusual event, or whenever any Patient shall appear to them to require immediate medical care.

183. 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.

184. They shall call up the Attendants whose duty it is to take part in the Night-watch, at Two o'clock every morning, and the other Attendants and Servants every morning at the appointed hour by ringing the morning bell; and when the Attendants have taken charge of the wards, they shall send to the Resident Physician 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.

## 2. DUTIES ON PARTICULAR DAYS.

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

186. Patients attending Chapel who are subject to sudden excitement, shall, as far as practicable, be seated with one or more Attendants near the door, so that when requisite they may easily be removed.

187. 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. 188. The relatives and friends of Patients shall be permitted to visit Male Patients on the first and third Mondays, and the Female Patients on the second and fourth Mondays in every month, between the hours of two and four o'clock in the afternoon; but no visitor shall be permitted to see a Patient if the Resident Physician consider that the visit will prove injurious to such patient, or be otherwise inexpedient.

Every Male Patient shall be shaved, unless otherwise directed by the Resident Physician.

On Tuesdays. 189. The Attendants superintending the Patients in the work-room, 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.

On Wednesdays. 190. Every Male Patient shall be shaved unless otherwise directed by the Resident Physician.

On Saturdays. 191. Every Patient, with such exceptions as the Medical Officers 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 shall be rubbed until they are quite dry.

192. The Chief Attendant in each ward shall receive from the store-rooms the allowances of tea sugar, soap, candles, &c., required in the wards during the week, and shall at the same time return to the store-room all excess of these stores remaining with each from the preceding week.

193. The Attendants shall fetch from the laundry the clean linen and clothing of their respective Patients.

194. 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.

195. Every Male Patient shall be shaved, unless otherwise directed by the Resident Physician.

### 3. GENERAL DUTIES.

196. 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 Resident Physician;

but no ward during the day shall ever, under any circumstances, be left without at least one Attendant in actual charge of it.

197. 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.

198. They shall, unless directed otherwise by the Resident Physician, 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 Officers.

199. They shall be responsible for the cleanliness and general state of their respective wards, and for the cleanliness, order, and regularity of the Patients under their care, and shall on no account, strike, ill-use, irritate, or annoy any Patient; but, on the contrary, shall treat all under their charge with the utmost humanity, kindness, and forbearance.

200 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 con-

trolled by calmness or persuasion ; immediately after which they shall communicate the circumstance to a Medical Officer.

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

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

203. Every Attendant shall be provided with a signal, to be used 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.

204. Two Attendants, at least, shall have the charge of each airing-court during the hours they are directed by the Resident Physician 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.

205. The Attendants shall communicate to the Resident Physician 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.

206. They shall attend to all complaints made by Patients, and shall report the same forthwith to the Resident Physician or the Matron.

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

208. One Attendant on each side shall rise in rotation at Two o'clock every morning, and act as Night Watch.

209. The Chief Attendant in each gallery shall prepare, from time to time, lists of linen and other articles, prior to their being sent to the wash; and on their return from the laundry, such Attendant shall compare them with the list, and if there be any deficiency, immediate enquiry shall be made for the articles missing.

210. 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.

211. They shall report to the Steward whenever any repairs are requisite in the wards.

212. They shall take care that after every meal, all the plates, dishes, and tins, that have been used, be returned to the kitchen; and that all knives, forks, and spoons, be cleaned, counted and locked up.

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

214. The Attendants, both male and female, shall be under the direct and immediate control of the Resident Physician, and subordinate to his authority; the Female Attendants shall be under the control of the Matron.

## THE DIET.

215. The Patients shall be dieted in accordance with the following Dietary Table:—

### BREAKFAST.

Every Day ..	Males ..	Tea, with 7 oz. of	Bread and Butter.
	Females	„ 6 oz.	ditto.

### DINNER.

		Meat free from Bone.	Bread.	Vegetables	Beer.
Sunday.. . . .	Males ..	6 oz. Boiled Beef ..	4 oz.	$\frac{3}{4}$ lb	1 pint
	Females	5 „ „	4 ..	$\frac{1}{2}$ ..	$\frac{1}{2}$ ..
Monday . . . .	Males ..	6 oz. Roast Mutton	4 ..	$\frac{3}{4}$ ..	1 ..
	Females	5 „ „	4 ..	$\frac{1}{2}$ ..	$\frac{1}{2}$ ..
Tuesday . . . .	Males ..	6 oz. Boiled Mutton	4 ..	$\frac{3}{4}$ ..	1 ..
	Females	5 „ „	4 ..	$\frac{1}{2}$ ..	$\frac{1}{2}$ ..
Wednesday ..	Males ..	6 oz. Roast Beef ..	4 ..	$\frac{3}{4}$ ..	1 ..
	Females	5 „ „	4 ..	$\frac{1}{2}$ ..	$\frac{1}{2}$ ..
Thursday . . . . .	Same as Monday ..				
Friday . . . . .	Same as Tuesday ..				
Saturday . . . .	Males ..	16 oz. Meat Pie ..	4 ..	1oz Cheese	1 pt
	Females	14 „ „	4 ..		$\frac{1}{2}$ pt

## SUPPER.

Sunday, Monday, Tuesday,

Thursday, and Friday, Males, same as at Breakfast.

Wednesday & Saturday, Males, 7oz. Bread, 2oz. Cheese, 1 pt. Beer.

Every Day . . . . . Females, same as at Breakfast.

Patients in employment in the Grounds, Workshops, or Laundry, to be allowed 4 oz. of Bread, 1 oz. of Cheese or  $\frac{1}{2}$  an oz. of Butter, and  $\frac{1}{2}$  a pint of Beer for Luncheon, and  $\frac{1}{2}$  a pint of Beer in the Afternoon.

Every Patient to be allowed  $1\frac{3}{4}$  oz. of Tea, 8 oz. of Sugar, 8 oz. of Butter, and  $1\frac{1}{2}$  pints of Milk weekly.

On Christmas day, the Dinner to be Roast Beef and Plum Pudding.

On New Year's Day, a Mince Pie to be added to the usual fare.

On Good Friday, a Bun.

On Easter and Whit Monday, 6 oz. of Roast Veal to be allowed instead of the usual meat for the day.

The Dinners to be further varied by the occasional substitution of Pork and Bacon, when Peas and Beans are in season ; and also by the occasional substitution of Fish and Fruit Pies, when Fish and Fruit are plentiful and good.

The sick to be dieted at the discretion of the Resident Physician.

The Attendants to have at all times the means of obtaining gruel for such Patients as may require it.

The above to be considered maximum allowances, and all quantities unconsumed are to be taken in diminution of the next supply from the stores of the Hospital.

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*I approve of the foregoing Rules for the Government of Bethlem Hospital.*

*(Signed)*

**G. GREY.**

*Whitehall, 9th May, 1866.*