

Rules for the government of the Manchester Royal Lunatic Hospital or Asylum, situated in the township of Stockport Etchells, in the county of Chester / [approved by H.A. Bruce].

Contributors

Manchester Royal Lunatic Hospital.
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R U L E S

FOR THE GOVERNMENT



OF THE

MANCHESTER ROYAL LUNATIC

HOSPITAL OR ASYLUM,

SITUATED IN THE TOWNSHIP OF STOCKPORT ETCHELLS,

IN THE COUNTY OF CHESTER,

MANCHESTER :

PRINTED BY THOS. SOWLER AND SONS, ST. ANN'S SQUARE.

1867.

1844

THE HOSPITAL FOR THE INSANE
MANCHESTER

MANCHESTER ROYAL INFIRMARY

HOSPITAL OR ASYLUM

REPORT OF THE COMMITTEE OF MANAGERS
FOR THE YEAR 1844

Printed by J. B. G. & Co. Manchester
1844

R U L E S

FOR THE GOVERNMENT OF THE MANCHESTER ROYAL LUNATIC HOSPITAL OR ASYLUM.

THE Manchester Lunatic Hospital or Asylum and the Manchester Royal Infirmary are in all respects sister institutions, being under the control of the same Board of Trustees and owing their origin and support to the same causes and to the same individuals, and in them the relief of human suffering is sought to be promoted by separate, but kindred means.

The chief aim of the friends of the Manchester Lunatic Hospital is to relieve those numerous insane patients whose position in life disqualifies them from receiving gratuitous aid at the County Asylums; but whose means are too limited to obtain for them that care and assistance which their case requires. It is proposed to effect this object by providing for such patients the best medical assistance towards their cure, and the greatest amount of comfort at the smallest possible expense. As this is essentially a charitable Institution, no person connected with its management (except the medical staff and paid officers, attendants, and servants) will be permitted to derive any pecuniary advantage therefrom.

Still further to promote this charitable object, it is proposed that a separate fund, to be called the "Benevolent Fund," shall be established, for the purpose of diminishing the rates of payments required from patients in reduced circumstances, but more especially in those lamentable cases where affluence has been succeeded by poverty and aberration of mind. Bequests and donations may be specially made to this fund,

of which the interest only shall be applied to the purpose aforesaid, together with the amount of such annual subscriptions as benevolent persons may contribute towards this charitable object.

The cure of all patients in the Manchester Lunatic Hospital will be sought by the employment of those modes of treatment which experience has shown to be most successful. For the attainment of this object the Hospital is possessed of more than ordinary advantages through its connection with the Manchester Royal Infirmary, being thereby enabled to command the services of the extensive medical staff of that Institution.

With these views, the Trustees have adopted the following rules for the government of the Hospital.

I.—TITLE AND TRUSTEES.

1. This Institution shall be known and distinguished by the name of the MANCHESTER ROYAL LUNATIC HOSPITAL, and shall be conducted under the direction of the Committee of Management hereinafter mentioned.

2. The Trustees of the Manchester Royal Infirmary shall be the Trustees of this Hospital; and the power of making and repealing rules shall be vested in the General Board of Trustees, at a special meeting to be called as hereinafter directed.

II.—ANNUAL AND SPECIAL MEETINGS OF TRUSTEES.

3. The Trustees shall hold a meeting in the month of August, in every year, in the Board Room of the Manchester Royal Infirmary, at such time as the Committee at a meeting shall determine, when the report of the Committee for the past year shall be read, together with a statement of receipts and disbursements; and a Treasurer, Deputy Treasurers, House Stewards, and Auditors shall be appointed for the following year (the Treasurer of the Infirmary being *ex officio*

one of the Deputy-Treasurers); and the names of the two Physicians appointed by the Medical Board of the Infirmary to act as the Visiting Physicians for the ensuing year shall be announced.

4. The Committee may at any time summon a Board of Trustees upon any special occasion, giving notice at least fourteen days before in two Manchester newspapers, and specifying the business to be transacted at such meeting, which shall have the power of confirming, rejecting, or modifying the same; and if the subject shall refer to the making of new rules, or to the repeal or alteration of any existing rules of the Hospital, a fair copy of such proposed alterations or additions shall be left at the Board Room of the Infirmary fourteen days prior to such meeting for the inspection of the Trustees.

III.—TREASURER.

5. The Treasurer shall be the chairman of all meetings of the Committee, and of the Trustees in reference to this Hospital at which he shall be present; and in case he shall be absent or decline to take the chair, then the Deputy Chairman, or, in his absence, some one of the Committee of this Hospital present, to be elected at the meeting, shall take the chair. The Treasurer shall, *ex officio*, be a member of all Sub-Committees, appointed by the Committee; he shall deposit all moneys he may receive in virtue of his office in such bank as the Committee shall approve; and shall have power to draw out the whole or any part thereof for the purpose of paying such bills as shall have been ordered by the Committee, and are signed by the Chairman of the meeting at which they shall have been passed.

6. All urgent business connected with the Hospital that may require immediate attention shall be referred to the Treasurer, Deputy Chairman, or, in his absence, to one of the Committee, who shall have a discretionary power

either to issue the necessary directions or to cause a special meeting of the Committee to be summoned for the purpose.

7. The Treasurer shall annually cause a full and explicit statement of the accounts of the Hospital to be made up to the 24th of June, which, after having been duly examined and signed by the Auditors, shall be presented by him at the next annual meeting of Trustees, and shall be afterwards printed and circulated along with the Annual Report.

8. All deeds, evidences, and writings, relating to the Hospital shall be deposited by the Treasurer at the Manchester Royal Infirmary in a chest provided for that purpose, and secured by two locks, the keys whereof shall be kept by the Treasurers of the two Institutions; and the Treasurer of this Hospital shall insure from fire the buildings, household furniture, &c., to such amount and in such office or offices as the Committee may direct.

IV.—BENEVOLENT FUND.

9. There shall be formed in connection with this Hospital a separate fund, to be called the "Benevolent Fund of the Manchester Royal Lunatic Hospital or Asylum;" and the interest of all bequests left and donations made towards the said fund, together with the amount of such annual subscriptions as may be contributed in aid of the same, shall be applied in diminution of the usual charges to patients in reduced circumstances, and in affording to them such other relief as the Committee in their discretion may think proper.

V.—COMMITTEE.

10. The Treasurer, Deputy-Treasurers, and Committee, appointed by the annual meeting of Trustees, as directed in Rule 3, shall constitute the Committee of Management; and should any vacancy occur in any of the above offices, notice to that effect having been given at a monthly meeting, the

Committee shall have power to appoint a Trustee or Trustees to fill the vacant office or offices.

11. Three members of the Committee shall form a quorum. The Treasurer, or in his absence, the Deputy Chairman, or other member of the Committee present, to be elected at the meeting, shall take the chair; and all questions shall be decided by a majority of votes, the chairman being entitled to vote on every question, and if the votes be equal, to give the casting vote.

12. The Committee shall meet at such time and place as they may appoint twice in every month, one of which meetings shall be at the Asylum, a notice of which shall be sent by the Secretary to each member two days previous to such meeting. The following shall be the order in which the business shall be conducted:—1st, Read and confirm the minutes of the last meeting of the Committee; 2nd, Read and consider the weekly reports drawn up by the Resident Medical Superintendent, of the number of patients admitted, discharged, and on the books, together with any special remarks he may think it necessary to introduce; 3rd, Examine, and, if correct, order the payment of the accounts presented; 4th, Consider and determine upon any plan which may promote the general interest and efficiency of this Hospital, and after the monthly visit of inspection at the Asylum enter in the visitors' book any remarks they may wish to make upon the general state of the Hospital.

X 13. The Treasurer, Deputy Chairman, or, in their absence, members of the Committee, shall have power to summon a special meeting of the Committee for the transaction of urgent business, whenever ~~he or~~ they may deem it necessary to do so. ^{any}

X 14. The Committee, in conjunction with the Treasurer and Deputy-Treasurers of the Manchester Royal Infirmary, and the three senior Physicians and three senior Surgeons of that Institution, at a special meeting to be called for the

purpose, shall have power to elect and appoint a Resident Medical Superintendent, at such salary and on such terms as they may determine; and the proceedings at such meeting shall be conducted under the same regulations as are prescribed with reference to meetings of the Committee. The Resident Medical Superintendent shall be either a Fellow, Member, or Licentiate of the Royal Colleges of Physicians or Surgeons of London, Edinburgh, or Dublin, and shall be required to produce his diploma.

15. The Committee shall have power to appoint a Secretary, Public Auditor, and other salaried officers, on such terms as they may determine.

16. The Committee, at a special meeting to be called for that purpose, shall have power to fix the amount of fees to be paid to the Physicians and Surgeons for their professional attendance on the patients of this Hospital.

17. The Committee may appoint a clergyman of the Church of England as Non-Resident Chaplain to the Hospital; and shall determine the amount of salary to be given, and define the duties to be performed by him; but notice of such intended appointment shall be given at a meeting of the Committee, prior to the meeting at which the election shall take place. Should any patients or their friends desire the attendance of a clergyman, priest, or minister of any religious denomination, the admission of such to visit the patients shall be permitted under such regulations as shall be prescribed by the Committee.

18. The Resident Medical Superintendent and Secretary shall be responsible to the Committee for the performance of their duties; and at a special meeting summoned for that purpose, at which at least five members shall be present, the Committee may suspend or remove them.

19. The Committee shall have power from time to time to make bye-laws for the regulation of their own proceedings, and for the government of the Hospital.

VI.—SECRETARY AND AUDITOR.

20. The Secretary, appointed as by Rule 15, shall keep all the accounts of the Hospital; he shall attend every meeting of the Committee held at the Infirmary, and also other meetings when so required; he shall minute and register all the proceedings, and undertake any other duty as Secretary which the Committee may direct; he shall give notice, in writing, to the members of the Committee and others, of all meetings they are respectively required to attend; shall collect all accounts and subscriptions, under the direction of the Treasurer; and shall give security to such amount as may be required by the Committee.

21. He shall keep a cash book, and enter immediately all moneys received by him on account of the Hospital, and pay the same into such bank as shall be appointed by the Committee, and at the monthly meeting of the Committee produce for their inspection an account of all moneys so received, which shall correspond with the amount paid into the bank, as shown by the bank pass book.

22. He shall attend at the Hospital once at least in every month, for the purpose of examining and auditing the accounts kept by the Storekeeper or other officer appointed for the purpose, and shall report the same to the next meeting of the Committee.

23. The Public Accountant and Auditor, appointed as by Rule 15, shall be required annually, or as often as may be directed by the Committee, to examine into, and draw out an explicit statement of the accounts of this Hospital, which shall also be examined by the Auditors appointed by Rule 3.

VII.—PHYSICIANS.

24. The Physicians of the Manchester Royal Infirmary shall be the Physicians of this Hospital, and shall annually appoint two of their number to be the Visiting Physicians to the Lunatic Hospital for the ensuing year, and shall com-

municate the names of the gentlemen so appointed to the Trustees at their annual meeting, in order that they may be recorded as directed by Rule 3.

25. The Visiting Physicians for the year shall be required to visit the Hospital, at least once a fortnight, to examine all new patients and those about to be discharged, to inform themselves of the treatment of the patients pursued by the Resident Medical Superintendent, and to consult with him on the cases to which he may specially direct their attention. They shall enter the date of each visit they make to the Hospital in a book provided for that purpose, and also such observations and suggestions as they may think advisable; such book to be regularly presented by the resident officer for inspection at each monthly meeting of the Committee. They will also be required to attend at the Hospital whenever summoned by the Resident Medical Superintendent for the purpose of holding special consultation on any case.

26. Those Physicians of the Manchester Royal Infirmary who are not of the number appointed to act as Visiting Physicians to this Hospital for the year, though exempt from ordinary attendance, may nevertheless be called into consultation on particular cases by the friends of the patients, or by the Visiting Physicians, and may be required to undertake the special care of those patients whose friends signify a preference for their advice and engage to remunerate them for their services. Such patients shall not be prescribed for by the Visiting Physicians of the year; but such special attendance of a Physician shall in no degree render those patients less amenable to the discipline of the Hospital, nor relieve the Resident Medical Superintendent of his responsibility for their safety and well-being, neither shall it control his discretionary power to make any change in the treatment which circumstances may require pending another consultation.

27. All important surgical operations required in this Hospital shall be performed by the Surgeons of the Manchester Royal Infirmary, and whenever surgical consultation shall become necessary, the attendance of one or more of the Surgeons of that Institution shall be requested for the purpose.

VIII.—RESIDENT MEDICAL SUPERINTENDENT.

28. The Resident Medical Superintendent, appointed as by Rule 14, shall devote the whole of his time to the service of the Hospital, and not engage in private practice or other business unconnected with the duties of his office. He shall constantly reside in the Hospital, and any leave of absence he may desire on private affairs must be applied for and obtained in strict accordance with the bye-laws.

29. In his capacity of Superintendent, his duty is to act as the sole responsible manager and master of the whole establishment, which he shall conduct in strict conformity with the laws, rules, and bye-laws laid down for his guidance, and with the instructions which he may from time to time receive from the Committee; and as he is accountable to the Committee for the good government of the Hospital, so are all those servants of the Institution who are placed under his authority accountable to him for their conduct and for every thing committed to their charge. He shall therefore have full power and authority to appoint, fine, or dismiss at his discretion, all paid servants resident in the Hospital, with the exception of the Assistant Medical Officer, Housekeepers, Ladies' Companion, Head Male Attendant, but he may suspend any of these officers until a meeting of the Committee can be summoned. He shall also have power to suspend the farmer, gardener, and dismiss all out door servants.

30. In his capacity as Resident Medical Superintendent, he shall conduct the whole medical, moral, dietetic, and

pharmaceutical treatment of the patients, assisted by the advice of the Physicians and Surgeons of the Manchester Royal Infirmary, and shall be responsible for the safety and well-being of the patients. On the admission of each patient he shall inquire minutely the previous history of the case, the peculiarities, hereditary tendencies, and the diseases to which the patient had previously been subject; shall note all such information in the Hospital Case Book, together with any other matters he may consider relevant.

31. He shall instruct the various officers, Nurses, and Attendants in the several duties to the patients, and see that these are performed with accuracy, kindness, and forbearance.

32. He shall conduct all correspondence relating to his own department, and in reference to applications for the admission of patients, and take especial care that no unauthorised person have access to these or any other papers or official books committed to his charge. All letters and parcels addressed to or proceeding from patients in the Hospital shall pass through his hands.

33. He shall prepare weekly for the Committee a report of all admissions, deaths, dismissals, and removals of patients, and of other circumstances connected with the patients worthy of mention, which have occurred since the last monthly meeting; also a monthly report on the general state of the Hospital, together with any suggestions he may think it advisable to offer. He shall also draw up for the monthly meeting of the Committee next previous to the annual meeting of the Trustees, a report on the general state of the Hospital, and also a synopsis of the cases submitted to treatment during the year, and their results, which, after approval by the Committee, shall be read at the annual meeting.

34. The Superintendent shall keep an Order Book, and shall enter therein all such orders and directions for the

guidance and government of the officers and servants of the Hospital as he may think requisite and proper. The Order Book shall be kept in the Clerk's Office, and shall be open to the inspection of any officer or servant. The Clerk at the Asylum shall give notice to each officer or servant when an order is entered in it which relates to their particular duties.

IX.—ASSISTANT MEDICAL OFFICER.

35.—The Assistant Medical Officer shall be a legally qualified medical man, and act directly under the orders of the Medical Superintendent. He shall visit every patient once daily, or more frequently if necessary. He shall not be absent from the Hospital at the same time, or without the permission of the Medical Superintendent.

X.—LADIES' COMPANION.

36.—The Ladies' Companion, appointed as by Rule 14, shall devote her whole time to the duties of her office, and shall not absent herself from the Hospital, except for the purpose of going out with the patients, without leave from the Resident Medical Superintendent, and then not for more than one night, without the written order of the Treasurer, Deputy-Chairman, or one of the Committee.

37. It shall be her duty to superintend all the female patients placed under her charge, attend to their comfort, cleanliness, and the condition of their bedding and clothing, and take care that their treatment is conducted in strict accordance with the directions given by the Medical Superintendent, and that the attendants are attentive, gentle, and conciliating towards them, of which her own conduct must be an example, and she must also endeavour to promote cheerfulness by devising for them suitable occupation and amusement.

38. She shall visit the female dormitories each night

after the patients have retired to rest. She shall see that their food is well and properly served, and at dinner preside at one of the tables herself. She shall each morning receive a report from the Night Nurse as to the condition of the patients through the night, and report the same to the Medical Superintendent. She shall also immediately report to him any case requiring his attention.

39. She shall, as soon as convenient after the admission of a female patient, examine her person, and report in writing to the Medical Superintendent any injury she may find upon her. In any case where there is reason to suspect any injury, the examination to be made immediately after admission.

40. She shall keep correct inventories of all property committed to her charge, whether belonging to the Institution or to the patients; and of all disbursements, whether on account of the Hospital or that of the patients under her charge.

XI.—HEAD MALE ATTENDANT.

41. The duties of the Head Male Attendant shall be precisely similar ^{as regards} to the male patients, ^{to} and as those enumerated under the head of Ladies' Companion ^{as regards} to the female patients.

XII.—HOUSEKEEPER.

42. The Housekeeper appointed as by Rule 14, shall devote her whole time to the duties of her office, and shall not absent herself from the Hospital, except for the purpose of going out with the patients, without leave from the Medical Superintendent, and then not for more than one night, without the written order of the Treasurer, or one of the Committee; her duties relating to the patients placed under her care shall be exactly similar to those of the Ladies' Companion.

43. She shall also, under the direction of the Medical

Superintendent, superintend the kitchens, laundries, and wash-houses, and the various servants employed therein. She shall take especial care that the food is well cooked, neatly and well served, and sent from the kitchen to the various wards quickly and regularly.

XIII.—ADMISSION, VISITING, AND DISCHARGE OF PATIENTS.

44. Applications for the admission of patients, or for information regarding the various rates of payment at which patients are received, &c., must be addressed to the Resident Medical Superintendent, from whom may be obtained printed forms of the papers necessary to be completed and signed, before the patient can be admitted into the Hospital, and all other information required as to the means of conveying the patient, &c.

The papers above mentioned are as follows:—

1st. A certificate to the effect that the patient is of unsound mind, but free from contagious disease, signed by two qualified medical practitioners (who are in no way related to, nor have any pecuniary interest in the property of the patient, nor in this Hospital), and who shall have separately visited and personally examined the patient.

2nd. An obligation for the regular payment of the patient's board and expenses, signed (unless otherwise specially agreed) by a responsible person, who shall also bind himself, in case any cause arise to render residence in the Hospital objectionable, to remove the patient within one calendar month after notice to that effect shall have been given by the Committee, and in case of death, to remove the body, or defray the expenses of the funeral.

45. Patients will be received at various rates of payment for board, according to the accommodation supplied, particulars of which, together with the concomitant scale of medical fees, may be had on application at the Hospital, or at the Manchester Royal Infirmary.

46. Payment of the patients' board, at the rate agreed on by the Committee, must be made to the Treasurer quarterly, in advance; and on admission the whole amount chargeable up to the next quarter day, together with the admission fee, must be advanced; but if a patient be removed during the currency of any quarter, a proportion corresponding to the entire months which may not then have elapsed will be returned if applied for.

47. If payment be not regularly made for the patients' board when due, the Secretary shall report the same to the Committee, who shall give directions for enforcing payment, or otherwise deal with the case according to their discretion.

48. If the friends, or those who are security for the payment of the board, wish to remove a patient, they shall give five days' notice in writing to the Secretary, who shall give the necessary instructions to the Resident Medical Superintendent, provided all sums due on account of the patient's board, fees, &c., have been paid up.

49. The Hospital shall be open for the reception of patients, from 9 a.m. to 6 p.m. daily, or in case of emergency at any hour; but when practicable one day's notice should always be given of the hours at which patients may be expected to arrive, that the Resident Medical Superintendent may be better prepared for their reception.

50. With every patient a sufficient supply of suitable clothing must be brought to the Hospital, together with an inventory of the same, and of any other property left with the patient. The inventory after having been compared with the clothing and property shall be signed by the Ladies' Companion, or the Head Male Attendant at the time of admission of the patient; and when a patient's clothes are worn out or destroyed, they must be renewed as often as necessary by the party responsible for the patient's board, on notice to that effect being given, and should such notice not be attended to, the Resident Medical Superinten-

dent may order the clothes necessary for the patient, the expense of which shall be charged in the next quarter's account.

51. When it shall appear to the medical officers in consultation that any patient is in such a state of convalescence as to render removal proper, or that no further benefit is to be expected from his or her continuance in the Hospital, the Resident Medical Superintendent shall report accordingly to the Committee, who may require that the friends shall remove the patient within a given time.

52. All moneys due in respect of any patient in the Hospital shall be paid to the Treasurer or Secretary, whose receipt alone shall be valid.

53. No gratuity shall be allowed to be received by any person connected with the Asylum from the patients, their friends, or relatives, nor from any other person whatever, unless with the approbation of the Committee, on pain of immediate dismissal.

54. Near relatives of the patients, and also others with the consent of the Medical Superintendent, shall be allowed to visit the patient on the days and during the hours fixed for that purpose by the Committee, a printed statement of which may be procured at the Hospital or at the Infirmary; but all such visits shall be under the direction and control of the Resident Medical Superintendent. The visitors are earnestly recommended to forbear as much as possible from encroaching on the time of the medical or other officers, and not to interfere with their other duties; and when a personal interview with the Resident Medical Superintendent is required by any friend or guardian of a patient, an appointment should be previously made for that purpose.

XIV.—GENERAL MANAGEMENT.

55. Male and female patients shall occupy separate wards and no male attendant, servant, or patient, shall be allowed

to enter the female wards, nor any female to enter the male wards, except in cases where the Resident Medical Superintendent shall deem it advisable.

56. The utmost attention and care shall be exercised in the classification of patients according to their habits and different degrees of mental aberration, and to promote cheerfulness and recovery by suitable occupation and exercise in the open air whenever practicable.

57. One room on the male side, and one room on the female side, shall be appropriated as a sick ward.

58. Bibles and prayer books shall be provided for the various rooms of the Hospital; also a library for the use of the patients, containing such publications of a cheerful and instructive character as may be determined upon by the Committee, in concurrence with the Resident Medical Superintendent. In the public rooms accommodation and provision shall be made for reading and other amusements, to which the patients shall be encouraged to resort.

59. The airing grounds and gardens shall be open to the patients daily, and every patient whose state may admit of it shall be encouraged to pass some part of each day in the open air.

60. One attendant, provided with a light, or the means of immediately procuring one, shall sleep in or adjoining every dormitory, and each patient shall occupy a separate bed.

61. Such patients shall be allowed to go beyond the Hospital enclosures for exercise as the Resident Superintendent shall from time to time direct.

62. It is impressed as a principle on all the Attendants employed in this establishment, that nothing is to be done by force that can be effected by patient and kind treatment; that personal restraint, unless absolutely necessary to the safety of the patient or of others, is always to be avoided, and that it is the duty of every one employed in the Hospital to endeavour to make it as much as possible a comfort-

able home. Every one there must be taught to reflect that there is nothing more contemptible in a person of sound mind than to permit himself to be provoked to anger or loss of temper by one who is not accountable for his words or actions, and that compassionate consideration for his hapless condition is the only sentiment that can be evoked in a humane mind by the delusions of an insane person.

APPROVED—

H. A. BRUCE.

WHITEHALL,

26TH MAY, 1869.

10
this point. Every one has a right to object
that there is nothing more contained in a letter of
credit than to pay a certain sum to the bearer to order
of some person, by the name of the account for his
words or actions and that some words of condition for
his higher condition is the only instrument that can be
avoided in a business man by the details of his name

H. A. FRUCE

20th May 1880

THE END OF THE WORLD