

**The regulations of the York Lunatic Asylum / [approved by Rd. Assheton Cross].**

**Contributors**

York Lunatic Asylum.  
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THE



# REGULATIONS

OF THE

# YORK LUNATIC ASYLUM.

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YORK:

J. L. FOSTER, PRINTER, GAZETTE OFFICE, HIGH OUSEGATE.

1876.

# FORM OF REQUEST TO THE YORK LUNATIC

ASYLUM.

TO THE LUNATIC ASYLUM.

I give and bequeath the sum of \_\_\_\_\_  
to the Charitable Institution, called the York Lunatic  
Asylum, established in Bookham, in the Suburbs of the City  
of York, to be paid to the Treasurer for the time being of  
the said Institution, free from Legacy Duty, within  
calendar months after my decease, out of such part of  
my personal estate as may be legally devoted to charitable  
purposes, and to be applied to the general uses and purposes  
of that Institution; and for which Legacy the receipt of such  
Treasurer shall be a sufficient discharge.

NOTE.—Devises and Gifts by Will of Land, or of Money charged on  
Land, or secured on Mortgage of Land, or Tenements, or to be laid  
out in Land, or Tenements, or to arise from the sale of Land, or  
Tenements are not permitted by Law. But Stock or Money may be  
given by Will, if not directed to be laid out in the purchase of Land,  
or to be paid out of the produce of the sale of Land, or Tenements, or  
Mortgages.

Any person may give to Charitable Institutions, Lands or other real  
Estate, by Deed, executed twelve calendar months prior to the Donor's  
decease, such Deed to be enrolled in Chancery within six calendar  
months of its execution.



# YORK LUNATIC ASYLUM.

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## OBJECT OF THE INSTITUTION.

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THE YORK LUNATIC ASYLUM was established by voluntary Subscriptions, in the year 1777. It is designed generally, for the relief of Lunatics being either parish paupers, or belonging to distressed and indigent families. Persons of limited incomes, or in moderate circumstances, are deemed objects of this charity, if the expense of their proper care and maintenance cannot be otherwise supported, without occasioning pressure and distress to their families. Persons labouring under the affliction of insanity, whatever be the form or stage of the disease, are admissible as patients, at the discretion of the Governors; and though the Asylum is an Establishment for the County of York, patients from other counties and places may be admitted on extraordinary occasions.

Affluent patients, to a limited extent, are admitted, on a rate of payment adequate to their abilities; with a view to the providing, from the payments of this class, additional means of relieving the most necessitous objects; and this extension of the benefits of the Institution has been, it is believed, alike beneficial to the more opulent and to the poorer classes.



# REGULATIONS

FOR THE MANAGEMENT OF THE

## YORK LUNATIC ASYLUM.

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### OFFICERS.

1. The Officers of the Asylum shall consist of a Resident Medical Superintendent, a Consulting Physician, a Chaplain, a Treasurer, a Secretary and House Steward, and a Matron or Housekeeper.

### GOVERNORS.

2. All Benefactors of £20 or upwards, at one time, shall be Governors; as also the Lord Mayor of York, the Mayor of Doncaster, and the Governor of the Merchants' Company at York, respectively, for the time being.

3. No Donation given under any condition, or directed to be applied to any particular purpose, shall constitute a Governor, except in the cases hereinafter stated.

4. In case of any future subscription of £20, or upwards, by any Partnership, or any incorporated Company, Society, or Body, one only of their number, to be named by themselves, shall act during his life as a Governor, and on his death the privilege shall cease.

5. No person shall be allowed to vote at the election of any officer of the Asylum till the expiration of six calendar months after he shall have become a Governor.



6. All existing and future contributors of £20 or upwards to either of the Funds called Lupton's \* Fund and Wake's † Fund shall be Governors ; but they shall have no distinct power over the funds.

### COURTS.

7. Quarterly Courts shall be held in each year on the third Tuesday in the months of March, June, September, and December respectively.

8. The Quarterly Court in March shall be deemed the Annual Court, at which a general Report of the state of the Institution and its finances shall be laid before the Governors for consideration, and this Court shall have unlimited powers, except as to alteration of Regulations, without previous notice.

9. The Courts shall be advertised during the preceding week ; and the Secretary shall procure from the Treasurer an Account of any Benefactions or Legacies during the quarter, to be inserted at the foot of the advertisement. A House Committee of nine Governors, and an Audit Committee of three Governors, shall be appointed at each Annual Court by

\* This fund originated in a legacy of £100 bequeathed to the Asylum by the Will of Mr. THOMAS LUPTON, of York, proved in the year 1789, followed by a donation from his Executor, to be applied towards carrying on the Charitable Designs thereof. It has been augmented by subsequent donations and legacies.

† This fund was established under a bequest of £100 made to the Trustees of the York Lunatic Asylum, by a Codicil to the Will of the late BALDWIN WAKE, Esquire, M.D. (formerly a Physician of the Institution). The Interest and Dividends arising from the fund are subject to accumulate, and the annual produce arising from the principal sum, and such accumulations are to be applied, when the Trustees think proper, for or towards defraying the expenses of such indigent and necessitous persons, being inhabitants of the City of York, and not being parish paupers, as shall be admitted patients into the said Institution.



scroll. The Minutes of the House Committee, and the Reports of the Visitors, Physician, and Chaplain, shall be read at each Quarterly Court.

10. Special Courts shall be called by the Secretary, on the requisition of any five Governors; previous notice being given by advertisement specifying the object of calling such Special Court.

11. At all Courts five Governors shall constitute a quorum.

12. The Chairman shall, if it be desired by any Governor present, be chosen by scroll. When the numbers on any question are equal, the Chairman shall have a second vote.

13. No Governor, or other person, shall be present when any matter relating to himself is under consideration, unless with the approbation of the Court.

14. No Regulation shall be made or altered at any Court unless after notice at a previous Court, or at a Special Court called agreeably to Regulation 10.

15. No Governor, being an Officer of the Institution, other than Treasurer, shall vote at any Court, or have any voice in the election of any Officer.

16. The Accounts of the Institution shall, previous to the Annual Meeting, be submitted to the Audit Committee, two of whom shall be a quorum.

#### HOUSE COMMITTEE.

17. Each person named on the Committee shall be informed by the Secretary of his appointment, and of the names of the rest of the Committee.

18. The Committee shall meet on the first Tuesday in every month.

19. The Committee shall, on the death or escape of a patient, examine into the circumstances, and direct such



advertisements, investigation, and enquiry as they shall think necessary.

20. The Committee shall examine all the Accounts, and lay them before the Quarterly Courts; they shall contract with Tradesmen for provisions, and direct other necessary outlays; hire and discharge the attendants and other servants; admit and discharge patients, and fix the terms to be paid by or for them (except in the case of patients received under any resolution of a Court of Governors or under any contract, in which case such patients shall be admitted according to and upon the terms set forth in such resolution or contract), and give such orders and directions for the welfare of the establishment as they shall think requisite.

21. No Officer of the Institution shall be eligible to act on the Committee.

#### VISITORS.

22. Every Quarterly Court shall appoint six Visiting Governors for the ensuing quarter.

23. The Quarterly Court shall also appoint three Ladies as Visitors of the Female Wards for the quarter.

24. The Visitors shall be informed by the Secretary of the period for which they are desired to visit.

25. In case any Visitor appointed by the Quarterly Court declines to act, the House Committee shall have the power of supplying the vacancy.

26. Books shall be kept for entering the observations of all the Visitors under their respective signatures: these books shall be always open to the inspection of the House Committee.

27. The Visiting Governors and the Lady Visitors are desired to enter in the Visitors' Book the day and hour of their visits, and any observations on the state of the Institution they may think requisite; they are particularly requested



to visit unexpectedly, and as often as possible, and not less than once a month, and to direct their attention to the night as well as day accommodation of the patients. The Visitors shall have the opportunity of seeing all the patients and every part of the establishment.

28. For the information of the Visitors, each Attendant shall be furnished with a List of Patients under his or her care, and also with a Copy of the existing Regulations and Orders.

#### PATIENTS.

29. All applications for the admission of patients shall be sent to the Superintendent, and under his direction the Secretary shall send a reply, together with the printed questions to be answered by the friends of the patient.

30. The payments on account of patients, and distribution of Lupton's and Wake's funds, in accordance with the terms of their respective foundation, shall be left to the discretion of the House Committee, subject to a revision by any Court of Governors.

31. A Quarter's payment for each Patient shall be made in advance ; but this may be dispensed with in special cases.

32. Clothing, such as the Superintendent or Matron may deem suitable under the circumstance of the case, shall be provided for each patient by his or her friends on admission ; in case of need the House Committee shall have power to order whatever clothing is requisite for a patient at the patient's expense.

33. The persons of the male patients shall be examined by the Superintendent, and of the females by the Matron or Housekeeper, when they are admitted into the Asylum ; and an account shall be taken of such property as they may be in possession of, and entered in a book which shall be kept for



the purpose. In case the Superintendent shall not think it prudent to allow patients to retain their property in their possession, it shall be delivered by the Superintendent, or Matron, or Housekeeper, to the House Steward, who shall sign a memorandum thereof, to be retained by the Superintendent or Matron or Housekeeper respectively, who shall give intimation of the circumstance to the House Committee.

34. No criminal Lunatic shall be admitted as a patient.

35. No Governor or male officer or male servant of the Institution, except the Medical Superintendent, shall have a key of the female apartments, or enter them without being accompanied by the Matron or Housekeeper, or some female attendant.

#### CONSULTING PHYSICIAN.

36. The Physician shall visit the patients at least once a month, and at such other times as the Superintendent may deem his attendance necessary, and report to each monthly meeting of the House Committee the condition of the patients, and the dates of his visits.

37. The Physician shall record in a book, to be laid before the House Committee at the Monthly Meetings, and at the Quarterly Courts, the times of his visiting.

38. The Physician shall not accept any fees or gratuities on account of patients in the Asylum.

#### CHAPLAIN.

39. Divine Service shall be celebrated every Sunday, Good Friday, and Christmas Day, at such hours as the House Committee shall from time to time direct. There shall be Divine Service and a Sermon on the morning of one other day in the week.

40. Patients whose state of health does not admit of their attendance at Divine Service, shall be visited by the Chaplain



in their respective wards, at least twice a week, provided it be agreeable to them, and their state of mind does not in the Superintendent's opinion render the visitation unsuitable.

41. The Chaplain shall record in a book the times of his attendances at the Asylum, and such observations respecting the state of the house and patients as he may think deserving of notice. This book shall be open to the inspection of the House Committee, and be laid before the Quarterly Court.

#### TREASURER.

42. The Treasurer shall receive all legacies and donations, and give discharges for the same; he shall receive the dividends and interest upon the money in the funds or on securities; issue money to the Secretary, under the direction of the House Committee; and shall make up an annual account of his receipts and disbursements. All monies received by him shall be paid to the Bankers of the Institution, to the separate account of the Lunatic Asylum.

#### RESIDENT MEDICAL SUPERINTENDENT.

43. The resident Medical Officer, who must be duly qualified to practice as a Physician or Surgeon, shall be the Superintendent of the institution. The medical and moral charge of the establishment shall devolve upon him, subject only to the Regulations and to the special direction of the House Committee.

44. He shall report to the House Committee his recommendation as to the hiring and discharge of all attendants and servants in the Asylum, and shall also generally have the control over the male attendants and servants in the Asylum, and authority to suspend any such attendants and servants whenever he shall deem it expedient.

45. He shall have a similar control in common with the Matron over the female attendants and servants in the



Asylum, and shall also have power to suspend them whenever he shall deem it expedient.

46. He shall classify the patients, regulate their diet, see each patient at least once every twenty four hours, daily observe the condition of every apartment, and devote the whole of his time to the duties of his office.

47. He shall be responsible for the preparation and the administration of medicines.

48. On the death or escape of any patient, he shall request the Secretary to give immediate information to at least two members of the House Committee.

49. He shall never be absent from the house all night, or at the same time as the Matron or Housekeeper, without the permission of the House Committee, and then only on condition of his providing a person properly qualified to reside in the Asylum, and perform his duty during his absence.

50. On the admission of a patient, the Superintendent shall collect as accurate an account as is practicable of the previous character, habits, and disposition of the patient, and also as to the treatment of the case; all requisite particulars shall be entered in the case-books belonging to the Asylum, which shall be at all times open to the examination of the House Committee.

51. He shall keep a journal or common place-book, to be laid before the House Committee at their Monthly Meeting, in which he shall enter—

1st. The number of patients who have been on an average engaged in any useful employment during the month, distinguishing male and female.

2nd. The entry, discharge, or death of any servant.

3rd. The ground of refusing to allow any of the friends of patients to see them.



4th. Articles which he thinks are wanting for the use of patients or the House ; and generally any circumstances on which he wishes the House Committee to be consulted.

5th. All applications made for the admission of patients, and the particulars of any correspondence in reference thereto.

He shall also be prepared to lay before them a correct list of the patients, distinguishing such as are in a state of recovery.

#### SECRETARY AND HOUSE STEWARD.

52. The duties of these offices shall be performed by one person.

53. He shall keep the accounts of the Institution, and pay bills under the direction of the House Committee.

54. He shall enter the minutes at the Courts, or copy them into the books, if made in his absence ; keep correct lists of admissions, deaths, and removals, with such particulars as the House Committee shall suggest ; and generally shall transact such concerns of the Institution as they shall direct.

55. He shall, on the death of a patient, give immediate notice thereof to his or her friends.

56. He shall give to each Member of the House Committee two days' previous notice of the stated Monthly Meetings, and shall also call them together as often as he or the Superintendent shall see occasion, or at the desire of any one of the Committee.

57. He shall report to each Quarterly Court the number of patients, specifying their respective payments, and the dates of their admission.

58. Four days at least previous to each Court, he shall send notice thereof by the post, to each Governor.

59. He shall superintend and have the care of the farm, garden, bakehouse, cellar, and store room ; and shall also superintend the Joiner and all occasional workmen in or



about the house ; shall see weighed and measured respectively all shambles' meat, flour, sugar, and other provisions ; and shall see that there is no extravagance or waste, or if there be any, shall report the same to the House Committee.

60. He shall keep inventories of all the furniture in the house, except what is in the female patients' apartments, and of all utensils in and about the house.

61. He shall purchase, under the direction of the House Committee, furniture, provisions, and other necessities for the house (except drugs) ; and shall be answerable for their proper distribution ; he shall keep books for the inspection of the House Committee, showing the date of receipt and particulars of distribution ; and all bills relating to the same shall be examined and signed by him before they are presented for payment.

62. In conjunction with the Medical Superintendent, or Matron, he shall provide such clothes for the patients as are required in accordance with the orders of the House Committee, or the instruction of the friends of patients.

#### MATRON OR HOUSEKEEPER.

63. She shall be under the control of the House Committee and Medical Superintendent, whose directions she shall obey, and shall be responsible for the condition of the female wards.

64. She shall, under the Medical Superintendent, have the control over all the female attendants in the Asylum, see that they properly discharge the duties required of them, and report to him every instance of negligence, disobedience to orders, or other misbehaviour.

65. She shall see all the female patients, and visit every ward appropriated to their use, at least twice a day ; and report all illness and casualties to the Medical Superintendent, as soon as the same shall occur.



66. She shall have the charge of the kitchen, the laundry department, the chapel, and the officers' and servants' apartments; and shall see that they are kept clean and in good order.

67. She shall superintend the preparation of the meals for the patients, officers, attendants, and servants; see that the articles of food are properly dressed, and served at the appointed hours; and prevent any one from loitering in the kitchen.

68. She shall pay strict attention to the state of the laundry, and take care that the clothing, bedding, and linen of the patients are duly returned and kept in a good state of repair, and she shall keep inventories of all the furniture in the female patients apartments.

69. She shall see that all the female attendants are supplied with the needlework necessary for the employment of the patients, and that all articles are duly returned to the store.

70. In her occasional absence from the Asylum, she shall conform to the directions she may receive from the Medical Superintendent, as to its duration and the period of her return.

#### SERVANTS IN GENERAL.

71. If any of the patients escape, the expense of following and bringing them back shall be defrayed, in whole or in part, at the discretion of the House Committee, by the person or persons to whom blame may attach.

72. If any attendant or servant strike, or otherwise ill-treat any patient, such attendant or servant shall be dismissed from his or her situation.

73. The attendants shall not employ any mechanical restraint or seclusion without instructions from the Medical Superintendent.



74. No male attendant, servant, or workman shall go unaccompanied by the Matron or Housekeeper, or by a female attendant, to the apartments of the female patients.

75. Each male and female Attendant shall keep an inventory of the clothing belonging to each patient under his or her care, to which they shall add any article sent to or purchased for them, and enter the date when they receive it. They shall from time to time report the state of the patients' clothes to the Medical Superintendent, or Matron, or Housekeeper.

#### MISCELLANEOUS.

76. Every Officer, Servant, or Assistant, who shall accept, directly or indirectly, any gratuity or reward from any patient, or the friend of any patient, or from any visitant, or from any tradesman, or other person dealing with this Institution, shall be liable to immediate dismissal.

77. No member of the House Committee, nor any officer of the Institution, except the Treasurer and the Bankers, shall be employed in his profession or trade in the affairs of this Institution.

78. The Governors at any Court, or the House Committee, shall have power to suspend or discharge any officer of the Institution; and if the officer suspended or discharged shall think proper, he or she may appeal from the decision of the Court or of the Committee to a General Meeting of the Governors, to be held for the special purpose of hearing such appeal. The day of holding such meeting shall be appointed by the House Committee within one week of receiving a requisition for that purpose, and one month's notice of the Court shall be given by advertisement.

79. In case of the death, resignation, notified intention to resign, or removal of any officer, the House Committee shall, within fourteen days, cause one calendar month's notice to be



given by advertisement, and by circulars to be issued to the Governors, of a Special General Court, to supply the vacancy.

80. All elections shall be by scroll; the candidate having the greatest number of votes shall be elected; but, if the votes are equal, the Chairman shall have an additional casting vote.

81. No person (except the Commissioners in Lunacy or Governors) shall visit the House without a written order from a member of the House Committee, or without the approbation of the Medical Superintendent.

82. The friends of patients may call in any Physician, in consultation with the Physician or Medical Superintendent of the Institution.

83. All books directed to be kept by the Officers of the Institution shall be the property of the Institution.

84. A Report shall be prepared annually by the House Committee for publication, and sent to the Governors at least seven days previous to the Annual Court.

85. All Legacies and Donations (the appropriation whereof has not been specially designated by the Testator or Donor) shall be laid out and applied in such manner as the Governors at any Court shall from time to time direct for the benefit of the Institution.

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I hereby approve of the foregoing Regulations for the Management of the York Lunatic Asylum.

RD. ASSHETON CROSS,

*One of Her Majesty's Principal Secretaries of State.*

Whitehall, 13th January, 1877.



# REGULATIONS

## BOYERS LANE OF

## THE FRIENDLY RETREAT

## NEAR YORK



