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LONDON COUNTY
MENTAL HOSPITALS.

MANUAL OF DUTIES.

LEAVESDEN MENTAL HOSPITAL
ABBOT'S LANGLEY,
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LONDON COUNTY COUNCIL

MANUAL OF DUTIES

Extracted from the Statutory "General Rules" for the management of the London County Mental Hospitals, and from the "Regulations" supplementing those Rules, made by the London County Council.

Revised to 31st July, 1932.

PREFACE.

This manual is issued in order that members of the subordinate nursing and general staff of the London County mental hospitals may be aware of such of the statutory "General Rules" and the "Regulations" supplementing those Rules, made by the Council, as directly concern them, without it being necessary for them to acquaint themselves with the remainder, which more closely concern senior officers.

It is of the first importance that every person to whom this book is issued should be thoroughly acquainted with its contents.

The book contains extracts from (i) the "General Rules" which are made by the Council under the terms of the Lunacy Acts and have been approved by the Minister of Health (which therefore have the same force as the Acts) and (ii) the "Regulations" which are made by the Council to amplify the "Rules" in necessary points of detail. These extracts are designed to give an insight into the general activities of the hospital. It is necessary that every member of the staff, even the most junior, should have such an insight, as well as a knowledge of the duties which fall to him or her to be done daily, so that those duties may be done more intelligently. Moreover, as no code of regulations can cover every eventuality, the present Manual, in so far as it fails to prescribe exactly for any detail, must serve as an indication of the general spirit in which the Council expects its staff to do their duty. But, above all, it is essential that every specific direction which the Manual contains should be observed and obeyed scrupulously. The book contains nothing which is not important for the proper administration of the hospital, and for the care of the patients, which is the one object the hospital serves. Failure to obey may lead to serious consequences.

The staff, therefore, must know the Manual thoroughly.

The person to whom this book is issued is expected to read it, to understand its contents and to remember them. A written undertaking to observe and obey what it prescribes is required from every subordinate employee.

The book is the property of the Council, and the person to whom it is handed will be required to keep it and may be called upon to produce it at any time. If it should be lost the fact must be reported immediately. On leaving the service the Manual must be handed to the Clerk of the Hospital.

NOTE.

The contents of this book, which relate primarily to the London County mental hospitals, apply also to the institutions transferred to the mental hospitals department from the Metropolitan Asylums Board, save in so far as different circumstances for the time being attending the use of these institutions for chronic cases of mental disorder and for cases of mental defect may make any of the directions inoperative in practice.

LONDON COUNTY COUNCIL

MANUAL OF DUTIES

In this Manual, whenever the context allows of it and the contrary intention does not appear, references to male nurses shall be held to apply equally to female nurses, and references to males generally shall be held to apply to females.

Extracts from the statutory "General Rules" and the "Regulations" are indicated below under the numbers which they bear in the current volumes of "Rules" and "Regulations" respectively. To the numbers of "Rules," "Rl.," and to the numbers of "Regulations," "Rg.," are prefixed.

MEDICAL SUPERINTENDENT.

Rl. 8. He shall have paramount authority in the hospital, subject to that of the hospital Sub-Committee, and shall have the general direction and control of all the medical and general staff of officers and servants, with power to suspend any of them for misconduct, such suspension to be reported to the Sub-Committee at their next meeting for confirmation. He shall have power to arrange provisionally for the discharge of the duties of the persons so suspended but only until the next meeting of the Sub-Committee.

Rl. 24. Whenever a patient is secluded within the meaning of No. 21 of the Statutory Rules made by the Commissioners of the Board of Control, dated 7th January, 1925, an entry is to be made in the books in which cases of seclusion are required to be recorded. The medical superintendent shall report at each meeting of the Sub-Committee all cases secluded since the last meeting.

Rl. 25. He shall arrange for classes for the instruction and training of members of the nursing staff to be conducted by the assistant medical officers, in order that nurses may be enabled to obtain the recognised nursing certificates.

Rg. 6. He shall be responsible (i) for seeing that there is a sufficient number of nurses on duty in the wards and that there is adequate supervision of patients at religious services, entertainments, recreation, exercise (within or without the boundaries of the hospital) and employments (indoor and outdoor), and (ii) for patients being given parole.

Rg. 7. He shall either personally or through one of the assistant medical officers act as the regular medical attendant of all resident nursing and domestic staff, and, if so requested, of any officer or servant who resides in quarters provided on the hospital estate (but not of the wife or other members of the household of such an officer or employee). If there are special circumstances which in his opinion make it necessary that a non-resident member of the nursing or domestic staff who is ill or suffering from the effects of an accident should be housed in the hospital in order that the employee may receive necessary treatment there, it shall be competent for him to arrange accordingly, provided that the arrangement is reported to the hospital Sub-Committee at their next meeting for confirmation, and subject to the condition

that the receipt of such treatment is not to be construed by the employee as an admission of liability on the part of the Council in regard to the cause of the illness or of any accident which may have necessitated the treatment.

Rg. 11. He shall deal, as they arise, with all applications for night leave, made by resident members of the staff.

Rg. 12. He shall report all resignations of staff under the direction of the hospital Sub-Committee (save those in the department of the mental hospitals engineer) at the first meeting of the hospital Sub-Committee after the receipt of same, whether such resignations are withdrawn before the meeting of the Sub-Committee or not, and all employees whose resignations are submitted shall be required to attend before the Sub-Committee at such meeting.

Rg. 13. Whenever nurses and employees at any of the London County mental hospitals are dismissed or required to resign, the medical superintendent shall communicate with the medical superintendents of the other London County mental hospitals, giving a full description and particulars of the nurse or employee concerned.

Rg. 20. He shall make arrangements for the safe custody of all official keys.

REGULATIONS AS TO THE ISSUE OF SICK AND EXTRA DIETS AND SUBSTITUTED DIETS TO PATIENTS.

Rg. 21. No sick or extra diet shall be issued without the authority of a medical officer.

Rg. 22. The ward record of sick and extra diets ordered for patients, kept in accordance with the Statutory Rules made by the Board of Control, shall be initialled daily by the medical officer in charge of the ward, and shall be examined and initialled periodically by the medical superintendent.

Rg. 24. When a meal or any part of it is replaced by a substituted diet, the dietary sheets shall indicate that the ordinary dietary is not, but that a substituted diet is, to be issued, and this substituted diet shall appear as a sick diet.

Rg. 25. When a patient receives his ordinary meal, and in addition an "extra" is allowed, this "extra" is not to be treated as a substituted diet but as an "extra."

Rg. 26. The substituted diets (mince and beef tea) mentioned in the patients' dietary scale are to be shown through the ordinary diet books.

MATRON.

Rl. 41. Her general duties shall comprise the supervision of the female patients and their wards, the nurses, female domestic servants, laundry and work-rooms.

Rl. 42. She shall have entire control (under the direction of the medical superintendent) of all female officers, nurses and female servants and shall report to the medical superintendent whatever she may know to be improper or contrary to the rules in the conduct of those under her, or that may affect the economical administration of the hospital.

Rl. 43. She shall instruct all those under her in their duties, and see that they are efficiently and properly carried out.

Rl. 44. She shall endeavour in every way to promote the interests and happiness of the patients and the welfare of all committed to her charge.

Rl. 45. She shall make occasional visits to the female wards at uncertain hours during the night.

Rg. 38. She shall be responsible for all stock in the wards on the female side of the hospital and in all officers' and employees' apartments therein, as well as in all other such apartments or residences, attached or detached, where female domestic servants are employed by the Council. She shall check completely once a year (or more often if required) the stock in such wards, &c. The results of the stocktaking shall be submitted to the house steward for report to the chief officer of the mental hospitals department.

Rg. 39. She shall check the weekly requisitions (prepared by the charge nurses) for necessaries used in the wards staffed by female nurses, satisfying herself that the articles requisitioned are actually required and that there is no wastage.

Rg. 40. Unless the hospital Sub-Committee direct otherwise, she shall be present when any member of the female staff is required to attend before the Sub-Committee.

Rg. 41. She or an assistant matron or female head nurse shall be present at all associated entertainments and religious services.

Rg. 42. She or her deputy shall see all the female night staff preparatory to their going on duty.

Rg. 43. She shall examine all parcels and luggage intended for removal from the hospital which are submitted to her by the female staff, and if she is satisfied shall issue the necessary pass.

Rg. 44. She shall see that all occurrences which affect the pay of the staff under her control are promptly notified to the clerk of the hospital.

CLERK OF THE HOSPITAL.

Rg. 53. He shall keep a register and record therein the names and addresses of all members of the permanent non-resident staff.

Rg. 54. He shall not under any circumstances without authority make any advances on account of salary or wages to any of the officers or employees of the hospital.

Rg. 61. Identification certificates of ex-naval and ex-military employees are not to be retained at the hospitals.

Rg. 67. Wages should be paid either on the date when due, or as soon after that date as possible. In the case of employees absent on weekly or annual leave on pay day, wages may be considered due and should be paid the day before pay-day or the day prior to the commencement of annual leave, as the case may be. * * *

HOUSE STEWARD.

Rl. 52. He shall have the charge of the general stores and all articles of domestic consumption, for the custody of which he shall be held responsible. He shall superintend the kitchen and baking departments, but shall in no way interfere with the management of the farm and garden. For the purpose of carrying out this rule he shall have direct charge and control of all employees working in the general stores (which term includes all places where there is unissued

stock) and in the kitchen and baking departments, and he must take all precautions effectively to supervise such employees from the time the stores or kitchen or baking departments (as the case may be) open until they close. This charge and control shall extend to female employees as regard their work only.

Rg. 82. He shall be responsible for the proper distribution of all provisions to the wards and messrooms, and shall take care that no person except the officers of the hospital, or nurses, remain in the kitchen while the provisions are being cut or served up.

Rg. 97. He shall examine all parcels and luggage intended for removal from the hospital, which are submitted to him by the male staff (other than nursing staff) and if he is satisfied, shall issue the necessary pass.

Rg. 98. He shall see that all uniforms are marked with the date of issue.

Rg. 118. No unauthorised person shall be allowed to handle the stores or to be in the store rooms.

Rg. 124. Any permanent addition to or reduction of the complement in the inventory, shall be the subject of a special report by the house steward to the Sub-Committee. No movement of inventory stock may be made without the knowledge of the house steward.

FARM BAILIFF.

Rl. 54. The farm bailiff shall have the management and the cultivation of the farm and the grounds and gardens of the hospital, and the care of the live stock. He shall superintend the labourers employed on the farm and in the garden, and shall give instructions to male nurses when employed on the estate.

Rg. 134. He or his authorised deputy shall be responsible for the issue and return of all tools and sharp instruments used on the farm and in the gardens. Every knife while not in use shall be attached to a lanyard or chain.

MENTAL HOSPITALS ENGINEER.

Rl. 55. The mental hospitals engineer shall have the supervision of and be responsible for the boilers, steam engines, gas lighting, electric lighting, other electrical works, water works, and all machinery, including the sewage and heating and ventilating apparatus. He shall also superintend the repairs of the buildings and works, and the making, upkeep and repair of roads, paths and tar-paved areas on the hospital estates.*** Whilst at any hospital the workmen and labourers of the building and engineering trades shall be under his control and direction, but for discipline such workmen and labourers shall, in the absence of the engineer, be under the control of the medical superintendent.

Rg. 143. In the event of careless stoking he may require the stoker concerned to stand off duty, without pay, for not more than a week, reporting the circumstances of the case to the Sub-Committee concerned at their next meeting.

RESIDENT ENGINEER AT HANWELL HOSPITAL.

Rl. 57. The resident engineer at Hanwell hospital shall have the superintendence of the repairs of the building and other works, and

the workmen and labourers employed thereon shall be under his control and direction, and the rules as to carrying out of repairs contained in the mental hospitals engineer's rules shall apply to him.

FOREMAN ENGINEER.

Rg. 163. Under the control and direction of the mental hospitals engineer, he shall have the charge of, and be responsible for, the engines, boilers, wells, pumps and machinery of every description, the heating, the electrical appliances, gas and cooking apparatus, the laundry and drying closets, and all main pipes and fittings connected with the supply of gas, electric light, water and steam.

Rg. 164. He shall also have, under the mental hospitals engineer, the general supervision and direction of the fitters, smiths, engine-drivers, stokers, labourers, and other workmen of the engineering trades; and shall regulate their attendance as to the performance of ordinary and special duties as may be necessary.

BUILDER'S FOREMAN.

Rg. 175. Under the control and direction of the mental hospitals engineer, he shall have charge of, and be responsible for, the condition of the building generally from a structural point of view, preparing any sketches, drawings and estimates necessary, and he shall keep the books required by the mental hospitals engineer. He shall also be responsible for the baths and lavatories and all sanitary apparatus, and for the minor services of gas, hot and cold water, and their fittings.

Rg. 176. He shall also, under the direction of the mental hospitals engineer, have the general supervision and control of the joiners, painters, glaziers, plumbers, bricklayers, sweeps, drainmen, and their labourers.

INSPECTOR, &c.

Rg. 184. He shall have control, under the direction of the medical superintendent, of the whole staff of male nurses.

Rg. 185. He or his deputy shall make daily inspection of the wards, workshops and farm and garden, and shall report to the medical superintendent whatever he may know to be contrary to the rules of the hospital and prejudicial to the health and happiness of the patients.

Rg. 186. He shall check the weekly requisitions (prepared by the male charge nurses) for necessaries used in the wards, satisfying himself that the articles requisitioned are actually required and that there is no wastage.

Rg. 187. He shall take all possible care for the preservation and upkeep of the stock in those parts of the hospital which are under his supervision.

Rg. 188. He or his deputy shall see all the male night staff preparatory to their going on duty.

Rg. 189. He shall make all reports and keep all books that are required by the medical superintendent.

Rg. 190. He shall examine all parcels and luggage intended for removal from the hospital, which are submitted to him by the male nursing staff, and if he is satisfied shall issue the necessary pass.

Rg. 191. He, or a male head nurse, shall be present at all associated entertainments and religious services.

Rg. 192. He shall report immediately to the medical superintendent all cases of sickness among the male nurses, and shall see that all instructions and orders of the medical superintendent regarding their care are duly carried out.

Rg. 193. He shall see that all occurrences which affect the pay of the staff under his control are promptly notified to the clerk of the hospital.

Rg. 194. In his absence the medical superintendent will make suitable arrangements for the performance of the inspector's duties.

ASSISTANT MATRONS.

Rg. 195. The assistant matrons' duties shall be, generally, to assist the matron, under whose direction they will work. One of the assistant matrons will be charged particularly with responsibility for the instruction of probationer nurses, in connection with their training for the recognised diploma of proficiency in mental nursing.

Rg. 196. In the matron's absence the senior of the assistant matrons shall perform her duties, and both the assistant matrons shall not be absent (except with the permission of the medical superintendent) from the hospital at the same time as the matron.

HEAD NURSES (DAY).

Rg. 197. The head nurses (male and female) shall be in their wards every morning at the appointed hour, to see that the nurses are at their duties and zealous in the discharge of them, and they shall visit their wards frequently throughout the day.

Rg. 198. They shall inspect and inquire into the mental and physical condition of each of their patients, taking note of any evidence of disease or the appearance of suicidal or homicidal impulses, &c., for the daily information of the medical officers and the inspector or matron, and they shall also draw the attention of the medical officers to any patients who show marked improvement in their mental state. They shall see that all the orders of the medical superintendent and the medical officers regarding the treatment of patients are carried out faithfully and conscientiously.

Rg. 199. They shall report immediately to a medical officer all serious illnesses, casualties, accidents or other emergencies (*e.g.*, struggles, falls, attempts at suicide, &c., whether or not attended with obvious injury), and shall make forthwith careful note of all the circumstances under which these may have happened.

Rg. 200. They shall visit their wards during the patients' meal-times and see that the patients receive their due amount of food, and that it is served in a proper manner. They shall report immediately if the issue of food is insufficient, or if the cooking or quality or service of the food is unsatisfactory, and they shall inquire fully into all complaints which they may receive.

Rg. 201. They shall see that the patients are properly and neatly dressed, and that the dirty and helpless patients are duly washed and bathed, taking special care that no roughness is used towards them. They shall be held responsible for the cleanliness of all patients, paying

particular attention to the state of the hair and nails. They shall thoroughly examine each patient when transferred from one ward to another.

Rg. 202. They shall be responsible for the cleanliness and ventilation of all day-rooms, dormitories, sanitary annexes, nurses' rooms, &c., in their respective divisions.

Rg. 203. They shall endeavour to become acquainted with the habits, trades or pursuits of the patients, in order to assist in keeping them usefully employed.

Rg. 204. They shall visit the patients when exercising, as often as possible, to see that they are being supervised properly by the nurses, and it shall be the duty of at least one head nurse to visit patients who are employed out-of-doors and in workshops, and to give necessary supervision to them.

Rg. 205. They shall encourage sports and recreation among the patients. They shall visit the wards in the evenings, and encourage games and amusements between the patients and nurses.

Rg. 206. A head nurse shall be present at the general bathing of all patients, and shall be held responsible for the due carrying out of the special rules relating to the bathing of patients which are posted in every bathroom, and shall personally examine every patient for skin diseases and for bruises or other injuries, and shall report the same immediately.

Rg. 207. A head nurse shall be present at the reception of every patient who is admitted to the hospital. He or she shall see that the clothing in which the patient is received and all the patient's personal effects (except wedding-rings in the case of female patients and artificial teeth, surgical appliances and such other articles as the medical officer considers necessary for a patient's comfort) are returned to the parish officer. Any article not so returned, which the patient is not allowed to retain, shall be handed by the head nurse to the clerk of the hospital for custody and registration.

Rg. 208. Prior to a patient leaving the hospital the head nurse shall see that the patient is bathed, if necessary, and shall then inform the medical officer that the patient is ready for examination.

Rg. 209. On the death of a patient the head nurse shall make an examination of the body forthwith for bruises or other signs of injury or neglect.

Rg. 210. Head nurses shall, when directed, check the weekly necessaries received by the charge nurse of each ward from the stores, and countersign the record of issue as correct.

Rg. 211. They shall make special reports regarding any infraction of the rules of the hospital, more particularly those concerning the duties of the nurses.

Rg. 212. They shall endeavour to prevent upon all occasions any coarse language or truculent conduct on the part of patients.

Rg. 213. They shall see that due respect is paid to hospital property, and that it is not put to improper uses.

Rg. 214. They shall, by example and precept, endeavour to cultivate amongst the nurses a respect for their calling and courtesy and kindness of manner in dealing with patients.

Rg. 215. In case of an alarm of fire, by day or by night, they will proceed with all speed to the alleged site of the fire and "unchubb" all doors in the vicinity and close ward and corridor windows.

Rg. 216. Each head nurse shall keep a report book, in which he or she shall record all transactions requiring attention during the course of each day.

HEAD NIGHT NURSES.

Rg. 217. The head night nurses (with the inspector or matron or their deputies) shall see all the night nurses preparatory to their going on duty.

Rg. 218. On commencing duty each night they shall receive from the day head nurses reports as to any change in the patients' sleeping arrangements, and any special instructions regarding the sick.

Rg. 219. Each head night nurse before going off duty shall make a report in accordance with the form provided.

Rg. 220. They shall exercise general supervision of the wards and nurses' apartments and nurses' homes, and shall have charge of the night staff during the night.

Rg. 221. In case of an alarm of fire, they will proceed with all speed to the alleged site of the fire, and "unchubb" all doors in the vicinity and close ward and corridor windows.

WORKMISTRESS.

Rg. 222. The workmistress shall be under the direction of the matron. She shall be responsible for the cutting out of all materials supplied for making garments for female patients, and household linen, &c., for the hospital, and she shall be responsible for the making up of garments from material supplied already cut to such standard patterns as may be approved from time to time.

Rg. 223. She shall not supply any articles of clothing, bedding or new material to any person whatsoever, but shall see that all articles made up are returned to the general stores.

Rg. 224. She shall discharge any occasional duties in connection with her office which may be assigned to her by the medical superintendent.

Rg. 225. She shall be responsible for all the stock and material issued from the stores to the workroom, and she shall keep a record of the conversion of such material.

Rg. 226. She shall be responsible for the care of patients employed in the workroom and for their proper treatment while they are there, for discipline in the workroom, and for the industry of all persons employed there.

LAUNDRY MISTRESS.

Rg. 227. The laundry mistress shall be under the direction of the matron.

Rg. 228. She shall herself open and close the laundry, and shall be responsible for the orderly working of the department.

Rg. 229. She shall be responsible for the correct return of all clothing sent to the laundry to be washed, and for its being returned clean and well aired, and shall keep a record of same.

Rg. 230. She shall be responsible for the care of patients employed in the laundry and for their proper treatment while they are there, for discipline in the laundry, and for the industry of all persons employed there.

Rg. 231. She shall be responsible for the stock used in the working of the laundry, and for the economical use of all materials.

Rg. 232. Whenever any article sent to the laundry to be washed shall appear to have been used improperly, the laundry mistress shall report the particulars thereof and the ward from which the article has been received. (See also Regulation No. 296.)

KITCHEN SUPERINTENDENT.

Rg. 233. The kitchen superintendent, if a man, shall be under the direction of the house steward. If she is a woman, she shall be under the direction of the matron, except to the extent to which the house steward is responsible for the superintendence of the kitchen. (See General Rules, No. 52.)

Rg. 234. The kitchen superintendent shall be responsible for the care of patients employed in the kitchen, and for their proper treatment while they are there, for discipline in the kitchen and for the industry of all persons employed there.

Rg. 235. The kitchen superintendent shall be responsible for the orderly working of the kitchen, for the stock used there and for the economical use of all materials issued for the preparation of food in accordance with the approved scales of dietary and the menus which are prescribed from time to time.

NURSES IN CHARGE OF WARDS (DAY).

[The regulations printed hereafter for staff and probationer nurses apply also (so far as they are relative) to chief charge and charge nurses but the following special regulations are to be observed by the latter.]

All the regulations for nurses of any grade are applicable, to such extent as may be necessary, to other grades of staff who may be entrusted from time to time with the care and charge of patients.]

Rg. 236. In the observance of No. 74 of the General Rules (which provides that the nurse in charge of a ward is to report all accidents, injuries, sudden illness, attempts to escape or to commit suicide and struggles to a head nurse who is to transmit the report to a medical officer) it is to be remembered that in any case of acute emergency, endangering the life of a patient, a telephone message summoning a medical officer should be sent direct to the centre, or such other means as the circumstances may warrant should be taken to secure immediate help, apart from and in addition to the procedure laid down by the general rule. (See also Regulation No. 248.)

Rg. 237. The nurse in charge of each ward (whether a chief charge or a charge nurse) shall be held directly responsible for the care of all the patients in the ward. He is to see that the rules and regulations are strictly observed by the staff and probationer nurses, and is to report any breach to his superior officers, to whom he shall also communicate freely all matters or occurrences which may in any way affect the well-being of the patients or the hospital. A chief charge or charge nurse is to bear in mind that upon his supervision and example depend the tone of the ward and the happiness and welfare of its inmates. Nurses in charge of wards should be most scrupulous as to the cleanliness and ventilation of the wards and the cleanliness of the patients.

Rg. 238. Nurses in charge of wards shall be held responsible for the carrying out of all orders in regard to the prevention of the occurrence of infectious diseases, such as the washing of hands before meals, and on other specified occasions, and also of those orders which are detailed on the caution cards in respect of patients who have been, or now are, suffering from dysentery, typhoid, tuberculosis, and other infectious conditions.

Rg. 239. They shall give special attention to the personal hygiene of patients in every aspect, particularly in regard to the care of patients' mouths and teeth.

Rg. 240. They shall take care that no medicine is given to patients except on the order of a medical officer; and they shall be held responsible for the correct administration of medicines so ordered. They shall keep the key of the medicine cupboard.

Rg. 241. The nurse in charge of each ward is held accountable for all bed and other linen, the patients' clothing, and the various articles belonging to the ward, according to the inventory; and on being removed to another ward, or on leaving the hospital, he must deliver everything up to the satisfaction of a head nurse, or other officer deputed for this duty, who will certify this in writing. (The certificate is given to the house steward in the case of the men, and to the matron in the case of the women.) Where a ward is in charge of a chief charge nurse who is relieved on alternate shifts of duty by a charge nurse, the responsibility for the ward stock rests primarily with the chief charge nurse.

Rg. 242. The nurse in charge of a ward shall enter in the statutory ward casualty book particulars of all casualties which occur while he is on duty. He shall enter the required particulars of patients on the statutory list of patients and see daily that they are correct. The nurse in charge during the morning shall enter in the statutory ward day report all particulars of casualties and all special reports of occurrences within his knowledge which happen while he is on duty, and shall sign the report. He shall hand over the patients to the nurse who succeeds him in the charge of the ward, on the following shift of duty, who shall sign for them. The nurse in charge of the ward during the evening shall complete the entries in the statutory ward day report, so far as is necessary for matters which happen while he is on duty, signing the report, and shall hand over the patients to the night nurse, who shall sign for them.

Rg. 243. The nurse in charge for the time being of each ward shall take particular care that the reports are not completed until the patients are put to bed, and that all casualties are inserted; he shall go round the dormitories and single rooms with the night nurse, and shall hand over the patients in his charge to him when the latter comes on duty, and shall, in like manner, receive them from him on returning to duty in the morning.

SUBORDINATE NURSES (*i.e.*, STAFF AND PROBATIONER NURSES) ON DAY DUTY.

Rg. 244. It is a condition of appointment of every probationer nurse that he shall apply himself diligently to acquire a recognised diploma of proficiency in mental nursing, upon gaining which he is confirmed in his appointment and is graded as a staff nurse. To this end

every probationer nurse is required to attend lectures and demonstrations which are provided, and failure to do this and to profit by the instruction given will involve the determination of the nurse's appointment. A probationer nurse who gives no promise of being able to secure the diploma in due course will not be retained in the service.

Rg. 245. An official "syllabus of instruction" for probationer nurses during the first six months' service is issued to every probationer nurse on entering the service. The nurse is required to make himself familiar with all the precepts which this syllabus enjoins, and to observe them scrupulously.

Rg. 246. The staff and probationer nurses are subject to the guidance and direction of the nurse in charge of the ward. They are expected to communicate freely to their superior officers any matter or occurrence affecting the welfare of the patients or the institution.

Rg. 247. The nurses detailed for the first shift of day duty are to be in their wards at the appointed time, and shall proceed to assist the patients, except those who are specially directed by the officers to be treated otherwise, in getting up, performing their toilet, and dressing. Any soreness or discolouration of a patient's skin is to be reported at the first visit of an officer. As soon as the patients have risen and dressed, the dormitories are to be cleaned out. The utmost cleanliness and tidiness must be observed in every part of each ward; everything is to be kept in the appointed place.

Rg. 248. The sudden sickness of any patient, or any particular change observed, is to be reported to the head nurse at all times without delay. In case of emergency or serious casualty the nurse shall, without delay, summon a medical officer. (*See also Regulation No. 236.*)

Rg. 249. Nurses working with patients, either indoors or outdoors, are expected, in addition to supervising them, to participate in the work.

Rg. 250. When in the recreation grounds, the nurses are not to converse and walk about together, but are to dispose themselves so as to supervise the patients properly.

Rg. 251. After every meal the knives and forks must be collected and handed to the nurse in charge of the ward, who shall see that the number is correct before the patients are permitted to leave the tables; if a knife or fork is missing, the fact is to be reported at once to the inspector or matron. The knives and forks are immediately to be cleaned and locked up in the proper box. Under no circumstances whatever must any patient be permitted to use a carving knife or fork.

Rg. 252. Even when a patient is under the special charge of a particular nurse, the other nurses (day and night) in the ward, when on duty, shall be held responsible for the care and safety of that patient, as well as of the others in the ward.

Rg. 253. When, owing to a patient's threatening demeanour, violence, etc., it is necessary to obtain assistance as rapidly as possible, the whistle (supplied to each nurse) must invariably be used, and all nurses within hearing are bound to pay immediate attention to the summons. It is therefore of the greatest importance that the whistle be used in cases of emergency only. In no case where it is avoidable should a nurse attempt to use force to a patient by himself.

Rg. 254. When a patient's condition renders it desirable that he should be placed in a single room the nurse in charge of the ward (or

the night nurse, if the incident occurs at night) may place the patient in the single room, immediately reporting his action to a head nurse for approval. On no account shall a nurse, between the hours which are specified in the definition of "seclusion" contained in No. 21 of the statutory Rules made by the Commissioners of the Board of Control, dated 7th January, 1925, close, by any means whatsoever, the door of a single room in which there is a patient, unless by the direction of a medical officer. When a patient is kept compulsorily in a single room with closed doors between these hours, he is deemed to be "secluded." In the day report the name of the patient secluded and the reason for and duration of the seclusion are to be given. During the time of seclusion the state of the patient must be observed frequently in accordance with the instructions of the medical officers.

Rg. 255. When a patient expresses a wish to see a minister of religion, the wish shall be made known to the head nurse without any delay.

Rg. 256. The nurses shall give heed to all complaints made by patients and shall report the same.

Rg. 257. No meals, except the tea meal, are to be taken by any nurse in the ward, in the bedrooms, or elsewhere than at the general mess table, without the special direction of the medical superintendent. (*See Regulation No. 295.*)

Rg. 258. A nurse shall under no circumstances punish a patient. Any nurse guilty of striking or ill-using or wilfully neglecting a patient will be liable to suspension by the medical superintendent, when he will be dealt with according to the provisions of the Lunacy Acts.* Under provocation of any kind the nurse must be calm and forbearing.

Rg. 259. When the patients go to bed their clothes are to be folded up and placed on the shelves provided for the purpose, or as otherwise directed. Only sufficient light is to be kept to enable the night staff to supervise the patients. No patients shall be allowed to light or extinguish gas lights. A list of the patients who are deemed by the medical officer to require special attention from the night staff is to be handed by the nurse in charge to the night nurse. Care is to be taken that nothing is concealed about the patients' persons or beds: especially this refers to pipes, cigarettes and matches.

Rg. 260. Nurses who are not members of the fire brigade, in case of an alarm of fire if they are in a ward shall remain there, or if they are in the messroom shall return to their wards and await instructions, and shall not crowd to the alleged site of the fire.

NIGHT NURSES.

Rg. 261. The foregoing regulations for day nurses shall apply as far as possible to the night nurses.

Rg. 262. The night nurses shall come on duty at the appointed time, take over from the day charge nurses every patient in the wards, in which they are to take duty, signing for them, and shall receive from the day charge nurses reports and instructions as to any particular patients.

* Section 322 of the Lunacy Act, 1890, provides that if any person who has charge of a lunatic ill-treats or wilfully neglects such lunatic, he shall be guilty of a misdemeanour, and on conviction on indictment shall be liable to fine or imprisonment, or both, or on summary conviction for every offence to a penalty not more than £20 nor less than £2. Any nurse who strikes or otherwise ill-treats a patient, therefore, is liable to prosecution under this section.

Rg. 263. They shall examine the lists of patients who require special attention, food or medicines during the night, and shall ascertain that the articles required are left ready for use. They shall also see that only sufficient lights are burning. They shall report any nurses who do not extinguish their lights at the appointed time, or are absent from their rooms during the night.

Rg. 264. When it is necessary to place a patient in a separate room during the night, the night nurse shall report the fact as soon as possible to the head night nurse, who shall enter it in his report.

Rg. 265. They are not to go off duty in the morning until the charge day nurse has seen each patient and has examined and signed the night report.

GATE PORTER.

[*These regulations apply as far as possible to the hall porter at a hospital where there is no gate porter.*]

Rg. 266. The gate porter shall exercise a general observation to prevent the escape of patients and to keep them from communicating improperly with persons outside, and shall carefully prevent the removal by any person of any property belonging to the establishment. He shall be guided by such regulations and orders as may be laid

down for his direction, and shall keep a book, in which he shall enter the names of such officers and employees as shall leave the hospital. He shall also have charge of a book in which he shall require all persons visiting the hospital (except visitors to patients and those visiting the private residences of officers) to enter their names and addresses or shall himself make the necessary entries of these particulars. He shall see that all visitors to patients are supplied with a pass. He shall not permit any nurse or employee to leave the hospital except under the ordinary regulations, unless furnished with an order from the medical superintendent, nor with any parcel without examination, unless upon a pass from the house steward, matron or inspector.

Rg. 267. He shall have the right of search over any employee and any conveyance entering or leaving the hospital, and shall exercise such right whenever it may appear to be necessary. In the case of a female, the gate porter shall require her to remain at the lodge, and he will immediately communicate with the medical superintendent, who shall arrange for a head female officer to conduct such search as may be necessary. Refusal of an employee to submit himself for search in accordance with this regulation will be regarded as a serious breach of discipline and may result in the dismissal of the employee.

Rg. 268. He shall weigh all vehicles containing articles of which a list is furnished him by the clerk and steward and shall enter the weights in the book provided for the purpose. He shall examine all parcels, bags, baskets, etc., carried out by nurses, servants and workmen, for which they have no pass order, provided that in the case of a female, if she so desires, any such examination shall be carried out by a female officer.*

Rg. 269. He shall not admit to the hospital any persons other than those having business at the hospital.

Rg. 270. He shall be responsible for the safe custody of official keys left in his charge.

* This regulation, so far as it relates to the weighing of carts, is subject to local modification to meet the facts: (i.) that the weighbridge is not at every hospital in a position in which it can be controlled by the gate porter, and (ii.) that the weighbridges in use at the date at which the regulation was made were not all of capacity sufficient to weigh some of the large motor-lorries in which goods are now delivered.

Reg. 271. He shall carry out such other instructions as may from time to time be given by the medical superintendent.

RULES APPLYING TO THE STAFF GENERALLY.

A.—As to the custody, employment and treatment of the patients.

Reg. 68. The male and female patients shall be kept in separate wards, and no male nurse, servant or patient, except workmen in discharge of their necessary duties, and under proper supervision, shall be allowed to enter the female wards nor any female to enter the male wards except where the medical superintendent shall deem it advisable to appoint nurses or female servants to attend for that purpose. No male persons excepting the medical officers, engineer (which term include the mental hospitals engineer and his chief assistants and also the foreman engineer and the builder's foreman) and the chaplain, shall at any time have keys admitting them to any of the female wards.

Reg. 69. A sufficient number of nurses, having regard to the mental condition of the patients in each ward, shall be employed.

Reg. 70. During the day the patients of both sexes shall be employed as much as practicable, especially out of doors; the men in gardening, husbandry and handicrafts, the women in occupations suited to their ability; and as a principle in treatment, endeavours shall continually be used to occupy and employ the minds and bodies of the patients to induce them to take extended exercise in the open air, and to promote cheerfulness and happiness amongst them. Such patients as the medical superintendent may direct shall, in such numbers and at such times as he may think fit, be allowed under proper supervision to take walks beyond the grounds of the hospital.

Reg. 71. The head nurses, or deputies appointed for the purpose by the medical superintendent, shall invariably be present continuously at the general bathing of the patients, see that the bath directions are strictly carried out and look for and at once report any marks or bruises found upon any of the patients and record in their daily report particulars of the report so made.

Reg. 72. No patients shall be restrained or secluded at any time, or shall, except for the purpose of cleanliness, be subjected to any bath, unless by authority of a medical officer.

Reg. 73. Mechanical restraint shall not be used with regard to any patient except upon the directions, in writing, of the medical superintendent or, in his absence, one of the medical officers who shall have been left in charge by him. Every direction for mechanical restraint shall be entered in an order book, with a counterfoil, kept for that purpose, and on the order and counterfoil the precise time at which, and the period for which, restraint is directed shall be entered. No direction for mechanical restraint by means of any of the instruments and appliances specified in the regulation made by the Commissioners in Lunacy under heads 1 or 5 of that regulation, shall be issued for a longer period than four hours at any one time, except when it is used for surgical reasons only. On the form or order there shall be placed general instructions to the nurses as to food and exercise, and the course to be followed in case of symptoms or collapse or other emergencies. Whenever mechanical restraint is used by any of the means

specified under heads 1, 3, 4, 5 and 6 of the Commissioners' regulation, the patient shall be placed under continuous observation, both by night and by day, by a qualified nurse, and be visited during the day, at intervals not exceeding four hours, by the medical superintendent or one of the medical officers, and due opportunities shall be afforded to the patient of attending to the calls of nature, and changing a position which, from continuance, may cause suffering. The appliances for mechanical restraint shall be kept in the charge of the medical superintendent or of such one of the medical officers as shall be left in charge by him, and the first of any series of applications of such restraint shall be made under the personal superintendence of the medical superintendent or of one of the senior medical officers. Subsequent imposition of restraint after the patient's release from it for either of the reasons mentioned in this regulation shall be effected in the presence of a medical officer or a head nurse, who shall immediately report to the medical superintendent, or his deputy, any struggle with the patient which may have taken place at such time.

Reg. 74. All accidents and injuries, however slight, sudden illness, attempts to escape or commit suicide and struggles between patients or between patients and nurses, shall immediately be reported by the nurse in charge to the respective head nurses and by them to the medical superintendent or a medical officer.

Reg. 75. Workshops and tools shall be provided and artisans and others be encouraged to follow their particular callings, and to learn shoemaking, tailoring and other common and useful trades; and needlework, laundry work, and other suitable employment shall be provided for the women.

Reg. 76. Books, newspapers and publications provided by the Council shall regularly be circulated through the different wards. Various means of amusement shall be placed at the disposal of the patients, and they shall be encouraged to have frequent recourse thereto.

Reg. 77. The airing grounds attached to the wards shall be generally accessible to the patients every day when the weather is favourable.

Reg. 78. One nurse shall, as far as practicable, sleep in a room adjoining every dormitory.

Reg. 79. No dormitory for male patients (excepting rooms for single patients) shall contain less than three beds, and all the patients (male and female) shall sleep in single beds.

Reg. 80. No female patient shall be employed in any private official residence or male officer's quarters at any hospital.

Reg. 81. All the nurses shall be required to treat their patients gently and kindly, and shall be responsible for the safety, cleanliness and general condition of the patients, and for the ventilation, proper warmth and good order of their respective wards.

Reg. 82. No payment, either in money or kind, shall be made by any nurse to any patient for work done by them or otherwise.

B.—As to the visitation of patients.

(See also Regulations, Nos. 356 to 367, inclusive.)

Reg. 83. Relatives and friends of the patients shall be allowed to visit on the ordinary visiting days, but no visitor will be allowed

to see any patient if the medical superintendent shall state in writing that he considers the visit likely to be injurious to such patient or otherwise inexpedient. Any visitor who so desires shall be allowed to see one of the medical officers.

Rl. 84. In case of illness of a patient, or if the friends come from a distant place, or for any other good reason are unable to come on a visiting day, such patient's friends shall be admitted to visit on any day other than the regular visiting days; and in all cases of dangerous illness of a patient, notice shall immediately be sent by the medical superintendent to the clerk of the hospital, who shall forward it at once to the relatives or friends of such patient and to the chaplain or appropriate visiting minister.

Rl. 85. Patients shall be at liberty to hold private conversation with those who visit them, but no male visitor or parish officer shall remain in a room with a female patient, nor a female visitor with a male patient, except in the presence of a nurse.

C.—As to the death and interment of patients.

Rl. 86. On the death of a patient, notice shall immediately be given by the clerk of the hospital to one of the nearest relations of the deceased (if the address be known) and the body shall be delivered to one of them if requested; but if the body be not removed on the fourth day after death, it shall be buried in the cemetery provided for the purpose. Should earlier interment be necessary this rule is to be dispensed with. Post-mortem examination, when not objected to by the relatives and the friends of the deceased, shall be made upon every deceased patient by one of the medical officers under the direction of the medical superintendent, and the result shall be entered in a book to be kept for the purpose.

D.—As to the property of patients.

Rl. 87. No officer or servant shall permit or knowingly afford facility for the execution or signature by any patient of any document affecting the patient's property or income. This rule does not apply to a will or codicil, permission for the execution of which may be allowed by the medical superintendent.

Rl. 88. It shall be the duty of every officer or nurse to inform the medical superintendent immediately he has information of any kind respecting the property or estate of any patient in the hospital. The medical superintendent will thereupon inform the chief officer so that he may take the necessary steps to ascertain whether the patient is entitled to be classified as a private patient. The medical superintendent shall also give immediate information to the chief officer as to affidavits sworn by him or summonses served upon patients in connection with their estates.

E.—As to the superannuation of established staff.

Rl. 89. Before a superannuation allowance is granted on the ground of incapacity due to injury or illness, the established officer or servant who is to receive the allowance will be required to submit to a medical examination by the Council's medical examiner. Such examiner shall also make or arrange for all such further medical examinations as may be necessary to enable the Council to satisfy itself that the incapacity of pensioners continues.

Rl. 90. Whenever an established officer or servant claims or is required to retire on the ground of age, he shall (unless he has previously done so, and the fact has been recorded) be required to produce to the chief officer a certificate of birth or other satisfactory evidence of age. But if the Committee are satisfied that evidence cannot be produced, they will accept instead of evidence an affidavit as to what the established officer or servant has reason to believe his age to be.

GENERAL INSTRUCTIONS.

Rg. 272. The maximum sum for which the Council insures against fire the personal effects of any resident officer or employee is £20.

Rg. 273. No newspapers, periodicals or magazines purchased out of the hospital funds shall be issued to any private residences or apartments at the hospital.

Rg. 274. No officer, nurse or other employee of the Council shall be directly or indirectly concerned in any other business, trade or work than that of the Council, except with the special sanction of the Council.

Rg. 275. Male officers (except the medical superintendent) who are allowed to have keys of the female side in their possession, are required, whenever they go out of the hospital, to deliver such keys to the gate porter, or, where there is no gate porter, to deliver them to the corresponding official, for safe custody during their absence, or to deposit them in some suitable place to be approved by the medical superintendent.

Rg. 276. All subordinate officers and employees on joining the service must attend at the office of the clerk of the hospital and must there furnish such information as is required of them for the service register and must sign an undertaking to conform to all the rules and regulations of the hospital. Their wages will not in any case be paid until this regulation shall have been complied with.

Rg. 277. Should a vacancy arise in the staff of nurses appointed to any particular ward, the vacant post shall not necessarily be occupied by the nurse immediately next in seniority or in rank in the ward.

Rg. 278. All nurses and other subordinate uniformed staff, on the satisfactory completion of the first three months of their probation period, and if there is then a reasonable probability that they will be recommended for confirmation on the completion of the full period (or in the case of nurses that they will become proficient), will be provided with the prescribed uniform, which must always be worn during the hours of duty. No uniformed employee shall wear hospital clothing other than that issued from the stores for his or her personal use. The nurses are expected at all times to dress in a neat and becoming manner, and black boots or shoes and (by women) black stockings must be worn when in uniform. Women nurses shall on no account wear hatpins when on duty.

Rg. 279. The uniform overcoats in use by members of the staff will be checked twice a year, and if any overcoat cannot be produced, the person to whom it was issued will be required to forfeit its value.

Rg. 280. No patient shall be allowed to attend religious services or entertainments or shall be employed or be taken out for exercise or recreation either within or without the boundaries of the hospital estate without the approval of a medical officer.

Rg. 281. The patients who assist the nurses in their various ward duties shall not be indulged in extra food at the expense of other patients, nor may they be permitted to exercise any authority over the other patients. No patient shall be allowed to perform a duty for another patient which should generally be undertaken by a nurse, without the sanction of a medical officer.

Rg. 282. Nurses and other employees who have the charge of patients engaged in work are directed to see to the safe custody of all knives, forks, tools and other instruments used, and to examine and count over their stock frequently. They shall on no account take any such article out of the hospital and shall ensure that on the cessation of work all such articles are given up, checked, and stored in safe custody. They are on no account to entrust any patient with the possession of any dangerous instruments out of their sight.

Rg. 283. Resident nurses and other resident employees shall be most careful to see that sharp instruments, such as razors, scissors, hatpins, etc., in their bedrooms, and any medicines, liniments, etc., supplied to or obtained by them for their private use, are kept under lock and key.

Rg. 284. Nurses and other employees shall see that all ladders, steps, or other things used by them, which may enable patients to escape, and all other articles which the patients might use for dangerous or improper purposes, are carefully guarded, and, directly the work is performed, are removed out of the patients' reach.

Rg. 285. Nurses and other employees, when out of the hospital, shall not mention the names or talk of the conduct of any patients under their care, nor shall they convey any letters or messages from the patients to anyone out of the hospital without permission from the medical superintendent. All letters from patients shall be delivered to the medical superintendent.

Rg. 286. No nurse or other employee shall, on pain of suspension and dismissal, take charge in a personal or private capacity of money or property of any patient, or sell to, buy from, or borrow of a patient, or receive money or any gift whatsoever from the friends of patients, or from visitors to the hospital. No person, unless specially authorised by the medical superintendent, shall make purchases for a patient, or in any circumstances shall receive from a patient any, or part of any, goods purchased. Any money or valuables found on a patient, except what he is permitted by the medical superintendent to retain, must be handed to the clerk of the hospital for safe custody.

Rg. 287. No nurse or other employee whilst in charge of a patient (whether as part of the duty prescribed for him, or on an occasion on which he has volunteered to take charge of the patient for an outing) shall enter a public-house, or shall permit a patient to do so or to obtain any intoxicating liquor. All employees are strictly forbidden to bring into, or keep in, the hospital any intoxicating liquors.

Rg. 288. No one is permitted to solicit subscriptions for any purpose from any person in the establishment without obtaining the consent of the medical superintendent.

Rg. 289. The nurses and other employees shall be responsible for the keys and other property in their charge. Under no circumstances shall a patient be entrusted with an official key; and the nurses and others shall carry their keys and whistles on the chain and belt provided for that purpose, but these should be worn and used in as unobtrusive

a way as possible. Whenever the nurses and others concerned leave the hospital they shall deliver up their keys at the appointed place.

Rg. 290. Before tea-time no work other than hospital work is to be done by working patients, but after tea such patients may, if they wish, do work for the nurses, provided such work is for the nurses' own use. (This does not refer to work done as part of occupational therapy.) No payment, either in money or kind, is to be made for any work so done.

Rg. 291. The nurses shall not smoke when on duty, except when allowed by the medical superintendent.

Rg. 292. Any nurses appropriating to their own use, or neglecting to give any of the patients their dietary or other allowance or sick extras, shall be liable to suspension.

Rg. 293. Any nurse or other employee who shall improperly use any sheets, blankets, clothes or other hospital property shall be reported to the hospital Sub-Committee, and the amount of damage done to the hospital property shall be deducted from the employee's wages.

Rg. 294. No articles are to be removed from the mess-room. Any loss is to be reported by the messman or messwoman. Food is not to be taken away from the mess-room by the staff without authority.

Rg. 295. No meal is to be given without the permission of the medical officers to any nurses or other employees who are resident, when ill, in their bedrooms, and no extra or sick diet shall be given to nurses or others without an order signed by a medical officer. (*See Regulation No. 257.*)

Rg. 296. Whenever any article sent to the laundry to be washed shall appear to have been used improperly, the laundry mistress will report the particulars thereof, and the ward from which the article has been received; and the nurse in charge of that ward shall be held responsible for the improper usage. (*See also Regulation No. 232.*)

Rg. 297. Visitors to the subordinate officers and servants are not allowed without special permission of the medical superintendent.

Rg. 298. Any resident employee who returns to the hospital after leave later than the hour fixed will be reported to the medical superintendent.

Rg. 299. The association of male and female staff in the hospital and grounds is permitted only under circumstances approved by the medical superintendent.

Rg. 300. No resident nurse or employee shall pass a night out of the hospital without leave first obtained from the medical superintendent.

Rg. 301. Employees summoned to serve on a jury will be paid for the time it is necessary for them to be absent from duty in consequence thereof.

Rg. 302. No wages will be paid to any officer or employee

Rg. 302. No wages will be paid to any officer or employee in respect of any absence without sanction or reasonable cause. On suspension from duty, male nurses and male officers and employees resident on the premises shall cease to reside on the premises until further order.

Rg. 300a. Resident nurses and employees must sleep in their own rooms and are strictly forbidden to share their beds with other members of the staff.

Rg. 303. Any female employee in the mental hospital service who proposes to be married must give notice beforehand of her intention, as her marriage will put an end to her appointment.

Rg. 304. If an employee has been over twelve months in the hospital service, he may have, upon leaving, a certificate of his conduct during such service; but no certificate ordinarily will be given to any employee who leaves before the expiry of twelve months' service.

Regulation No. 305 repealed.

Rg. 306. All employees who are leaving the service, before applying to the clerk of the hospital for any wages that may be due to them, must obtain from the medical superintendent a certificate that they have delivered up their keys, uniform, and any other property entrusted to their care by the Sub-Committee.

Rg. 307. Every article of uniform which has not become the property of the employee to whom it was issued is to be given up to the house steward on leaving the service, and the value of every article which is not so given up must be paid, or will be deducted from any sum which may be due as salary or wages, etc.

Rg. 308. No subordinate officer, employee, or nurse shall be allowed to bring any property into the hospital, except his personal clothing and effects, without the special permission of the medical superintendent.

Rg. 309. The Council accepts no liability for loss or damage in connection with motor vehicles, bicycles or other personal property of any officer or employee whilst such property is on the Council's premises.

Rg. 310. Pedal bicycles belonging to resident officers or employees may be kept at owner's risk in such special accommodation as may be provided by the Council for the purpose, and no charge will be made for this. But for motor cars, motor cycles and motor side-car combinations belonging to resident officers or employees to be housed on the Council's premises special permission must be obtained beforehand from the hospital Sub-Committee, and a garage rent (of such sum as the Mental Hospitals Committee from time to time may determine) for each year, payable in advance, will be charged for each car, cycle or combination. If this rent is not paid the accommodation will no longer be available to the officer or employee.

Rg. 311. Permission will not be given for officers or employees who do not reside on a mental hospital estate to garage cars or cycles on the estate of that hospital, but a car or cycle which is used by a non-resident officer or employee to come to and return from his work may remain on the estate, provided a convenient position can be found for it, at owner's risk, while the officer is on duty.

Rg. 312. No person shall be allowed to have a dog or any other animal on the hospital estate without the permission of the medical superintendent.

Rg. 313. Nurses and other employees who are resident are not allowed to have fires in their bedrooms without special permission. Smoking in bedrooms is strictly prohibited. The use by employees in their rooms of spirit or oil lamps, or any unauthorised gas and/or electric appliances, also is prohibited.

Rg. 314. Except where the medical superintendent is satisfied that the key has been broken or lost through no fault of the employee, a resident employee who breaks or loses a key, either of a bedroom door or of a locker for valuables, specially provided for his personal use, will be required to pay the cost of replacing the key, and the necessary sum will be deducted from any amount due to him.

personal use, will be required to pay the cost of replacing the key, and the necessary sum will be deducted from any amount due to him.

Rg. 315. No officer or employee (other than those appointed to the London County mental hospital service generally, who may be moved from one hospital to another at the pleasure of the Committee for the convenience of the service) shall be transferred from one hospital to another unless the Mental Hospitals Committee so direct or the Sub-Committee of the hospital at which such officer or employee is engaged shall pass a resolution sanctioning his transfer to another hospital which is willing to engage him. Any officer or employee desiring to be transferred shall apply to the Sub-Committee of the hospital at which he is engaged for permission to be so transferred.

Regulation No. 316 repealed.

Rg. 317. Where a nurse or other employee is transferred from one hospital to another his hospital record shall accompany him and shall be entered in the book kept for the purpose.

Rg. 318. No employee shall be engaged without satisfactory references being first obtained, and if he has been employed previously a verified reference from the last employer must be obtained, if possible.

Rg. 319. Every engagement shall be made subject to a period of probation. When the original appointment was made by a hospital Sub-Committee the employee, not later than the expiration of the probationary period, shall appear before the hospital Sub-Committee for confirmation.

Rg. 320. No promotion or reduction of any employee effecting an alteration of pay shall be made except with the authority of the hospital Sub-Committee.

Rg. 321. An employee living out of the hospital, in the event of infectious disease arising in his family, will be required to live in the hospital during such time as the medical superintendent may consider necessary, unless other arrangements can be made to the satisfaction of the medical superintendent. If he does so live in the hospital he will not be required to pay for board, lodging and washing.

Rg. 322. Should any employee be required to absent himself from duty in consequence of infectious disease at his home the hospital Sub-Committee are empowered, in their discretion, to pay him an equal amount to the wages which he would have received had he been on duty, and if he should be required to reside away from home for a like reason the Sub-Committee may pay him such sum as they may think fit to defray extra expense which he has actually incurred.

Rg. 323. The work-mistress, laundry mistress and laundry maids, if resident, may be absent from the hospital after duty hours on Saturday until 10.30 p.m. on Sunday.

Rg. 324. Although it may be convenient upon occasions to allow nurses to take their weekly leave on two consecutive days, this does not confer upon resident nurses the right to sleep out of the hospital on the intervening night, and permission to do this must be obtained from the medical superintendent.

Rg. 325. No workmen regularly employed at one of the hospitals shall be permitted to take any other work outside the hospital.

Rg. 326. All fees received by members of the hospital staff either as witnesses or in any other capacity (except sums received for service on juries other than special juries) shall be paid into the hospital funds.

Rg. 327. No plans or estimates in respect of any works at one of the hospitals shall be prepared by any of the Council's officers until the authority of the hospital Sub-Committee has been obtained.

Rg. 328. Of employees who occupy quarters in the hospital, only officers shall be allowed to receive visitors at the hospital.

Rg. 329. No resident officer shall be allowed to entertain a visitor for more than two days and nights without the previous consent of the hospital Sub-Committee, and in every case in which such an officer entertains a visitor at the hospital over night, the fact shall be reported to the hospital Sub-Committee at their next meeting by the medical superintendent.

Rg. 330. No officer, nurse or other employee shall directly or indirectly take any fee, reward or perquisite of any kind from any tradesman, patient, or other person, on pain of immediate dismissal.

Rg. 331. No officer or employee whose duties are connected with supplies to the hospital shall knowingly obtain private supplies from any tradesman or contractor, who serves the hospital, and under no circumstances is any officer or employee of the hospital permitted to receive a favour from any hospital contractor or tradesman in respect of private supplies or otherwise.

Rg. 332. An officer or employee who desires to bring to the notice of the Committee or of a Sub-Committee a matter concerning himself or his own position, or to submit a communication of any kind to the Committee or Sub-Committee, shall do so through the head of his department. If the head of the department declines to take cognizance of the matter submitted to him, or deals with it in a manner of which the officer or employee thinks he has reason to complain, he shall be entitled to lay his complaint before the chairman of the Committee, who shall hear and determine the matter or bring it before the Committee or Sub-Committee as he may think best. In view of the right thus secured to them, officers and employees are prohibited from making personal appeals, written or oral, direct or indirect, to individual members of the Committee, and any such personal appeal will be held to be a breach of discipline. (*This regulation supplements, and is not contrary to or in substitution for, the Council's regulation (No. 368, issue of February, 1926) as to staff appeals in the London County mental hospital service.*)

Rg. 333. Any breach of these regulations will be reported to the Sub-Committee, who will deal with each offence as they may deem expedient.

REGULATIONS AS TO BATHING OF PATIENTS.

Rg. 334. Every patient is to be bathed once a week, unless exempted by medical order. The name of every patient who does not have his usual bath is to be entered in the daily ward report.

Rg. 335. In preparing a bath the cold water is to be turned on first.

Rg. 336. Before the patient enters the bath the temperature is to be ascertained by the thermometer, and it is not to be less than 90 degrees, nor above 100 degrees, unless specially ordered. In case of the thermometer becoming inefficient from injury, etc., all bathing operations are to be suspended until another be obtained.

Rg. 337. Not more than one patient is to be bathed in the same water.

Rg. 338. No hot or cold water is to be added to the bath while the patient is in it, and care is to be taken that the hot and cold water are thoroughly mixed before the patient is put in.

Rg. 339. During the use of the bath the room is never to be left without a nurse. At all other times the bath taps are to remain locked.

Rg. 340. Under no pretence whatever is the patient's head to be put under water.

Rg. 341. In the bath the body of each patient is to be well cleansed with soap. After coming out of the bath especial care must be taken to dry those patients who are feeble and helpless, and to clothe them as rapidly as possible.

Rg. 342. The bath key must not be used by patients. It must be kept in the appointed place, and under no circumstances may a key be left on the tap of a slipper bath.

Rg. 343. Any marks, bruises, wounds, sores, local pain or evidences of disease of any kind complained of by the patients or noticed by the nurses during any of the bathing operations are immediately to be reported to a medical officer, and also to be entered in the daily report sheet.

Rg. 344. The nurses are to bear in mind that the baths are to be used solely for the cleansing of the patients, except where, under medical orders, they are given as medical treatment. A cold bath is not to be given except by medical order.

Rg. 345. When a bath is given in the ward the nurse in charge is to see it administered.

Rg. 346. The depth of water in the bath must not exceed that indicated by the level mark, or, where there is no such mark, seven inches.

Rg. 347. The foregoing regulations (Nos. 335 to 346) apply to slipper baths. When spray baths are used close attention must be paid to the following special regulations:—

(a) The water used in spray baths is supplied from an automatic mixer, and the head nurse in charge of the bathing is responsible for seeing that the proper temperature is registered before the bathing is commenced.

(b) Should the head nurse be unable to regulate the temperature properly the bathing must be suspended and the foreman engineer must be informed.

(c) Under no circumstances may the apparatus for mixing hot and cold water be touched or interfered with in any way by any employee except the head nurse or a member of the engineer's staff.

(d) Care must be taken that the water is turned off completely after bathing is finished, so as to prevent waste.

Rg. 348. The bathing rules which are posted in the bathrooms are to be observed scrupulously by all members of the staff who are concerned.

REGULATIONS AS TO PATIENTS' WALKING PARTIES.

(See also Regulation No. 287.)

Rg. 349. The patients who are permitted to take walking exercise beyond the boundary of the hospital estate shall be selected carefully under the direction of the medical superintendent.

Rg. 350. The number of patients in any walking party shall not exceed 20, and there shall be a sufficiency of nurses with such party, the minimum being three. In the case of shopping parties the number of patients should not exceed 10, with a minimum of two nurses when the number of patients exceeds two. (*This regulation may be varied by resolution of the hospital Sub-Committee under special circumstances.*)

Rg. 351. The routes taken by walking parties shall be those authorised by the medical superintendent, and it is desirable that as far as possible quiet country roads should be chosen, towns and villages being avoided.

Rg. 352. During the walk the nurses shall be so stationed that the whole of the patients are under supervision, and no patient shall, under any circumstances, be allowed out of sight. Nurses are expected to exercise the greatest vigilance in the supervision of patients when out walking.

Rg. 353. The nurses in charge of walking parties shall take every care to ensure that the public shall not suffer molestation or annoyance from the patients forming such parties.

Rg. 354. Under no circumstances whatever is a nurse with a walking party to enter a licensed house, neither shall he allow a patient to do so. Any nurse transgressing will at once be suspended from duty.

Rg. 355. The nurse actually in charge of the walking party shall make a written report of the route taken by the walking party, calling attention to any special incident which may have occurred, such as noisy or troublesome conduct on the part of a patient, or the occurrence of a fit or other illness.

REGULATIONS AS TO VISITORS TO PATIENTS.

(See also General Rules, Nos. 83 to 85, inclusive).

Rg. 356. Visits, as a rule, are allowed only on the days set apart for visiting, but patients in a state of danger are allowed to be visited at any time, upon a communication sent to their friends by direction of the medical superintendent. (*See also General Rules, No. 84.*)

Rg. 357. "Visiting rules" are issued to the friends of all patients, and it is the duty of the nurses to see that every visitor complies with these.

Rg. 358. No visitors to patients are at any time to go into the wards without leave from a medical officer.

Rg. 359. As a general rule a patient may not receive more than two visitors at one time. It is not advisable that children of tender years should visit, and infants in arms will not be admitted.

Rg. 360. No wine, spirit, or intoxicating liquor of any kind, no medicine or drug, no knives, scissors, cutting instruments, cord, matches or other article which may be used by the patient to do injury to himself or others are permitted to be brought into the hospital, or allowed under any pretence whatever to be given to any of the patients.

Rg. 361. No gratuity or perquisite of any kind is to be given to any officer, nurse or other employee of the institution, and any officer, nurse or other employee receiving such is liable to summary dismissal.

Rg. 362. No papers, legal or otherwise, are permitted to be signed by any patient, except with the sanction of the Sub-Committee and the medical superintendent.

Rg. 363. Any visitor desiring to make a complaint or to interview a medical officer as to a patient's condition should make his wish known to the head nurse or nurse, whose duty it shall be to see that the medical officer is informed of the request without delay.

Rg. 364. Whilst it is the duty of the nursing staff not to interfere with the conversation of patients and their visitors, yet, if any of these regulations or of the "visiting rules" be not complied with, or anything be said or done, or an attempt be made to give or administer to any patient an article which it is likely would be detrimental, the head nurse or nurse shall terminate the visit and shall report the matter at once to a medical officer.

Rg. 365. A nurse shall be present during every visit, unless a contrary arrangement has been authorised.

Rg. 366. No patient is permitted to accompany any visitors into the grounds without an order from the medical officer.

Rg. 367. Visitors to patients who infringe these regulations or the "visiting rules" or whose visits are deemed to be harmful to the patient visited or otherwise inexpedient, are liable to have their visits stopped for such time as may be thought desirable.

[A statement of rates of pay, hours of duty, annual leave, sick leave and similar matters is issued separately.]

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