

METROPOLITAN ASYLUMS BOARD.

REGULATIONS

FOR THE

STAFF.

Part 3.—MENTAL HOSPITALS SERVICE—
NURSES AND ATTENDANTS.

(Approved by the Board, 1st February, 1930.)

*(N.B.—On leaving the service the employee to whom this book is issued
is to return it to the accounting officer).*

OFFICE OF THE BOARD,
VICTORIA EMBANKMENT
LONDON, E.C.4.
1930.

NOTE.—The Regulations for the Board's staff are contained in nine separate parts, as follow :—

- PART 1.—General Regulations—all subordinate staff.
- PART 2.—Infectious hospitals service—nurses.
- PART 3.—Mental hospitals service—nurses and attendants.
- PART 4.—Tuberculosis and children's services—nurses.
- PART 5.—Training Ship " Exmouth."
- PART 6.—Casual wards service.
- PART 7.—Ambulance service.
- PART 8.—Duties of certain officials of institutions as laid down by the Ministry of Health and the Board.
- PART 9.—Duties attached to certain part-time and other offices.

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Metropolitan Asylums Board.

MENTAL HOSPITALS AND COLONIES.

General Regulations for the Staff.

(1) All employees of the Board shall perform to the best of their ability the duties allotted to them and shall carry out faithfully and conscientiously the instructions given to them by the officials of the institution. They shall obey any orders for the discharge in emergency of duties not within their ordinary range. They shall also do everything possible to assist in the efficient and economical administration of the institution and to ensure that all rules and regulations in force are complied with. In special cases where necessary lists of duties in detail will be issued to the staff concerned.

(2) Employees who give their whole time to the Board shall undertake not to engage in any outside business or paid employment.

ABSENCE AND LATENESS.

(3) Employees entitled to payment for overtime (see regulation 46) who arrive late for duty shall forfeit half-an-hour's remuneration for the first half-hour or part thereof late and similarly for each subsequent half-hour or part thereof. Trade Union staff shall be dealt with in accordance with the rules of their trade.

(4) At the expiration of four hours, lateness shall be deemed to be absence without leave unless there is a satisfactory explanation.

(5) All staff who are late more than twice in any one year shall be reported to the committee or sub-committee of management.

(6) The relatives or friends of any female resident employee absent without leave shall be communicated with after 24 hours' unexplained absence.

(7) The clause in contracts of service requiring staff leaving without notice to pay a month's (or week's) salary or wages in lieu of notice shall be strictly enforced.

ALCOHOL.

(8) No employee shall without the permission of the head of the institution bring into the institution any wine, spirit, or other intoxicant.

BANK HOLIDAYS, ETC.

(9) In the case of staff on fixed hours of duty with definite payment for overtime worked in excess of those hours, and also in the case of nursing staff, Bank Holidays, Christmas Day and Good Friday if allowed to be taken off duty shall form part of the normal weekly off-duty time and shall not be additional holidays. Time taken off duty on these days may be made up (at ordinary rates of pay) either in the week in which the holiday occurs or in the week next preceding or following it, or in cases approved by the responsible officers these days, or any of them, may be taken in reduction of annual leave.

(10) In the case of staff whose hours of duty are not prescribed or of staff (excluding nurses) on fixed hours of duty with no definite payment for overtime the question of Bank Holidays shall be dealt with in accordance with custom.

CHILDREN.

(11) All births of children of resident officers which occur in institutions and any other cases of children becoming resident with their parents in institutions shall be reported to the Clerk to the Board with the following information: (a) name and rank of officer, and (b) name (if known), sex and date of birth of child.

COMPLAINTS.

(12) Employees shall report at once to the head of the institution any complaint made by or concerning a patient which may come to their knowledge.

FIRE PRECAUTIONS.

(13) All employees shall be acquainted with the means of giving an alarm in case of fire, with their duties after such alarm and with the means provided for extinguishing fire in the institution.

(14) Employees shall attend fire drills as ordered and carry out all other instructions issued regarding their duties as to the prevention of and after an outbreak of fire.

GRATUITIES.

(15) Employees shall not accept any gratuity or present from or on behalf of any patient in or visitor to the institution or from or on behalf of any tradesman or contractor.

(16) The giving of Christmas or other like presents or testimonials to superior officers or the giving of any present or tip to the gate porter or other employee or the soliciting of subscriptions towards any such presents or towards the cost of ward decorations or other like purposes is strictly prohibited.

HOURS OF DUTY.

(17) The hours of duty, as laid down by the Board shall include only time actually spent on duty and in the case of ward staff time actually spent in the wards. Meal times will not be included.

ILLNESS.

(18) Employees unable to present themselves for duty owing to illness shall notify the head of the institution without delay.

(19) Medical certificates shall be submitted in every case where absence from duty is prolonged beyond one day and shall be continued at weekly or, if so required, at shorter intervals.

(20) All medical certificates submitted by staff covering their absence from the institution shall state definitely that they are unable, owing to their condition, to present themselves at the institution (*i.e.* that they are unable to travel to the institution). If this certificate cannot be given employees must present themselves at the institution, and the question of their fitness for duty or otherwise will then be decided by the Board's own doctor. The payment of sick pay shall be contingent on the carrying out of this regulation.

(21) All staff who have been absent owing to illness shall be seen by the Board's doctor as soon as possible after return. If the Board's doctor is not satisfied that the incapacity has been genuine, the matter shall be reported to the sub-committee.

(22) Non-resident staff will be warded in institutions only by special authority.

(23) When resident employees desire special medical or surgical advice or treatment which cannot be provided by the Board's own doctors they will be expected to bear the whole, or in special cases a reasonable part, of its cost.

INVENTORY LISTS.

(24) No article of furniture or equipment entered on the approved list shall be removed from one ward or room to another without the written authority of the accounting officer.

KEYS.

(25) Each member of the subordinate staff shall sign an undertaking to pay 2s. 6d. if he or she should lose a key belonging to the Board.

LAMPS AND STOVES.

(26) Staff are forbidden to use spirit or oil lamps or stoves or electric heaters or to interfere in any way at all with the gas or electric supplies in their bedrooms, cubicles, or in any part of the dormitories.

LEAVE.

(27) Annual leave shall accumulate at the rate of one-twelfth of the yearly period allowed for each completed month of service. All leave due shall be taken before the end of the year (31st December).

(28) In no circumstances shall monetary compensation be paid to employees in lieu of annual leave.

(29) Staff resigning with annual leave due shall be permitted to take such leave before the termination of service unless this should be inconvenient to the administration. In the latter case the name of the employee concerned may be retained on the books for an additional period equal to the amount of annual leave due.

(30) On the other hand in the case of staff resigning after having taken more annual leave than is due there shall be deducted from any salary or wages due a sum representing the excess.

(31) Resident staff shall not remain on the institution premises during their annual leave. Should they do so they shall be deemed to have elected not to take the leave and shall be required to perform their ordinary duties.

(32) Permission may occasionally be given to resident staff to sleep out of the institution on the night preceding leave.

(33) Arrangements will be made for all employees to have one clear day off duty in each week except in emergencies.

(34) Resident staff shall return to the institution and retire to their bedrooms at the prescribed times.

(35) While on annual or occasional leave boarded staff shall be entitled, subject to certain conditions, to a monetary allowance in lieu of board.

(36) Staff serving on juries shall receive full pay in respect of their absence less the amount of any fees receivable by them.

(37) Any employee who while on leave has been in premises where there has been a case of infectious disease or who has otherwise while on leave or when away from duty been brought into contact with any infection shall immediately notify the head of the institution of the fact.

LEAVE WITHOUT PAY.

(38) Any leave granted in case of illness or death of relatives or for any other purpose whatever to employees working the 47, 48 50 or 54-hour week with definite payment for overtime or to nursing staff shall unless taken as part of leave to which the employee is properly entitled be counted as leave without pay.

(39) With regard to other subordinate staff generally, the regulations are :—

(i) Leave of absence may be given on account of the illness or death of relatives at the discretion of the responsible head of the institution subject to report to the committee or sub-committee at their next meeting.

(ii) At the discretion of the committee or sub-committee concerned, full pay or less may be granted during the first seven days only, in the case of the illness or death of a husband, wife, parent or child, and half-pay or less may be granted during the same period of absence in respect of the illness or death of any other near relative.

(iii) Any extension of leave beyond seven days shall be without pay.

(40) Except where employees are granted leave without pay owing to the closing of institutions or for other similar reasons for the convenience of the Board, all periods of more than one month during which staff, including teachers, are absent on leave without pay, shall not be reckoned in determining the time at which they become eligible for increases of salary or wages, for promotions, or for the payment of long service pay under wages scale regulation 17, save that in the last-mentioned case the service shall not be deemed to have ceased to be "continuous" by reason only of such leave without pay: neither shall they be reckoned for superannuation purposes.

MARRIAGE OF FEMALE STAFF.

(41) The appointment of a female employee shall be determined by marriage.

MEDICINES.

(42) All medicines shall be kept in a secure position and all poisonous and harmful medicines, mixtures, liniments, ointments, etc., under lock and key.

MESSROOMS AND MEALS.

(43) Save in exceptional cases and with special permission no food, crockery or cutlery shall be taken from the dining tables or messrooms.

(44) Meals shall not without special permission be served in places other than the messrooms.

OVERTIME.

(45) The regular and systematic working of overtime shall not be permitted.

(46) Staff on the Board's scales of pay who work the 47, 48, 50 or 54-hour week shall be paid on a weekly basis for occasional overtime worked, at the rate of time and a quarter for the first two hours of overtime in excess of the usual weekly number of working hours and of time and a half for each hour afterwards.

(47) Trade union staff shall be paid for overtime in accordance with the conditions obtaining in their trade.

PARCELS.

(48) Members of the non-resident staff (male and female) shall not in any circumstances bring bags or parcels beyond the entrance to the institution. Should anything of this nature be brought to the institution by a member of the non-resident staff it shall be left at the entrance and removed by the owner when going off duty. Non-resident staff shall not take any other bags or parcels out of the institution without a properly signed pass. Provided that this regulation shall not apply to baskets and bags in which non-resident staff bring their meals to the institution, subject to these being opened for inspection at the entrance whenever requested.

(49) The gate porter shall have power to examine any parcels taken out of or brought into the institution.

PATENTS.

(50) Any officer of the Board who may be desirous of taking out a patent for an invention shall, after obtaining provisional protection, obtain permission from the Finance committee before taking further steps, in order that equitable arrangements may be made for the use of the invention by the Board where applicable to their service, having regard to the facilities in originating, working out and perfecting the invention which the inventor may have enjoyed by reason of his official position.

PAY.

(51) Scale increases of pay shall, after the necessary approval of the committee or sub-committee, in the case of employees paid at weekly rates accrue as from the anniversary of appointment, promotion or transfer. In the case of other staff increases shall accrue as from the first day of the month following such anniversaries. Increases may be anticipated, postponed or withheld by the committee or sub-committee.

(52) Recommendations by committees for increases in pay (apart from scale increases) shall be dealt with by the Board only at the first ordinary meeting in March of each year.

(53) In certain cases gratuities may be awarded for extra services rendered and long service pay may be granted.

(54) Staff shall be required to sleep and/or board or partly board in or out of the institution irrespective of whether they are on inclusive cash wages or on a cash salary plus emoluments, and their pay shall be adjusted accordingly.

SMOKING.

(55) Smoking shall not be permitted on duty or in bedrooms or cubicles.

SUPERANNUATION.

(56) A leaflet explaining the provisions of the Asylums Officers' Superannuation Act, 1909, shall be issued to all staff.

(57) Staff shall leave the service on attaining 65 years of age, provided that employees under the Asylums Officers' Superannuation Act, 1909, may remain on in order to complete the current year of service. When a nurse is 55 years or over and the committee consider that in the interests of the service he should be retired they may require him to leave on pension.

(58) Before superannuation allowances are granted on the ground of permanent incapacity the employee shall submit to a medical examination by the Board's medical examiner.

(59) Employees superannuated on the ground of age shall be required to produce birth certificates or other satisfactory evidence of age, unless such evidence shall have been submitted previously.

SUSPENSION AND DISMISSAL.

(60) In any case of disobedience, misbehaviour, dishonesty, unkindness to patients, neglect of duty or wilful contravention of the regulations employees shall be liable to suspension by the head of the institution and to dismissal by the committee (or sub-committee), or liable to dismissal by the committee (or sub-committee) without previous suspension. In the event of such dismissal, or suspension followed by dismissal, employees shall receive their salary (or wages) up to the day of dismissal or suspension, respectively and no more.

[Staff wilfully disobeying any legal and reasonable order . . . may be liable on summary conviction to a fine not exceeding £5 (*Poor Law Act, 1927, sec. 227*).]

[If an employee of a local authority wilfully breaks his or her contract of service, knowing or having reasonable cause to believe that the probable consequence of so doing, either alone or with others, will be to cause injury or danger or grave inconvenience to the community, the employee shall be liable to fine not exceeding £10 or

imprisonment not exceeding three months. (*Trade Disputes and Trade Unions Act, 1927, sec. 6 (4).*)

TESTIMONIALS.

(61) Testimonials in the form approved will on application be given on termination of service. Staff leaving after less than three months' service and probationer nurses who leave before the termination of their training or who fail to pass the examination will be awarded certificates of service only.

(62) Staff desiring to apply for appointment elsewhere may be granted letters of recommendation or in case of senior staff provisional or interim testimonials. Provisional or interim testimonials so granted must be given up on retirement from the service.

(63) In no circumstances shall an officer or servant of an institution give a testimonial to another employee.

TRANSFERS.

(64) Employees in certain circumstances shall be liable to be transferred from one institution of the Board to another.

UNIFORM.

(65) Uniform shall always be worn when on duty.

(66) Officers and servants may retain their worn-out uniforms, subject to the official buttons from the male staff uniforms being given up, and provided that aprons and inventory stock articles shall in no circumstances become the property of employees.

(67) New uniform shall not be issued to any officer or servant before the completion of one month's service, unless the committee (or sub-committee) shall be resolution in any special instance order otherwise; but partly-worn articles of uniform (if available) may be issued for wear until the time arrives for the issue of new uniform.

VACCINATION.

(68) Employees shall satisfy the Board's doctor that they are sufficiently protected from smallpox by vaccination or otherwise.

VISITORS TO PATIENTS.

(69) Visitors to patients shall be treated with the utmost courtesy and consideration.

None but authorised employees shall impart any information as to the condition of patients to their friends, and this shall always be done with great care; in any cases of doubt the instructions of the medical officer shall be obtained.

(70) Articles of food provided by friends and visitors shall not be brought in without the special permission of the medical head of the institution.

WASTE—PREVENTION OF.

(71) It shall be the duty of all staff at all times to do everything possible to prevent any waste of food or misuse or damage of goods, furniture, etc., or other of the Board's property, and to economise in the use of water, coal, electric light, gas and other consumable stores.

ADDITIONAL REGULATIONS TO BE OBSERVED BY THE
NURSING STAFF AND BY OTHERS HAVING THE CARE
AND SUPERVISION OF PATIENTS IN MENTAL
HOSPITALS.

(N.B.—In the following regulations the word "nurse" includes any employee having charge of patients.)

(72) During their hours of duty nurses shall unless otherwise ordered devote their time exclusively to the care of and attendance upon the patients entrusted to their charge. Nurses shall not, unless specially directed, enter a ward other than that to which they are attached for duty. They shall not except in emergency and with special permission leave their wards during their hours of duty either to visit other wards or for any other purpose, except to help in extinguishing a fire.

(73) Nurses shall not without the permission of the medical superintendent purchase any article for, nor engage in any business transactions of any sort on behalf of, or take charge of any property belonging to, a patient.

(74) Nurses shall not convey letters or messages from a patient without permission from the medical superintendent.

(75) No nurse is permitted, directly or indirectly, to buy anything from, or to sell anything to, a patient. Any nurse borrowing money from a patient will be instantly dismissed.

(76) No papers, legal or otherwise, shall be signed by any patient, except with the sanction of the medical superintendent. The writing of letters by patients, however, is allowed, provided that the letters are delivered to the medical superintendent.

(77) Nurses are forbidden to employ patients in needlework or in any other kind of work for their own private use and advantage.

(78) Nurses found appropriating to their own use provisions, stimulants, or other articles of diet issued for the patients will be dismissed.

(79) All complaints made by patients against nurses will be rigorously investigated.

(80) Nurses shall not go to their own rooms except when off duty. Knives, razors, nail files, scissors, scarves, etc., as well as articles of value and importance in staff rooms, are to be kept locked up. The medical superintendent, matron, and female head nurse have power at any time to inspect the rooms of the female staff, and the medical superintendent, inspector, and male head nurse have similar power in the case of the male staff.

(81) Keys shall always be carried on the chain or cord provided for the purpose, and this chain shall never be detached from the person of the nurse while he or she is on duty. The cord and swivel attachment for keys are to be worn by female staff where necessary under the apron with keys resting in the pocket.

(82) No cooking of any sort for staff shall be allowed in the wards nor shall the clothes of staff be dried in the wards except in special circumstances and with the permission of the medical superintendent.

(83) No stranger shall be admitted to any part of the institution occupied by patients except by the authority of the medical superintendent; and in all cases the medical officer, or someone appointed by him, will accompany such stranger.

(84) In no circumstances shall a nurse on duty quit a ward or any other place leaving the patients unattended.

(85) The nurse in charge of a ward shall call attention to any deficiency in the quantity, defect in the quality, or imperfection in the cooking of the food supplied to the patients and to any other matter concerning the health and well-being of the patients.

(86) In bathing patients the rules displayed in the bath-room shall be strictly observed.

Nurses shall pay special attention to the personal hygiene of patients in every respect, particularly in regard to the care of patients' mouths and teeth.

(87) When any patient expresses a wish to see a minister of religion the medical superintendent shall be notified without delay.

(88) Any person punishing, striking, ill-using, or wilfully neglecting a patient will be deemed to have committed a most serious offence, and will be reported to the institution sub-committee. Section

322 of the Lunacy Act, 1890, provides that if any person employed in an institution for lunatics or any person having charge of a lunatic, illtreats or wilfully neglects a patient he or she shall be guilty of a misdemeanour, and on conviction shall be liable to fine or imprisonment, or to both fine and imprisonment, or be liable on summary conviction for every offence to a penalty not exceeding £20 nor less than £2. The Mental Deficiency Act, 1913, contains similar provisions.

(89) All patients shall be specially watched for the first few days and nights after admission, and anything worthy of note is to be reported to the medical officer.

(90) Except with the permission of the medical superintendent patients shall not be allowed to remain in possession of money nor of any article of a value greater than 20s. Articles beyond the value of 20s., and any money which has not been issued to them to spend, must be taken from them and handed to the steward.

(91) In no circumstances whatever shall any female patient be left alone with any male patient or with any workman employed at the institution.

(92) Except with the permission of the medical superintendent no male nurse or other male employee or male patient shall be allowed to enter the women's wards, nor any female nurse or other female employee or female patient the men's wards.

(93) Except with the special permission of the institution sub-committee nurses shall not bring animals or any property other than their personal clothing and effects into the institution.

(94) The association of male and female staff in the institution and grounds is permitted only to the extent sanctioned on special occasions by the medical superintendent.

(95) If smallpox, measles, diphtheria, or any form of fever, or any other infectious disease, occur in the home of a nurse, the fact must be immediately reported to the medical superintendent.

(96) Fires in bedrooms will not be allowed except with special permission.

(97) Nurses working with patients shall in addition to supervising them participate in the work.

(98) When the patients are in the airing courts nurses shall take care that they do not sit or lie on the ground but that they use the seats provided for them. Nurses shall not in the airing courts walk about or converse together but shall dispose themselves so as to supervise the patients properly.

(99) Out-door amusements shall be encouraged whenever possible by nurses.

(100) The boundaries set for patients shall be strictly watched and the male and female patients restricted to their own portions of the grounds respectively.

(101) Occupation and amusement shall be furnished as far as possible to the patients who are obliged to remain indoors.

(102) Patients whom the medical superintendent may select are from time to time to be taken for walks beyond the bounds of the institution grounds. On these occasions the nurses in charge shall not stop or allow any of the patients to stop at any public house or beer shop.

(103) The weekly dances and other recreations are provided for the benefit of the patients. On such occasions, therefore, the nurses shall assist the patients to participate in and enjoy the amusements provided. Nurses shall not dance with each other except in dances allotted to them in the programme.

(104) Nurses shall not absent themselves from the recreation room without permission during an entertainment, and shall afterwards conduct the patients back to their wards. No patient shall be allowed to leave the recreation room unaccompanied by a nurse.

(105) Books and periodicals supplied to the wards shall be taken care of by the nurses and shall be accessible to the patients.

(106) Whenever a principal officer or a visitor enters a ward one of the nurses shall meet the officer or visitor and accompany him round the ward.

(107) Probationer nurses shall apply themselves diligently to acquire a recognised diploma of proficiency in mental nursing, upon gaining which they are graded and paid as staff nurses. To this end probationer nurses are required to attend the lectures and demonstrations held. Nurses who (a) fail without adequate cause to attend the minimum number of lectures in each course required by the regulations or (b) having attended the necessary number of lectures allow two examinations to pass without sitting therefor or (c) fail thrice for the same examination shall, subject to the exercise of the discretion of the sub-committee of management of the institution in special cases, be dismissed the service on the ground that they are unlikely to become efficient nurses.

It is part of the duty of trained nurses to help in all ways possible in the training of probationer nurses.

PREVENTION OF ACCIDENT, VIOLENCE AND SUICIDE.

(108) Nurses shall do everything possible by careful observation and in all other ways to preserve the patients entrusted to their charge from accident or injury.

(109) When a patient has an epileptic fit, the nurse shall at once render assistance by loosening the necktie, collar, or anything round the neck or chest and by supporting the head with a pillow. The patient must not be left until restored from the fit. Special care shall be taken to prevent patients from injuring themselves and to prevent suffocation occurring by the patient's turning over on his face and burying it in the pillow.

(110) Special attention shall be paid to epileptics and general paralytics at meal times, as such patients are very liable to choke.

(111) Before and after each meal all knives, forks and spoons used at meals by the patients shall be carefully counted over and examined and after the meals locked up. The carving knife and fork shall never be given to a patient or left lying about but shall be kept in a special locker provided for the purpose. No scissors or sharp instruments of any description shall be given or lent to patients or allowed to be in their possession.

(112) Should a knife or other instrument be missed after a meal or at any other time, the fact shall be immediately reported to the medical superintendent.

(113) Care shall be taken that no piece of metal, string or wire, nails, glass, broken earthenware, or anything that a patient might employ in a manner detrimental to himself or others is left in a ward or in any other place accessible to patients.

(114) In no circumstances shall patients be permitted to shave themselves or each other. While patients are being shaved the razor must not leave the hand of the nurse, and two nurses must always be present.

(115) All injuries done to or by patients shall be immediately reported to the inspector or head nurse.

(116) In case of any accident happening to or emergency arising in connection with a patient the inspector or head nurse shall be immediately notified.

(117) If a window is broken the whole of the glass shall at once be removed and the occurrence immediately reported to the inspector or head nurse.

(118) Only safety matches shall be used and boxes of matches shall never be left about.

(119) Except when the fire is being attended to the fire guards shall always be kept locked.

(120) Every fall of a patient shall be reported to the inspector or head nurse, or his or her next visit to the ward. Serious falls shall be reported to the medical officer without delay. It must be borne in mind that bones are very often broken without the patient making any complaint.

(121) No nurse shall attempt single-handed to dress or undress a refractory patient.

(122) Should any patient be thought to be suicidal or dangerous, he shall be carefully observed, and if there should be anything suspicious in his conduct, an examination of the patient's person, clothing, bedding, etc., shall be made for any article by which self-destruction might be committed or attempted. In case of any attempt at suicide having been made the matter shall be reported at once to the medical officer: Except with the sanction of the medical officer epileptic patients or patients of suicidal tendencies shall not be transferred to single rooms.

(123) The clothes of suicidal patients shall be searched every night and everything dangerous, including string and tape, taken away. The bed-clothes shall likewise be searched every night.

PREVENTION OF ESCAPE.

(124) Care shall constantly be taken to prevent any attempts to escape and patients likely to make such attempts shall be specially watched.

(125) Nurses and other employees shall see that all ladders, steps, or other things used by them or by workmen which may enable patients to escape and all other articles which the patients might use for dangerous or improper purposes are carefully guarded and watched during use, and that directly the work for which such articles are required is finished they are removed out of the patients' reach.

(126) Nurses shall state in their daily reports the name of any patient put to bed in a separate room and the reason for the patient's being placed there.

(127) The doors of the wards shall always be kept locked when the patients are in the wards.

(128) The nurse in charge of a ward shall take the greatest care that the list of patients occupying the ward is at all times correct.

(129) Nurses shall note every one entering the wards and particularly patients who belong to other wards.

(130) Instant notice shall be given to the medical superintendent of the escape of any patient.

(131) When any patient escapes in consequence of negligence the expense of retaking the patient shall be paid by the nurse whose fault it was.

(132) Section 323 of the Lunacy Act, 1890, provides that if any officer or servant of an institution for lunatics wilfully permits, or assists, or connives at the escape or attempted escape of a patient or secretes a patient, he shall for every offence be liable to a penalty not exceeding £20 nor less than £2. The Mental Deficiency Act, 1913, contains similar provisions.

(133) The patients shall be counted by the nurse in charge the first thing in the morning, the last thing at night, when passing into the airing courts and again when returning to the wards; and at meal times. The nurses shall in addition make a practice of counting their patients at irregular intervals.

(134) Whenever patients are transferred from the care of a nurse to that of any other member of the staff (either to assist in the work of the institution or otherwise), the member of the staff receiving such patients shall sign for them in a book to be provided for the purpose, and on the return of the patients the nurse who receives them back shall also sign in the same book.

(135) Special attention shall be paid to the safety of patients while beyond the institution boundaries in walking parties and patients must be counted at the beginning and at the end of the walk.

Care shall be taken that patients in walking parties do not pick and eat poisonous berries or other plants, fungi, etc.

(136) Patients who sleep elsewhere than in the dormitories attached to the ward to which they belong shall be accompanied to the sleeping-place and back by a nurse.

(137) Except with the permission of the medical superintendent, no patient shall leave a ward unless accompanied by a member of the staff.

ILLNESS AND DEATH.

(138) The medical superintendent shall be informed of any particular or unusual circumstance respecting the mental or bodily health of any patient.

(139) The sudden sickness of any patient, any peculiar state of the evacuations, or any change observed in patients who are not well, whether the nurse thinks the change important or not, shall be reported without delay.

(140) Should any patient during the night have a sudden attack of illness or should any sick patient appear to become worse the medical officer shall be summoned immediately.

(141) All rules laid down to prevent the occurrence of bed-sores are to be strictly observed and any tendency to a bed-sore shall be reported to the medical officer.

(142) No dying patient shall be left unattended.

PRECAUTIONS AGAINST FIRE.

(143) Nurses shall not leave any fire unprotected by a guard, carry any lighted or burning article from one part of the ward to another, leave lighted gas brackets so that they may come into contact with woodwork, drapery or other article, or allow any gas to escape.

(144) No nurse shall permit any patient at any time to attend to the fire or to light or turn out the gas.

(145) No person is on any account to open the door or window of any room in which a fire may have broken out, except to help in extinguishing the fire or in releasing persons in the room.

(146) To pass through an apartment filled with smoke it is advisable to proceed on the hands and knees, the smoke being less dense on the floor. If possible a wet towel or other similar article should be tied round the mouth.

(147) The Board may at any time without previous notice alter, cancel or add to any of the regulations herein contained.

MISCELLANEOUS ORDERS OF THE BOARD AFFECTING STAFF.

The following extracts from the Board's standing orders and instructions relating to staff are reproduced in this book for convenience.

BICYCLES.

(1) Provision may be made for the accommodation of bicycles belonging to the staff but the Board cannot accept liability for loss or damage.

NATIONAL INSURANCE.

(2) All insurable employees are insured under the Widows', Orphans' and Old Age Contributory Pensions Acts, 1925 and 1929. Permanent staff are "excepted" from health insurance.

(3) All insurable staff are insured under the Unemployment Insurance Acts, 1920-29, save clerks who after three years' permanent service become "excepted."

PETITIONS AND APPEALS.

(4) It is a standing order of reference to the Institution Staff sub-committee of the General Purposes committee to deal with all representations and memorials from organisations of employees, and with petitions from bodies of employees with regard to salaries, wages, and conditions of service, and with all appeals of individual employees against decisions of other committees, subject to report to the General Purposes Committee and the Board when necessary, and subject to consultation with the committees concerned. Employees are prohibited from making applications, written or oral, direct or indirect, to individual members of the Board and any such application will be held to be a breach of discipline.

PROPERTY OF STAFF.

(5) It is not the duty of accounting officers to take charge of valuables belonging to employees.

RATIONS.

(6) The dietary scale for staff is a table of maximum quantities and values issued for the guidance of the officials concerned and the scale does not confer on employees any right to specific quantities or values of food stuffs.

RESIDENCE.

(7) Employees other than nursing staff in the infectious services are wherever practicable allowed to live out, provided that due regard is paid to the convenience and safety of the institution and provided

that all accommodation originally set aside for resident female staff and freed by non-residence is utilised economically.

SENIORITY.

(8) While seniority according to length of service may count in such matters as the order of becoming non-resident, it is not the principal factor considered when promotions in the service are made.

SICK PAY TO PERMANENT STAFF.

(9) Under the Board's regulations the following payments may, subject to the receipt of medical certificates, be made to employees off duty owing to illness, viz. :—

(a) *Male employees paid monthly and all female employees*—Full pay.

(b) *Male employees paid weekly, including agricultural workers*—Full pay for the first week and then at such rates as may be determined, usually half pay, but not less than 15/- weekly.

(Note.—Certain male employees who are paid weekly are dealt with for sick pay purposes as if they were paid monthly).

(c) *Employees paid at trade union rates*—Full pay for the first week and then 15/- a week for 25 weeks (in any one year).

(10) In every case the period during which sick pay is continued is determined by the circumstances but in the case of staff coming under the Certificate of Exception from the operation of the National Health Insurance Acts, 1911-1928, issued to the Board, the minimum period is six months in any one year. Boarded staff coming under this Certificate are entitled to a monetary allowance in lieu of board when absent through illness.

(11) The amount of sickness and other benefits receivable by insured staff is deducted from any sick pay allowed by the Board.

(12) Staff off duty as the result of War wounds or illness are specially dealt with.

TERRITORIAL ARMY, ETC.

(13) Male staff belonging to the various branches of the Regular reserve forces take all time off required for training purposes from ordinary leave or as leave without pay.

(14) Staff are permitted to join the Territorial Army, the Royal Naval Volunteer Reserve, the Royal Naval Auxiliary Sick Berth Reserve, the Royal Air Force Territorial Reserve, the Military Hospitals

Reserve of the S. John Ambulance Brigade (A.O. 6/1926), the Territorial Army Nursing Service and V.A.D.s.

(15) Subject in each instance to the convenience and the requirements of the Board's service, and subject also to the submission of a certificate that he or she has duly attended such annual training, an employee of the Board who may have joined one of the Auxiliary Forces mentioned shall be granted special leave for half the period of the prescribed annual training on condition that the remaining half of the period of training is taken from the employee's annual leave; but where the ordinary annual leave of any employee does not exceed 14 days, the period (not exceeding 8 days) spent by such employee in attending such annual training shall be regarded as supplementary to the ordinary annual leave allowed.

(16) Heads of institutions will ensure that special facilities for training (both annual and otherwise) are afforded to employees who are members of any of the Auxiliary Forces mentioned in so far as may be compatible with the proper and efficient performance of their duties to the Board.

(17) With the permission of the head of the institution staff may enrol as members of the London Blood Transfusion Service (branch of the British Red Cross Society).

TRANSFERS AND PROMOTIONS.

(18) Should employees desire to be transferred from one institution to another facilities will be afforded, provided no inconvenience results to the institution from which the transfers are made; but expenses of transit between one institution and the other must be borne by the individual.

(19) When a vacancy in the staff occurs the appointment to which will be a promotion (*i.e.*, practically all appointments above the lowest in the grade, such as assistant matron, home sister, second engineer, foreman or stores porter, senior housemother, senior kitchen staff, head laundress, assistant laundress, laundrymaid class I., head sempstress, etc.), such vacancy will be notified on the notice boards provided and/or in other ways to every member of the staff so that all employees throughout the service shall have equal opportunities of applying for such promotion.

(20) Staff at mental hospitals applying for promotion at institutions other than mental hospitals, and *vice versa*, should bear in mind that different superannuation Acts are in force, and therefore should consider their position under these Acts before applying. If any employee is in any doubt as to this, full information may be obtained from the head of the institution. Generally speaking, service

at a mental hospital cannot count for pension purposes at an institution that is not in the mental hospitals service, and *vice versa*.

(21) The Board consider that the interests of their service are best served by continuing the practice under which, while reserving full liberty to advertise when necessary, the qualifications of existing officers are first considered when opportunities for promotion occur.

WIRELESS INSTALLATIONS.

(22) Resident staff may instal wireless sets with the sanction of the committee (or sub-committee). Licences therefor must be obtained and paid for by the employees. High tension current must not be obtained by connection with the institution electricity supply without the written consent of the engineer-in-chief.

ALLAN POWELL,
Clerk to the Board.

OFFICE OF THE BOARD,
VICTORIA EMBANKMENT,
LONDON, E.C. 4.
1930.

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