

CHAPTER 140.

THE MENTAL HOSPITAL.

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RULES FOR THE MENTAL HOSPITAL.

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RULES

Rules 3rd
March, 1933.

made by the Director of Medical Services under section 7 and confirmed by the Governor on the 3rd March, 1933.

Officers.

1. The officers of the Mental Hospital shall be of the following classes or of such of them and in such number as the Governor may from time to time consider necessary—

- (1) Medical Superintendent;
- (2) Assistant Medical Officers;
- (3) Steward;
- (4) Issuer;
- (5) Dispenser;
- (6) Clerk; 6th Class;
- (7) Clerical Assistant;
- (8) Matron;
- (9) Head Attendant;
- (10) Attendants and Servants.

MEDICAL SUPERINTENDENT.

2. The Medical Superintendent shall reside in the Mental Hospital except when otherwise permitted by the Governor. Medical Superintendent's residence.
3. He shall in respect of any of his duties as Medical Superintendent obey such instructions as he may from time to time receive from the Director of Medical Services. Duties. Obedience to instructions.
4. He shall, subject to the directions of the Director of Medical Services, have the immediate superintendence and management of the Mental Hospital and the control of all officers, attendants and servants employed therein. General powers.
5. He shall not absent himself from the Mental Hospital except on duty for a longer period than eight hours without permission of the Director of Medical Services. Attendance.
6. He shall take the necessary steps in case of absence to make known his whereabouts, so that it may be known where he can be found in any case of emergency. Absence and emergencies.
7. He shall make such arrangements as may be necessary to ensure that one of the medical staff is always on duty and shall see that no officer is absent from the Mental Hospital except with permission. Officer on duty and attendance of staff.
8. He shall supervise the medical care and treatment of the patients and the care of the buildings, grounds and furniture, stores of all kinds and any other public property under his charge. General supervision.
9. He shall examine all new cases with as little delay as possible after admission, and see that the proper and legal formalities have been observed. Admission of patients.
10. He shall see all patients previous to discharge and satisfy himself that they are well enough to leave the Mental Hospital. Discharge of patients.
11. He shall cause the financial regulations, so far as they relate to the Mental Hospital, to be strictly observed. Financial regulations.
12. He shall cause the monthly requisition of expenditure to be forwarded to the Office of the Director of Medical Services not later than the 20th day of the month previous to that for which the authority for expenditure is asked; and in doing so Monthly requisition.

shall draw the attention of the Director of Medical Services to any vote the one-twelfth part of which is likely to be exceeded, and state fully the reasons.

Registers,
fines, and
books.

13. He shall cause to be kept such registers of patients, case books and other books as may be necessary, and shall see that a record of all fines inflicted on the attendants and servants is kept, and at the end of each month before the amounts are paid to the Director of Medical Services, he shall forward to him a return showing all such fines and the causes of offence, and he shall also see that the defaulter's sheet of every attendant is regularly written up.

Inquiry as
to means of
patients or
of ability of
relatives to
maintain.

14. He shall cause due inquiry to be made as to the means of any patient, or as to the ability of any person, who may be liable, to contribute to the support and maintenance of such patient.

Department
board of
survey.

15. He shall, whenever necessary, hold a Board Survey consisting of the steward, the matron and himself, for the purpose of examining and reporting on all articles of equipment becoming unserviceable and which it is necessary to replace without delay. The condemned articles can be replaced from the stock in the store or included in the next monthly requisition.

Board of
survey, con-
demned
articles.

16. He shall see that all articles so condemned are entered on the proper lists and, unless utilised for sanitary or cleansing purposes or destroyed by his order as dangerous to health, are put aside in the store-room for condemned articles until examined and reported upon by the Standing Board of Survey.

THE ASSISTANT MEDICAL OFFICERS.

Assistant
medical offi-
cers, General
duties.

17. The assistant medical officers shall assist the Medical Superintendent in the performance of his duties, and obey all instructions received from him.

Residence
and attend-
ance.

18. They shall reside in the quarters provided for them, and shall not absent themselves from the Mental Hospital without the sanction of the Medical Superintendent.

Notification
of absence.

19. They shall in every case of absence enter their names and where they may be found in a book to be kept for that purpose at the lodge.

Discharge of
patients.

20. They shall not discharge any patient from the Mental Hospital without the sanction of the Medical Superintendent.

STEWARD.

21. The Steward shall in the performance of his duties be under the control and direction of the Medical Superintendent. Steward.
General
duties.
22. He shall begin his duties at 7.30 a.m. and shall not leave before 4 p.m. except with the permission of the Medical Superintendent. Hours of
duty.
23. He shall have the immediate charge of all provisions, stores, etc. (except medicines, surgical instruments or appliances), received for the use of the Mental Hospital and shall be responsible for their custody and care. Charge of
stores.
24. He shall prepare all orders for supplies for the Mental Hospital on the official counterfoil order book, and shall enter opposite each article the contract number, and in case of non-contracted articles the letters "N.C." Orders for
supplies.
25. He shall immediately on receipt of all stores examine them himself or direct the issuer to do so and in case of any difference between the order and the goods received, or of any defect in quality, shall note the same in red ink on the counterfoil of the order book, and report without delay to the Medical Superintendent and the contractor. Examina-
tion of
stores, on
receipt.
26. He shall see that no stores, diets or extras are issued except on the written order of the Medical Superintendent. Issues.
27. He shall daily examine and check all requisitions for diets, stimulants and extras, also the store books, and compare the receipts and issues of all stores for the previous day with the orders and requisitions, and he shall immediately report any irregularities to the Medical Superintendent. Examina-
tion and
checking
of requi-
sitions.
28. He shall keep correctly written up the financial and other books in connection with the stores and trades of the Mental Hospital. Account
books, etc.
29. He shall see that all inventories are carefully written up and checked every quarter, *i.e.*, in January, April, July and October. Inventories.
30. He shall prepare all claims for Mental Hospital dues, check all accounts sent in against the Mental Hospital, and certify the correctness of the prices and rates charged before any such claim is sent for payment. Checking of
accounts.

Compar-
ing of ac-
counts with
counterfoil
orders.

31. He shall, when accounts are passed for payment, note in the counterfoil of the order book the date and amount for which each account is passed.

Preparation
of monthly
requisition.

32. He shall prepare the monthly requisition of expenditure on the prescribed form and submit it to the Medical Superintendent, and shall take care that the one-twelfth part of each vote is not exceeded without special authority.

Vote book.

33. He shall keep a vote book, in which he shall enter all accounts passed against each vote on the annual estimates, and at the top of each column note the amount of the vote for the year and in red ink the one-twelfth part of the vote.

Checking of
clothing
materials
by weight.

34. He shall, before any material for making clothing, etc., is issued, see that it is carefully weighed by the Clerical Assistant and the weight entered in the proper book; when the made articles are returned he shall see that they are weighed, together with the scraps, and shall enter and compare the weights, and shall report at once any irregularity to the Medical Superintendent.

Money and
property of
patients.

35. He shall take charge of all money and property brought by any patient, and shall enter the same with full particulars in the book provided for this purpose.

CLERK.

Attendance.

36. The Clerk shall attend from 7.30 a.m. to 4 p.m. daily. On Saturdays from 7.30 a.m. to 1 p.m. On Sundays off duty except when he is relieving the clerical assistant, the issuer or the steward.

General
duties.

37. He shall be under the immediate supervision of the Steward, and shall carry out all instructions given to him with the sanction of the Medical Superintendent.

Special
duties.

38. He shall carry out such other duties as the Medical Superintendent may from time to time assign to him.

THE CLERICAL ASSISTANT AND THE ISSUER.

Clerical
assistant
and issuer;
attendance.

39. The clerical assistant and the issuer shall attend from 6 a.m. to 5 p.m. except when otherwise permitted by the Medical Superintendent.

40. (a) The clerical assistant shall receive from the charge attendants and matron the daily summary of diets, stimulants and extras, and shall enter these in the general summary diet book together with the attendants' diets, according to the authorised scale, and shall hand these over to the steward to be checked and signed before having them placed on the Medical Superintendent's table for his information and signature.

General duties of clerical assistant.

(b) He shall, under the supervision of the steward, be in charge of the Dry Goods store and shall see that the stock book is correctly written up.

41. The issuer shall be responsible for the safe custody of all articles in the store, and shall not issue anything except on a written order signed by the Medical Superintendent, and he shall file all such orders as supporting vouchers to his issue account. He shall be under the immediate supervision of the steward and shall carry out all instructions given to him with the approval of the Medical Superintendent.

General duties of issuer.

42. The issuer shall carefully examine, weigh or measure, under the direction of the steward, every article sent in by the contractors or others, and immediately report to the steward any defect in quantity or quality.

Examination of receipts.

43. The clerical assistant and the issuer shall carry out such other duties as the Medical Superintendent may from time to time assign to them.

Special duties.

THE DISPENSER.

44. The dispenser shall attend daily at such hours as the Medical Superintendent may direct.

Attendance.

45. He shall have charge of and be responsible for all medicines, instruments and surgical appliances belonging to the Mental Hospital; he shall see that all issues and receipts of same are duly recorded in the dispensary stock book, and when such are required he shall submit a requisition for them to the Medical Superintendent.

Proper care of medical stores.

46. He shall be responsible for the proper compounding, preparing and dispensing of all prescriptions, and shall see that they are duly entered in the prescription book.

Compounding of prescriptions, etc.

47. He shall assist in the male infirmary and perform such further duties as the Medical Superintendent may direct.

Special duties.

Particulars
re labels on
bottles.

48. He shall see that the names of the patients are correctly and legibly written on the bottle, with directions for administration of the medicine.

Special
care as to
poisons and
orders.

49. He shall see that all poisonous drugs are kept in a separate cupboard under lock and key, and that all liniments, lotions, disinfectants and drugs for external application or of a poisonous nature are placed in special bottles and labelled "Poison" before being sent out of the dispensary, and that no drug or anything in his charge is issued from the dispensary except on the order of one of the Medical Officers.

THE MATRON.

Matron.
General
duties.

50. The matron shall have the general supervision of the female division of the Mental Hospital and shall see that the female attendants are present and are performing their duties and that they treat the patients with care and consideration.

Attendance.

51. Her hours of duty shall be from 6 a.m. to 6 p.m. except when otherwise permitted by the Medical Superintendent.

Supervision
of wards
and patients.

52. (a) She shall visit the wards and airing courts at intervals during the day and shall supervise the proper bathing and dressing of the patients, and immediately report to the Medical Superintendent any irregularity in respect of these.

Feeding.

(b) She shall supervise the division of the cooked food for the various meals and shall see that each patient gets a proper proportion and that the food is served as cleanly and appetisingly as possible.

Checking of
patients.

53. She shall see that the number of female patients is carefully checked at meal times, at night before handing over to the night attendants, and at such other times as may be necessary, and shall at once report if any are missing to the Medical Superintendent.

Supervision
of laundry.

54. She shall supervise the laundry and see that all soiled clothing, etc., sent is checked, properly washed and returned by the attendant in charge.

Supervision
of sewing
room.

55. She shall supervise the sewing room and see that all clothing, etc., sent for repairs is checked, properly mended and returned by the attendant in charge.

Checking of
materials
and clothing.

56. She shall satisfy herself that the weights stated for all material issued to her from the store are correct, and shall see

that the material issued is fully accounted for, and that the articles made from such material are returned to the store and weighed.

57. She shall see that all the female day and night reports are duly written up by the attendants in charge and returned to the Medical Superintendent's Office before 6 p.m. and 7 a.m. respectively.

Preparation
of reports.

58. (a) She shall reside in the quarters provided for her and shall not absent herself from the Mental Hospital when off duty for a longer period than four hours without acquainting the Medical Officer on duty of her whereabouts.

Residence.

(b) She shall pay surprise visits not less than once a week between the hours of 6 p.m. to 6 a.m. to the division under her charge.

THE HEAD ATTENDANT.

59. The Head Attendant shall have the general supervision of the male division of the Mental Hospital, and shall see that the male attendants are present and performing their duties and that they treat the patients with care and consideration.

Head
attendant.
General
duties.

60. His hours of duty shall be from 6 a.m. to 6 p.m., except when otherwise permitted by the Medical Superintendent.

Attendance.

61. (a) He shall visit the wards at intervals during the day and shall supervise the proper bathing and dressing of the patients, and immediately report to the Medical Superintendent any irregularity in respect of these.

Supervision
of wards
and patients.

(b) He shall supervise the division of the cooked food for the various meals and shall see that each patient gets a proper proportion and that the food is served as cleanly and appetisingly as possible.

62. He shall see that the number of male patients is carefully checked at meal times, and at night before handing over to the night attendants, and at such other times as may be necessary, and shall at once report if any are missing to the Medical Superintendent.

Checking of
patients.

63. He shall supervise generally the male working gangs and inspect them daily at work.

Supervision
of gangs.

64. He shall visit daily at irregular intervals all the shops where artisan attendants are employed and where male patients are at work.

Visiting of
workshops.

Visiting of
Gate Lodge.

65. He shall visit the Gate Lodge daily and satisfy himself that everything is in order and that the Gateman is carrying out his duties efficiently.

Supervision
of Night
Watchman.

66. He shall supervise the work of the Night Watchman and satisfy himself that the work is being properly performed.

Preparation
of reports.

67. He shall see that all the male day and night reports are duly written up by the attendants in charge and returned to the Medical Superintendent's Office before 6 p.m. and 7 a.m. respectively.

Residence.

68. (a) He shall reside in the quarters provided for him and shall not absent himself from the Mental Hospital when off duty for a longer period than four hours without acquainting the Medical Officer on duty of his whereabouts.

(b) He shall pay surprise visits not less than once a week between the hours of 6 p.m. and 6 a.m. to the division under his charge.

ATTENDANTS.

Attendants.
Meaning of
term.

69. The term "attendant" shall include all the employees except the steward, issuer, clerk, clerical assistant, matron and head attendant.

Hours of
attendance.

70. Day attendants shall be on duty from 6 a.m. to 6 p.m., and night attendants from 6 p.m. to 6 a.m.

Frequent
visiting and
inspection.

71. No patient shall at any time or upon any pretext whatever be left without supervision in the wards, airing courts, grounds or workshops.

The safe
custody of
keys and
locking of
doors.

72. Attendants shall on no occasion or pretext hand their keys to any patient, and shall always carry them on their person and lock whatever doors are usually kept locked when they pass through, however frequently they may have to do so. All the outer doors of wards, the doors of lavatories, bathrooms, sculleries and stores shall be kept locked when not in use. Any attendant who shall lose or misplace his keys, shall report the fact at once to the Medical Superintendent.

Dangerous
articles.

73. Razors, scissors, knives and other dangerous articles shall be kept locked up when not in use. They shall never be entrusted to a patient upon any pretext whatsoever and no patient shall be permitted to be in possession of matches.

74. No patients shall be allowed out of their wards or airing courts on any pretext without the permission of the Medical Officer, and all patients who may be sent to the kitchen and other places without the gate shall be accompanied by an attendant, who shall not leave them until they have safely returned to their respective wards. Patients employed in the garden, stores or workshops shall not be permitted to leave their wards except under the charge of the attendants and artisans under whom they work, by whom they shall be returned to their respective wards at the conclusion of the work and handed over to the care of the attendant in charge.

Control of patients in grounds, shops, etc.

75. Any attendant who, through inattention or carelessness or otherwise, allows any patient to escape shall be liable to instant dismissal.

Punishment for permitting escape of patients.

76. They shall report the names of all those patients who have refused their food or have any difficulty in masticating or swallowing it.

Refusal of food, etc.

77. They shall see that all articles of sick dietary are conveyed at once to those for whom they are intended, and they shall feed those patients who cannot feed themselves or refuse to do so.

Feeding of sick patients, etc.

78. They shall administer wine or other stimulants to the sick and infirm only at such times and in such manner as may be prescribed by the Medical Officer.

Administration of stimulants.

79. Food, stimulants, or clothing, issued for the use of patients shall not be appropriated by an attendant for his own purposes.

Punishment for misappropriation.

80. No attendant shall bring any intoxicating liquor into the Mental Hospital nor shall any attendant upon any pretext whatsoever carry out of the Mental Hospital any portion of his rations or allowances. Parcels, bundles or boxes carried out by attendants, shall be liable to be searched by the gate porter, unless a written pass from the Medical Superintendent is presented.

Prohibition of alcohol and contraband articles.

81. No patient shall be placed in seclusion except by order of the Medical Superintendent and then only for such time as may be prescribed.

Seclusion.

82. Every accident or illness, however slight, and all epileptic fits, shall be reported to the Medical Superintendent at his next visit and any more serious illness or accident or quarrels between patients, attended with violence, shall be reported at once.

Accidents, fits, etc.

Prohibition
of bartering.

83. Attendants shall not sell anything to the patients; nor purchase anything from them, nor bring anything for them without the consent of the Medical Superintendent.

Gossiping.

84. No attendant shall upon any account relate out of the Mental Hospital anything connected with its affairs or with the names, history and conduct of the patients.

Introduction
of visitors
not per-
mitted.

85. No attendant shall be allowed to introduce a visitor to the Mental Hospital without an order from the Medical Superintendent.

Patients'
letters.

86. Attendants shall place all letters or manuscripts that may be written by patients in the hands of the Medical Superintendent.

Change in
the mental
condition of
patients to
be reported.

87. Attendants in charge of working parties as well as artisans, shall promptly report to the Medical Superintendent any change in the mental condition of any patient under their care, especially any threatening language used by such patient, any depression of spirits, or any tendency to stray away.

Prohibition
of male
attendant to
enter female
division and
vice versa.

88. No male attendant shall upon any pretext enter the female department nor any female attendant the male department, without the express sanction of the Medical Superintendent.

Responsi-
bility of
charge
attendants.

89. The attendant in charge of each ward shall be responsible for its management, and for the safety and care of the patients in it, and he shall be responsible for the conduct of the attendants under his control.

Checking of
patients.

90. The attendant in charge of each ward shall keep a list of the patients under his care, and shall ascertain that all are present at every meal-time, and when the bedroom doors are locked at night, immediately report the name of any patient who is missing.

Care of
inventories,
etc.

91. The attendants in charge of wards shall be accountable for all the bedding, the patients clothing, and the various articles belonging to their wards, and on being removed to other wards or leaving the Mental Hospital must deliver up everything to the satisfaction of the steward. They shall keep inventories of all the stores delivered to them, and shall account for the proper use and consumption of them, on applying for more, or whenever called upon to do so. They shall return to the store-room the remnants of worn out or damaged articles.

92. The soiled clothes and bedding shall be taken to the laundry at the appointed time. The washing list shall be made out in duplicate, one copy to remain in possession of the attendant, the other in that of the laundress; on receiving the articles, the laundress shall initial the list which the attendant retains and when she re-delivers them, the attendant shall initial the list which remains in possession of the laundress.

Soiled clothing.

93. Attendants in charge of wards shall carefully fill up the daily report according to the form provided, and shall return it to the office before 6 p.m. On the back of it shall be entered the number of those who have been walking beyond the Mental Hospital grounds, of those attending amusements or chapel, as well as all accidents, quarrels or unusual occurrences.

Daily reports.

94. At the visit of the Medical Superintendent the attendants in charge shall accompany him through their respective wards, dayrooms, dormitories, etc.

Careful reports to Medical Superintendent.

95. All male sleeping-in attendants shall carry out Fire Practice Drills, conducted by the assistant superintendent of police, and every attendant must know his Fire Drill as detailed in the Instruction Book issued to him.

Fire Drills.

96. All attendants shall give strict and ready obedience to the orders of the Medical Superintendent and officers acting under him, and they shall undertake any duty that may be assigned to them, although not of the nature which they usually perform. They shall report to the Medical Superintendent any impropriety which may fall under their notice.

Obedience and general line of conduct.

97. Before leaving the Mental Hospital in the evening the attendants shall deposit their keys in the office, where they shall receive them on their return to duty; and any attendant, who may be prevented by illness or other unavoidable cause from returning at the proper time, shall give notice thereof immediately to the Medical Superintendent.

Depositing of keys in office at close of day.

98. Quarters in the Mental Hospital grounds occupied by Attendants shall be at all times open to inspection by the Medical Superintendent. No dogs, pigs or poultry shall be kept without the permission of the Medical Superintendent.

Quarters open to inspection, prohibition of dogs, poultry, etc.

99. Smoking is strictly forbidden during hours of duty within the boundaries of the Mental Hospital.

Prohibition of smoking.

Special
instructions:
Appendix B.

100. All attendants shall read, note and abide by the special instructions issued under this section by the Medical Superintendent with the approval of the Director of Medical Services and entitled, "The nursing, care and management of patients in the Mental Hospital." (*Appendix B.*)

DAY GATEMAN.

Day gate-
man. Care
of lodge.

101. The day gateman shall be on duty at the main entrance gate, and be responsible for the condition of the lodge and its surroundings.

General
duties.

102. He shall not allow—

(1) Anyone to enter the Mental Hospital except on business or with the sanction of the Medical Superintendent.

(2) Any attendant to leave the Mental Hospital during duty hours without a pass from the Medical Superintendent.

(3) Any parcels to be carried in or out of the Mental Hospital without an order signed by the Medical Superintendent.

(4) Any stray animals to pass the gate.

Keeping of
gate books.

103. He shall keep books in which he shall enter the name of every officer or attendant going into or out of the institution, together with the date and hour.

Keeping
of visitors'
book.

104. He shall keep a Visitors' Book in which he shall enter the name and business of any other person who shall go in or out of the Mental Hospital together with the date and hour.

Examina-
tion of
parcels.

105. He shall examine all parcels taken in or out of the Mental Hospital except those addressed to the medical officers, head attendant or matron and report to the Medical Superintendent when such parcels contain liquor, tobacco or other articles contrary to the regulations.

Supervision
of Mental
Hospital
articles.

106. He shall take every precaution to prevent the irregular or fraudulent removal of goods or articles from the Mental Hospital.

Special
duties.

107. He shall carry out such other duties as the Medical Superintendent may from time to time assign to him.

NIGHT GATEMAN.

108. The night gateman shall be on duty at the main entrance gate from 6 p.m. to 6 a.m., and shall keep a careful record of all attendants leaving the Mental Hospital or returning to sleep in or resume duty and the time of their departure or arrival.

Night gateman. Hours of attendance and general duties.

109. He shall not allow anyone to loiter about the gate or permit any unauthorised person to enter the Mental Hospital without the permission of the Medical Superintendent.

Prohibition of loiterers at gate.

110. He shall go round the wards at such intervals and carry out such other duties as the Medical Superintendent may from time to time direct.

Visits to wards at nights.

111. He shall observe the rules laid down for the day gateman.

Other duties.

NIGHT WATCHMAN.

112. The night watchman shall carry out such orders as the Medical Superintendent may from time to time give him.

Night watchman. General duties.

FINES, ETC.

113. Every Attendant may, for misconduct, disobedience of the rules or instructions given to him, be punished by fine or discharge by the Medical Superintendent, with the approval of the Director of Medical Services. The fine shall not in any case, except with the sanction of the Governor, exceed two dollars, and must be submitted to the Director of Medical Services, who may disallow, reduce or increase any fine.

Fines. Infliction of punishment by fine or otherwise for misconduct.

UNDERTAKING ON ASSUMING OFFICE.

114. Every Attendant shall subscribe to the following undertaking on assuming office—

Undertaking.

..... Mental Hospital,
..... 19

In consideration of my being appointed to be..... in the mental hospital, and having had explained to me the regulations specially laid down for my guidance, I hereby promise and agree to obey the said regulations, to avoid gossiping about the affairs of the Mental Hospital or its inmates, to promote as far as I am able its objects, to be careful of its property, and endeavour generally by my own conduct and demeanour to sustain the respectability of its staff. I consider myself bound to perform any duty assigned to me, although not

of a nature which I usually perform, should circumstances, in the opinion of the Medical Superintendent, require my doing so. If anything improper is done in my presence or to my knowledge in the Mental Hospital I consider myself bound and pledge myself to report it to the Medical Superintendent at once. I acknowledge that I am liable to relinquish my situation on receiving two weeks' previous notice for that purpose without any reason being assigned, or to be immediately suspended or dismissed by the Director of Medical Services, with the approval of the Governor, for any breach of the rules when proved against me, and to forfeit all pay then due to me, and that I have no claim to any pension or gratuity at the termination of my service. I also agree to give two weeks' previous notice should I wish to give up my situation.

Dated this _____ day of _____ 19 _____

Witness—

VISITORS, ETC.

Visitors.
Hours of
visiting on
pass by
medical
officer.

115. In suitable cases patients can be visited by relatives or friends every afternoon between one and three o'clock or at such other time as the Medical Superintendent may permit, but no visitor shall be allowed to enter any ward except on a pass signed by one of the medical officers.

Prohibition
of danger-
ous and
certain other
articles.

116. Visitors shall not take into the Mental Hospital any matches, ganga, opium, wines, spirits or similar substance, or give such under any consideration to the patients.

Permission
for certain
comforts on
pass by
Medical
Superinten-
dent.

117. Visitors shall not supply food to patients except with the permission of the Medical Superintendent.

Prohibition
of gratuity
or perquisite
to attend-
ant.

118. Visitors shall not give any gratuity or perquisite of any kind to any attendant, or any attendant accepting such is liable to instant dismissal.

Informa-
tion as to
patients,
etc.

119. Visitors desiring to see the Medical Superintendent should apply at the office or communicate with the Medical Officer on duty. Information regarding patients can always be obtained by writing to the Medical Superintendent, but each letter of inquiry must contain the relationship and address of the person writing and the name of the patient inquired after.

120. Visitors are warned that whilst the attendants will not unnecessarily interfere with the conversation of the patients, yet if anything is said or if any article is given or administered to any patient which in their opinion may be detrimental, or if any rule or instruction is broken, the attendant is empowered to at once remove the patient and report the matter to the Medical Superintendent, who may order the expulsion of such visitor from the Mental Hospital.

Safeguarding of patients by attendants and removal of visitor for acts of misconduct.

121. Any misconduct on the part of visitors will be met by immediate expulsion.

Expulsion for misconduct.

APPENDIX A.

THE ATTENTION OF THE ATTENDANTS AND ALL PERSONS CONNECTED WITH THE MENTAL HOSPITAL IS SPECIALLY DRAWN TO THE FOLLOWING SECTIONS OF THE MENTAL HOSPITAL ORDINANCE.

24. Any person who rescues any person of unsound mind while being conveyed to or while confined in the Mental Hospital, or who hides any person of unsound mind who has escaped from the Mental Hospital, shall, on summary conviction thereof, be liable to a penalty not exceeding ninety-six dollars or to imprisonment with or without hard labour for any period not exceeding six months.

Rescue of person of unsound mind from mental hospital.

25. Any attendant or servant of the Mental Hospital who through wilful neglect or connivance permits any person of unsound mind confined therein under this Ordinance to escape shall, on summary conviction thereof, be liable to a penalty not exceeding ninety-six dollars or to imprisonment with or without hard labour for any period not exceeding six months.

Servant mental hospital permitting escape of patient.

26. Any person employed at the Mental Hospital who strikes, ill-treats or neglects any person of unsound mind confined in the Mental Hospital, shall, on summary conviction thereof, be liable to a penalty not exceeding ninety-six dollars or to imprisonment with or without hard labour for any period not exceeding six months.

Ill-treating patients in mental hospital.

27. Any person who strikes or ill-treats any person of unsound mind absent from the Mental Hospital on trial knowing him to be of unsound mind, or obstructs any officer of the Mental Hospital engaged in the execution of his duty in connection with such person of unsound mind, shall, on summary conviction thereof, be liable to a penalty not exceeding ninety-six dollars or to imprisonment with or without hard labour for any period not exceeding six months.

Ill-treating patients absent on trial and obstructing officer.

28. Any person who, without the consent of the Medical Superintendent, gives, sells or barter any article or commodity of any kind to any inmate of the Mental Hospital either inside or outside the grounds of the Mental Hospital shall, on summary conviction thereof, be liable to a penalty not exceeding ninety-six dollars or to imprisonment with or without hard labour for any period not exceeding six months.

Selling articles to inmates of mental hospital.

Trespassing
on mental
hospital
premises.

29. (1) Any person who is found trespassing upon any grounds, buildings, yards, offices or any other premises whatever belonging to or appertaining to the Mental Hospital, or who enters upon the same without being duly authorised to do so, shall, on summary conviction thereof, be liable to a penalty not exceeding fifty dollars or to imprisonment with or without hard labour for any period not exceeding three months.

(2) Any such person may be apprehended by any officer, servant or attendant of the Mental Hospital, or by any police or rural constable and be taken before a magistrate to be dealt with according to law.

APPENDIX B.

THE NURSING, CARE AND MANAGEMENT OF PATIENTS IN THE MENTAL HOSPITAL.

The interests
of the
patients.

1. The safety, comfort and recovery of the patients are the great object of the Mental Hospital, and those attendants will be most valued under whose care or through whose exertions the patients derive the greatest amount of benefit.

Attention to
instructions.

2. It is to be remembered that this service, like all others, requires to be learnt. The attendants must therefore make themselves thoroughly acquainted with these regulations, must give careful attention to all instructions received from their superior officers.

Behaviour of
attendants
towards
persons of
unsound
mind.
Prompt
punishment
for acts of
harshness,
striking
or other ill-
treatment.

3. The chief and essential qualities in attendants are kindness and gentleness, combined with firmness in dealing with the patients: *and any act of harshness or cruelty on the part of an attendant towards a patient will be punished with the utmost severity. Any attendant striking or ill-treating a patient will be liable to instant dismissal with forfeiture of wages, and any attendant witnessing the ill-treatment of a patient by another attendant and failing to report it to the Medical Superintendent shall be subject to a like penalty.*

Attendants must always bear in mind that the offensive habits, perverseness, outbursts of anger and violent conduct and language of the patients are the result of disease and infirmity and are not to be resented and punished; all roughness of manner towards the patients, such as pushing or pulling them about, is forbidden, and they are never to be spoken to in a rough or scolding manner. When complaints are made by patients, the attendants are not to reply in their presence unless requested to do so, nor make complaints of misconduct of patients in their presence, as that is calculated to excite and irritate them.

Attendants
as a model
to patients.

4. As persons of unsound mind will invariably rather imitate the example than follow the precepts of their attendants, it is desirable that the latter should present for their imitation a pattern of order, quietness, punctuality, personal neatness and general propriety of behaviour.

The value of
tact and the
maintenance
of discipline.

5. The skill of good attendants consists in treating all the patients under their charge with impartial kindness and consideration, in maintaining strict order amongst them, in constantly observing them so as to become acquainted with their habits, tendencies and delusions, and in knowing how to adapt their conversation and manner so as to comfort the depressed, soothe the irritable and check the impulsive and quarrelsome. The delusions of patients are to be avoided in conversation and should never be made the subject of taunt or mockery. No promises should ever be made to a patient which cannot be fulfilled, nor any hopes held out which are not likely to be realised.

6. The attendants are never to lose sight of the fact that all persons of unsound mind are at certain times or under certain circumstances dangerous to themselves or others, and that the safety both of the attendants and patients is absolutely dependent on the closeness of the supervision exercised over the latter by the former. Necessity of close supervision.
7. The attendants are to see to the speedy and thorough removal of all refuse and filth; to the frequent and complete cleansing of all closets, store-rooms, bathrooms or other receptacles; to the immediate washing and drying of all floors that may be soiled; to the immediate and entire changing of the clothing of the patients when necessary; and to the punctual removal to the laundry of all soiled articles of clothing and bedding. They are also expected to see that the ground immediately round the buildings is kept free from refuse of any kind. Any commode that has been used is to be immediately removed, emptied and cleansed. Speedy removal of filth, refuse, etc.
8. On coming to duty in the morning every attendant is to unlock the doors of the sleeping rooms under his charge and inspect every patient under his care. He is then to induce them to wash and dress themselves and to assist in these operations those who require help, so that every patient is thoroughly and completely washed each morning. Inspection and bathing of patients.
9. The attendants shall be responsible for the personal cleanliness of those patients placed under their charge, uncleanly habits can be corrected in nearly all instances by regular and repeated attention, and the attendants must not spare any pains to obtain this result. The patients are to be induced to take a pride in their personal neatness; torn articles of clothing are never to be worn, and patients who are disposed to tear their clothes are to be particularly watched. The tidy dressing of patients.
10. They shall take care that fresh and clean water is always supplied to the patients for drinking purposes in dormitories as well as day-rooms. Patients who are much excited should have cold water offered to them from time to time. Clean water for drinking purposes.
11. They shall see that the meals are served with punctuality and expedition, that the portions served out are equal in amount, that the patients come in and take their places with order and propriety, stand up while grace is said both before and after meals, and that no loud talking or boisterous conduct is allowed. Order, punctuality and discipline at meals.
12. They shall not permit any remains of meals to be kept in the wards, but must return them with the dishes to the scullery conveying all broken fragments and refuse to the proper places without delay. Refuse of meals to sculleries.
13. When any measure deemed necessary for a patient's welfare to which he is unwilling to submit is prescribed, persuasive means are first to be tried. Should these fail the assistance of additional attendants is to be procured, so that the patient may perceive that it will be useless to resist, and no struggle will ensue; on these occasions as on all others no taunt, irritating expression or threatening language is to be used. Except in cases of emergency no compulsory measures are to be taken unless the Medical Superintendent be present. Management of difficult patients.
14. The attendants are to take care that whenever any crockery ware is broken, the pieces shall immediately be taken out of the patients' reach, and whatever windows are broken, the whole of the splintered glass must be removed close to the frame, and the pieces both inside and outside carefully swept up. Removal of broken crockery, glass, etc.

Annoyance to patients.

15. The attendants are not to tease, unnecessarily contradict, or irritate a patient in any way; nor are they to permit the patients to annoy or persecute each other.

The cleansing of the wards, etc.

16. The wards and single rooms shall be washed in the morning before a quarter to 9 o'clock and whenever patients are confined to bed in rooms which require washing, they must be removed to other rooms before the washing is proceeded with. No place shall be considered clean which can be made cleaner, and no vestige of dirt must be visible anywhere.

Employment and amusement of patients.

17. The attendants shall use every endeavour to make the wards and rooms comfortable and homelike. They shall strive to employ and amuse the patients.

The careful searching of patients.

18. Before leaving duty in the evening, every attendant is to see the patients under his care undressed, washed and placed in bed, and all suicidal or dangerous patients are to be minutely searched before going to bed, so that pieces of broken glass or crockery, string or other articles they have secreted, may be taken from them.

Tidiness in dress and care of uniform.

19. Attendants shall keep themselves neat and clean in their apparel; they shall have their boots properly blacked when they come on to duty in the morning, and shall wear the prescribed dress; those who are lodged in the Mental Hospital shall not remain in their rooms during the day, and the doors of these rooms are to be constantly locked. These rooms are to be kept clean and tidy, and are always liable to inspection.

Accompanying of officers, through wards.

20. Whenever any official visitor of the Mental Hospital, the Medical Superintendent or other officer enters a ward, the attendant in charge shall come forward, and respectfully accompany such visitors or officer through the ward, offering such information as may be required. All attendants are expected to salute the visitors of the mental hospital and all superior officers, whenever they may meet them.

ENTERTAINMENT FUND.

RULES

Rules 28th Oct. 1949. 2 of 1951.

made under section 7 by the Director of Medical Services, confirmed by the Governor on the 28th October, 1949, and amended on the 5th October, 1951.

1. These rules may be cited as the Mental Hospital (Entertainment Fund) Rules

Rules 2 of 1951.

2. The Fund shall be called the "Patients' Entertainment Fund" and shall be managed by a Committee comprised as follows—

(i) Chairman—The Medical Superintendent.

(ii) Vice-Chairman—The Assistant Medical Superintendent.

(iii) Treasurer—The Steward.

(iv) Secretary—The Warden.

(v) Members—The Female Supervisor, the Social Entertainer, and two members of the Board of Official Visitors of the Mental Hospital appointed by the Governor.

3. Any member of the Board of Official Visitors shall cease to be a member of the Committee if he

(a) fails to attend four consecutive monthly meetings of the Committee, or

(b) resigns from the Board, or

(c) dies.

4. A member of the Board of Official Visitors may be granted leave of absence from the Committee for any period not exceeding 8 months for reason of illness or if absent from the Colony.

5. The Governor shall appoint another person to be a member of the Committee in place of a member who ceases to be such for reasons set out in rule 3, or to fill the place of a member who has been granted leave.

6. Voting shall be done in a manner approved by the Committee—the Chairman being vested with an ordinary and a casting vote.

7. The Committee shall be responsible for all recreational activities including the cinema and sports ground, the entertainment of patients and for the control and proper expenditure of all funds received for this purpose both from Government grants and from private sources and may use such proper methods as it thinks fit to raise funds for the entertainment of patients.

8. The Committee shall keep such records and accounts as may be necessary for proper accounting of all moneys received and no expenditure shall be incurred without the approval of the Committee.

9. The Committee shall submit to Government through the Director of Medical Services as soon as possible after the end of each calendar year a duly audited financial statement showing receipts and expenditure for the year, together with any special report, the Audit Committee hereafter referred to, may make.

10. The Committee shall meet at the Mental Hospital at least once every month on the second Tuesday. Proper records of all meetings shall be kept. Four members shall form a quorum. At each meeting the treasurer shall make a statement of all receipts and expenditure to date.

11. The members of the Board of Official Visitors of the Mental Hospital appointed by the Governor shall be entitled when necessary to be paid travelling allowances when attending meetings of the Committee.

12. The Fund shall include the entertainment allocation from the annual estimates and all receipts in respect of cash received for the use of the Mental Hospital Recreation Ground, as well as from all other sources. All receipts shall be properly and officially accounted for and a separate cash book and receipt book shall be used for this purpose.

13. All sums received shall be remitted to the Director of Medical Services and paid into the Post Office Savings Bank to the credit of the Fund. The account shall be held at the disposal of the chairman and treasurer jointly.

14. Withdrawals from the Fund shall be made by the Director of Medical Services or by any other officer duly authorised by him upon warrants duly signed by the Chairman and treasurer jointly.

15. All expenditure shall be properly vouched for, and the accounts paid against this special account.

16. The Committee shall operate an imprest account system—“ Patients’ Entertainment Imprest Account ” may be used for the payment of small accounts.

17. The Fund’s financial year shall commence on the 1st January and end on the 31st December of each year.

18. An Inventory of all assets should be taken on the 2nd January of each year and posted up in a conspicuous part of the Committee Hall.

19. There shall be an Audit Committee consisting of the senior clerk and the dispenser who shall audit the books of the Fund at the end of each financial year. All books and documents of the fund shall be kept at the Mental Hospital.

20. The Audit Committee shall have full access to all books, accounts, vouchers, etc., and shall examine the annual statement of the Managing Committee. If found incorrect, they shall specially report to the Managing Committee.

21. No item of equipment under the control of the Committee shall be disposed of save and except with the prior approval of the Governor.

22. The inventory of the present assets of the Fund is contained in the schedule hereto.

SCHEDULE.

rule 22.

INVENTORY OF ASSETS OF PATIENTS' ENTERTAINMENT FUND.

No.					Article.
<i>Cricket.</i>					
4	Bats.
2	pairs	Batting Gloves.
1	pair	Wicket-keeping Gloves.
3	pairs	Batting Pads.
1	pair	Wicket-keeping Pads.
1	set	Wickets.
4	Balls.
2	sets	Bails.
1	Net—Practising.
1	Score Book.
1	Tape Measure.
2	Umpires' Gowns.
<i>Football.</i>					
2	Footballs.
3	Inner Tubes.
<i>Boxing.</i>					
2	pairs	Boxing Gloves.
<i>Table Tennis.</i>					
1	Table.
1	Net.
4	Bats.
2	Balls.

INVENTORY OF ASSETS OF PATIENTS' ENTERTAINMENT FUND—*continued.**Cinema.*

No.	Article.
1 pair	Films Rewinder.
2	Spools—2,000 ft.
24	Spools—1,000 ft.
1	Electric Clock.
1	Mike.
1	Lens 3".
1	Lens 4".
1	Spot Bulb—250 w.
1	" " —400 w.
6	Mogal Lamps—500 w.
6	Lamps—300 w.
4	" —250 w.
110	Gramophone Records.
1	Record Player.
1	Search Lamp—Portable.
3	Framing Lamps.
5	Photo Electric Cells.
2	Projector Lamps, 1,500 w.
1	Projector Lamp, 1,000 w.
1	Glass Reflector.
1	Electric Fan.
1	Amplifier.
2	Projectors.
3	Brass Pots.
1	Patching Outfit.
1	Bannister Brush.
2	Sash Brushes.
1	Oil Can.
2 yards	Carpet.
24 yards	Felt.
1	Piano.

Palmer Ward.

1	Piano.
1	Radio.