

CHAPTER 62.**POOR RELIEF.***List of Subsidiary Legislation.*

1. Rules for the Alms House.
2. Rules for the guidance of officers in the administration of Poor Relief
3. Rules for the Administration of Funds.
4. Leave regulations.
5. Regulations for the Alms House Fine Fund.

RULES FOR THE ALMS HOUSE.

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RULE

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112. Requisition for dressings and extra articles.
113. Obedience to instructions.
114. Inventory of wards.
115. General duties.
116. Leave and "off duty".

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- 135. Bathing of patients.
- 136. Patients clothing.
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- 138. Order in wards.
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VISITORS TO INMATES.

RULE.

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- 174. The Fine Fund.

RULES

made by the Poor Law Commissioners under section 15 on the 10th February, 1925, and approved on the 28th September, 1925.

RULES FOR THE ALMS HOUSE.*Officers, Nurses and Others.*

- Short title. 1. These rules may be cited as the Alms House Rules.
- Staff. 2. The staff of the Alms House shall be of the following classes, or of such of them and in such numbers as the Governor may from time to time consider necessary—
- (1) superintendent;
 - (2) assistant superintendent;
 - (3) matron;
 - (4) warden;
 - (5) issuer;
 - (6) dispenser;
 - (7) clerk;
 - (8) principal nurses;
 - (9) nurses, probationers, wardmaids, porters, etc.;
 - (10) sewing mistress and laundresses.

THE SUPERINTENDENT.

3. The Superintendent shall, subject to the direction of the Chairman of the Poor Law Commissioners, have the immediate superintendence and management of the Alms House and the control of all officers and other persons employed therein. General powers.

4. He shall arrange the hours of duty of all the officers, and other persons employed therein, except the Medical Officer. Fixing of hours of duty of all officers, employees.

5. He shall see that the rules and the financial regulations are strictly carried out. Responsibility for observance of rules and financial regulations.

6. He shall see that an inventory is hung up in each ward. Inventories.

7. He shall see that—
 - (1) a record is kept of the fines inflicted on the employees;
 - (2) a return of fines inflicted is laid before the Chairman of the Poor Law Commissioners for his approval;
 - (3) the defaulters sheet of every employee is written up.Record of fines, and defaulter's sheet.

8. (1) He shall, subject to the control of the Commissioners, be empowered to punish any inmate for breaches of the rules or insubordination and disorderly conduct but before any punishment is inflicted he shall consult the Medical Officer as to the fitness of such inmate to undergo it. Procedure for the punishment of inmates.
 - (2) He shall keep a book in which he shall enter the following particulars—
 - (a) the offence;
 - (b) the Medical Officer's opinion;
 - (c) the punishment.

9. He shall visit every part of the Institution at least once a week and pay surprise visits at irregular intervals and report to the Chairman of the Poor Law Commissioners any matter affecting the proper care of the inmates, or the sanitary condition, good order or discipline of the Institution. Visits of inspection.

10. He shall see that one-twelfth part of each vote is not exceeded monthly without the authority of the Chairman of the Poor Law Commissioners. Monthly expenditure.

Boards of
Survey.

11. (1) He shall whenever necessary hold a Board of Survey consisting of the Assistant Superintendent, the Matron and himself for the purpose of examining and reporting on all the articles of equipment, which have become unserviceable and which is necessary to replace without delay.

(2) He shall see that all articles so condemned are entered in a book, and the articles stored and brought up at the half-yearly Government Board of Survey held in the first week in January and July for final condemnation and disposal in accordance with section 9 of the Audit Department Ordinance.

Cap. 69.

THE ASSISTANT SUPERINTENDENT.

Subject to
the direction
of the Super-
intendent.

12. The Assistant Superintendent shall in the performance of his duties be under the direction of the Superintendent.

Responsible
for the rules
and regu-
lations.

13. He shall see that the rules and regulations of the Institution are strictly carried out.

Daily visits.

14. He shall visit every part of the Institution daily, and report to the Superintendent any matter affecting the proper care of the inmates, or the sanitary condition, good order and discipline of the Institution.

Special visits
at nights.

15. He shall occasionally visit the various wards at uncertain hours, between 10 p.m. and 4 a.m., and satisfy himself that everything is safe, and that proper order and discipline is maintained.

Defaulter's
Report Book.

16. He shall record in the Report Book, all the cases of neglect of duty, inattention to orders or misconduct on the part of any officer of the Institution or of any person employed therein.

Employment
of inmates.

17. He shall see that suitable employment is apportioned to the inmates, and that a record is kept of all work done by them.

Checking
inventories.

18. He shall see that all inventories are carefully checked once every half-year, that is, in January and July.

Care and
custody of
inmates pro-
perty.

19. He shall take possession of all money and property brought in by any patient and enter the same in the proper book.

20. He shall see that all the books in connection with the Alms House are correctly written up.

Responsible for the writing up of books.

21. He shall cause to be delivered daily to the cook, the stores required for the rations of the inmates. He shall also see that they are properly cooked and served at the appointed hours, and that each inmate receives the regulation allowance.

Daily issue and the preparation of rations.

22. He shall prepare all claims, check all accounts rendered against the Institution, and certify the correctness of the prices and rates charged before any such claim is sent in for payment.

Passing of accounts.

23. He shall, when accounts are passed for payment, note on the form of the Invoice Order Book the date and the amount for which each account is passed.

To note on counterfoil the date and amount of accounts passed.

24. He shall also, once in each week, inspect the Record Book kept by the Matron, and, if found correct, initial and date same.

Inspection of Record kept by Matron.

25. He shall see that proper precautions are taken against fire, and at once report any outbreak to the Superintendent of the Fire Brigade; and shall with the assistance of the nurses, use every means to extinguish the flames.

Precautions against fire.

26. He shall, in the event of any sudden cases of serious illness or accident, at once inform the Medical Officer.

Sudden or serious illness.

27. He shall, if at any time it appears to him that any inmate is fit to be discharged, bring such inmate before the Medical Officer for his opinion.

Discharge of inmates on medical certificate.

28. He shall, if any inmate demands to be discharged, provided such inmate has not been admitted under the Summary Jurisdiction (Procedure) Ordinance or is undergoing punishment, place such inmate before the Medical Officer. If the Medical Officer certifies that the inmate is unfit to be discharged, such inmate shall be so informed, and if he persists in being discharged, he shall, unless there is any doubt as to his mental condition, be discharged.

Discharge of inmates who refuse to remain in the Alms House. Cap. 15.

29. He shall, when informed that any inmate desires to see a minister of religion, without delay, take steps to have such wish complied with.

Inmates who desire to see a minister of religion.

Books to be forwarded for the inspection of the Superintendent.

30. He shall forward to the Superintendent for his inspection the following returns—

- (1) daily return of admissions, discharges and deaths;
- (2) daily return of diet and extras;
- (3) daily return of diarrhoea, dysentery and itch cases;
- (4) return of nurses and servants on leave, or sick leave;
- (5) return of milk and eggs supplied by the contractor;
- (6) weekly return of inmates employed;
- (7) weekly return of Medical Officer's inspection;
- (8) Sanitary Inspector's Report Book;
- (9) Principal Night Nurse's Report Book.

MEDICAL OFFICER.

Visits.

31. The Medical Officer shall, Sundays excepted, visit the Institution at least once every day, and on Sundays when necessary.

Duties with regard to diet and medicine ordered for patients.

32. He shall satisfy himself that the medicines and diets ordered by him for the inmates have been supplied, and that his orders in regard to the treatment of patients have been fully carried out.

Supervision of dispensary and drugs, and requisition of supplies.

33. He shall supervise the dispensary, drugs, surgical appliances, initial all requisitions for medical supplies, see that they are properly supplied, that the stock book in such connection is written up by the Dispenser, and report any defect to the Superintendent.

Examination of candidates for relief.

34. He shall examine and record his opinion with regard to the condition of every applicant referred to him by the Superintendent or Assistant Superintendent, and shall also examine every inmate on admission, and record the condition of such inmate in the book kept for that purpose.

Visiting inmates who are unable to attend at the dispensary.

35. He shall visit daily all inmates requiring treatment who are unable to attend at the dispensary.

Monthly visits to all parts of the Institution.

36. He shall, at least once in each month, visit every part of the Institution, so as to satisfy himself as to its sanitary condition, and report in writing to the Superintendent.

37. He shall, at least once a week, examine the food before and after it has been cooked, so as to assure himself, by personal inspection that it is of good quality and properly cooked, and shall enter in a book to be kept for that purpose the result of each examination.

Examination of foodstuffs and food.

38. He shall enter, in a Report Book to be kept for that purpose any breach of discipline on the part of the dispenser, nurses, patients or others connected with the infirmary wards.

Defaulter's book for dispenser and nurses in infirmary wards.

39. He shall give his opinion, when called on by the Superintendent, as to the fitness or otherwise of an inmate to undergo any punishment that may be ordered, or to perform any employment that may be apportioned to such inmate.

Examination of inmates for work or punishment.

40. He shall see on each of his ordinary visits every inmate who is undergoing punishment.

Visits to inmates undergoing punishment.

THE DISPENSER.

41. The dispenser when required to do so shall reside within the Institution, and shall not leave it at any time without the permission of the Superintendent or Assistant Superintendent, and when absent shall leave instructions where he can be found.

Residence and absence of dispenser.

42. He shall have charge of and be responsible for all medicines and surgical instruments and appliances, and shall keep the medicines properly arranged in the dispensary and shall write up the issue and stock-books daily.

Charge of medicines.

43. He shall make requisition in due time for all medicines, etc., which may be required, and shall bring to the notice of the Medical Officer and Assistant Superintendent anything that may appear to him to be defective in the articles supplied by the contractors or otherwise.

Preparation of requisition.

44. He shall be responsible for the proper compounding, preparing and dispensing of all prescriptions, and see that all the directions of the Medical Officer are carefully carried out.

Compounding of medicines.

45. He shall keep all poisonous drugs locked up in a separate cupboard, and shall have the key under his immediate charge at all times.

Charge of poisonous drugs.

46. He shall see that all poisons are specially labelled "Poison" and that those intended for external use are put in special poison bottles, before being sent out of the dispensary.

Poisons.

Particulars
on bottle and
label.

47. He shall see that the directions for the administration of all medicines dispensed are legibly and distinctly written on a label on each article or bottle, together with the name of the patient, ward and date of supply.

Inventory
of surgical
instruments.

48. He shall see that the inventory of all surgical instruments and appliances is carefully kept and checked once a month.

Responsibility
with respect
to wines
and spirits.

49. He shall be responsible for the proper distribution of all wines, spirits, or malt, ordered by the Medical Officer for patients (in the infirmary wards).

Responsibility
with respect
to infirmary
wards and
patients.

50. He shall see that the infirmary wards are kept clean and in good order, and that convalescent patients assist those who are unable to help themselves.

Ventilation.

51. He shall see that the ventilation of the infirmary wards is properly carried out, and that the utensils used by the patients are kept clean and in good order.

Visits to
wards.

52. He shall, in addition to the infirmary wards, visit the other wards, male and female, every morning or oftener if necessary and if any of the inmates of the latter are sick, he shall, if desirable, have them removed to the infirmary, or report the case to the Medical Officer.

Sudden
indisposition
or accident
to be
reported.

53. He shall in case of any sudden indisposition or accident among the inmates at once report the same to the Medical Officer and Assistant Superintendent.

Reporting
irregularities
or
misconduct.

54. He shall at once report to the Assistant Superintendent any irregularity or misconduct on the part of the nurses, servants, or inmates, which may come under his notice.

THE MATRON.

Uniform.

55. The Matron shall when on duty wear the prescribed uniform.

Responsibility
with respect
to clothing
and laundry.

56. She shall be responsible for—

(a) the clothing and equipment of each ward, except surgical instruments;

(b) laundry, seamstresses and kitchen;

(c) the repairing and condemning of clothing and bed linen;

(d) the proper cooking and serving of the inmates food

57. She shall be responsible for and keep a record of all materials issued to her for making up clothing, and for the different articles made therefrom, and submit this record weekly to the Assistant Superintendent.

Record of materials issued and the clothing made therefrom.

58. She shall keep a list of all articles of clothing sent to the laundry to be washed, check them on their return and see that the washing has been properly performed.

Record of clothing sent to be washed.

59. She shall take charge of all the clothing of the females admitted, and record the same in the book kept for that purpose; and she shall also see that such clothing is properly washed, labelled and carefully kept in the place provided for it.

Supervision of inmates and their clothing.

60. She shall if any female inmate is found on admission in possession of money or other valuables, take charge of and hand them over to the Assistant Superintendent, and record same in the private property book kept by her.

Property of female inmates.

61. She shall be responsible for and see that the servants, in her special care properly perform their duties and faithfully obey the rules and regulations of the Alms House.

Supervision of servants.

62. She shall carefully carry out all the orders given to her by the Superintendent and Assistant Superintendent.

Obedience to instructions.

63. She shall, subject to the approval of the Assistant Superintendent, apportion suitable occupation to each of the inmates under her charge and keep an account of all the work performed by them.

Apportioning employment to female inmates.

64. She shall without delay report to the Assistant Superintendent any irregularity or breach of discipline that may come under her notice whether on the part of a servant or inmate of the Institution.

Reporting breach of discipline of servants and inmates.

65. She shall have leave and "off duty" time as may be arranged by the Assistant Superintendent from time to time and approved by the Superintendent.

Leave and "off duty."

66. She shall inform the Assistant Superintendent when an inmate expresses a desire to see a minister of religion.

Reporting wish of inmates to see minister.

67. She shall make herself familiar with these rules.

Rules.

THE WARDEN.

- Residence. **68.** The Warden shall reside within the Institution, and shall not leave it at any time without the permission of the Assistant Superintendent.
- Uniform. **69.** He shall when on duty wear the prescribed uniform.
- Supervision
of employees. **70.** He shall have the general supervision of all the employees.
- Duties. **71.** He shall see that they are attentive to their duties, and that they do not leave the premises on any pretext before the hour of 6 p.m., unless sent out on business or when granted leave by the Superintendent or Assistant Superintendent.
- Charge of
yards, sheds,
tanks and
buildings. **72.** He shall see that the yards, sheds, tanks, latrines, drains, kitchen, stable are kept clean; that the outside walls are limewashed as often as necessary, that the grounds are kept in good order, and that all places likely to emit unpleasant odours are regularly examined, disinfected and cleaned.
- Cleanliness
of the
culinary
department. **73.** He shall see that the culinary department is properly conducted; that cleanliness is observed by the cooks; that no more fuel is used in the kitchen than is actually required; that the inmates are not permitted to enter the kitchen; and that the servants or nurses are not allowed to loiter therein.
- Visits to
wards. **74.** He shall visit the wards frequently during the day and see that the nurses and others are performing their duties efficiently; and shall at once report any irregularity to the Assistant Superintendent, and make a note of it in the book kept for that purpose.
- Procedure
with regard
to admission
of male
inmates. **75.** He shall see that all male inmates on being admitted are sent to the admission ward for examination by the Medical Officer. He shall also take charge of their clothing, and record the same in the book kept for that purpose.
- Property
of male
inmates. **76.** He shall, if any male is found on admission in possession of money or other valuables, take charge of and hand them over to the Assistant Superintendent, and record the same in the private property book.
- Supervision
of clothing. **77.** He shall have charge of the clothes room for storing the private clothes of the male inmates, and shall carefully check each bundle and label it when received and shall be held responsible for the safe custody of all such clothing.

78. He shall see that all the male inmates are clean in their person and clothing, and that all utensils, furniture are kept in proper order, and that the bedding and wards are clean and tidy.

Supervision
of inmates.

79. He shall at least twice in each week, make surprise visits to all the male wards between the hours of 10 p.m. and 4 a.m. to see that all is quiet and orderly, and shall note in the occurrence book the hour of his visit and any irregularity that may come under his notice, and shall report the same to the Assistant Superintendent the following morning.

Special
visits at
nights.

80. He shall prepare daily for the Assistant Superintendent a return showing the number of inmates who have been admitted, discharged or who have died, and number of vacant beds in the different wards.

Daily return
of inmates
in the
institution.

81. He shall on the death of an inmate make all necessary arrangements for the funeral or the removal of the body by the friends.

Death of
inmates.

THE ISSUER.

82. The Issuer shall in the performance of his duties be under the control and direction of the Assistant Superintendent.

Subject to the
direction of
the Assistant
Superin-
tendent.

83. He shall not absent himself from his duties without the permission of the Superintendent.

Absence
from duty.

84. He shall have the immediate charge of all stores and shall be responsible for their custody and care.

Charge of
stores.

85. He shall immediately on the receipt of all stores examine them. In case of any difference between the order and the goods received or any defect in quality he shall note the same in red ink on the counterfoil of the order book and report without delay to the Assistant Superintendent.

Examination
of stores
received.

86. He shall see that no stores, diets or extras are issued except on the written order of the Assistant Superintendent.

Extra issues.

87. He shall daily examine and check all requisitions for diets, extras and stimulants; examine and check the store books; compare the receipts and issues of all stores for the previous day with the orders or requisitions and immediately report any irregularity to the Assistant Superintendent.

Examination
and checking
of
requisitions.

Writing up
the stores
books.

88. He shall keep correctly written up the books in connection with the stores.

Cleanliness
of stores.

89. He shall see that the store is kept clean and tidy and that no person is allowed to enter it except on business.

Check of
clothing
material.

90. He shall, before any materials for making clothing, etc., is issued, have it carefully weighed and the weight entered in the proper book. When the made articles are returned he shall weigh them together with the scraps, enter and compare the weight and report at once any irregularity to the Assistant Superintendent.

Rendering
assistance
in clerical
duties.

91. He shall render assistance in any clerical duties when called upon by the Assistant Superintendent to do so.

Comparison
of uncooked
food with
quantities
issued from
the store.

92. He shall visit the kitchen from time to time with the Warden and compare the quantities of uncooked food with the quantities issued from the store and report any irregularity to the Assistant Superintendent.

CLERICAL ASSISTANT.

Subject to
the direction
of Assistant
Superin-
tendent.

93. The Clerical Assistant shall in the performance of his duties be under the control of the Assistant Superintendent.

Absence
from duty.

94. He shall not absent himself from his duties without the permission of the Superintendent.

Records of
inmates.

95. He shall keep correctly written up all books and records in connection with the inmates.

Computing
the rations.

96. He shall compute daily the rations to be issued and enter them in the book kept for that purpose.

Preparing
returns.

97. He shall prepare all returns that may be required from time to time.

Custody
of papers.

98. He shall keep a record of all papers received from immigrants and others and shall not issue them until their respective owners shall be discharged.

Other duties.

99. He shall discharge such other duties as shall be apportioned to him by the Superintendent or Assistant Superintendent.

THE PRINCIPAL NURSE.

100. The Principal Nurse shall when on duty wear the prescribed uniform. To wear uniform on duty.
101. She shall, subject to the direction of the Superintendent, have the immediate control of the nurses, probationers and wardmaids and shall report to the Superintendent or Assistant Superintendent all cases of neglect of duty on their part. Control of nurses, probationers, and wardmaids.
102. She shall have the general control of all the wards. Control of wards.
103. She shall be responsible that the wards, inmates, nurses, clothing, utensils are kept clean. Cleanliness of wards and inmates.
104. She shall on coming on duty make an inspection of the wards and inmates and see that in the infirmary wards everything is prepared for the Medical Officer. Inspection of wards and inmates.
105. She shall go around the infirmary wards with the Medical Officer and take any special instructions in regard to treatment. Special instructions.
106. She shall assist in the training and practical teaching of probationers and nurses in the wards, including such details as testing of urine as may be directed from time to time by the Medical Officer. Training of probationers and nurses.
107. She shall be responsible for the proper performance of the duties of the nurses, probationers and wardmaids, and shall see that the Medical Officer's orders are faithfully carried out and that all rules and regulations written and unwritten are strictly obeyed. Performances of the duties of nurses.
108. She shall see particularly to such details, as correct taking of pulses, accurate testing of urine, correct and complete chart records for the information of the Medical Officer. Taking of pulses and testing of urine.
109. She shall make and keep herself familiar with all the rules and regulations of the Alms House. Rules and regulations.
110. She shall arrange daily hours for nurses' recreation, and apply to the Assistant Superintendent for all extra leave required by the nurses. Recreation and leave of nurses.
111. She shall keep a daily record of the ward work, condition of the patients for the information of the Medical Officer. Report of ward work and condition of patients.

Requisition
for dressings
and extra
articles.

112. She shall prepare requisitions for all dressings and extra articles required for the wards and shall obtain the Medical Officer's approval before submitting them to the Assistant Superintendent.

Obedience
to
instructions.

113. She shall in the performance of her duties generally be under the control of the Superintendent, but she shall obey all specific instructions received from the Medical Officer.

Inventory
of wards.

114. She shall take the inventory of each ward, and any other similar inventory as may be directed by the Superintendent once in every month, and submit it to the Assistant Superintendent on or before the 25th day of each month.

General
duties.

115. She shall perform such other duties as are not incompatible with her position and duties defined above.

Leave and
"off duty."

116. She shall have leave and "off duty" time as may be arranged by the Assistant Superintendent and approved by the Superintendent.

THE PRINCIPAL NIGHT NURSE.

To wear
uniform
on duty.

117. The Principal Night Nurse shall when on duty wear the prescribed uniform.

Hour to
take over
duties.

118. She shall be present at 6 p.m. to take over her duties for the night.

Inspection
of wards.

119. She shall make the rounds of all the wards as often as may be practicable (but at least three times during the night), and shall at each visit carefully inquire whether patients have had the medicines and nourishment ordered.

Keeping of
night visit
book.

120. She shall keep a report of each night visit (in a book provided for that purpose) to be submitted to the Assistant Superintendent as required, in which she shall report all important occurrences and irregularities that may have happened. This book is to be forwarded to the Superintendent daily.

Emergency.

121. She shall assist if required in the wards in any case of emergency.

Reporting
deaths.

122. She shall see that the nurse in charge of each ward reports to her all deaths occurring during the night.

123. She shall be present whenever the Medical Officer is specially called during the night, and it shall be the duty of the nurse in charge of the ward to inform her whenever the Medical Officer has been summoned.

Attendance on Medical Officer specially summoned to ward.

124. She shall make a round of inspection of the wards and lavatories immediately before leaving duty in the morning, and shall be responsible and report on the condition in which each nurse in charge leaves her ward.

Inspection of wards and lavatories.

125. At 6 a.m. she shall hand over to the Principal Nurse or anyone else that may be appointed for that duty.

Time to hand over duties.

CHARGE NURSES.

126. The charge nurses shall obey all directions in respect of their duties which they may from time to time receive from the Superintendent, the Assistant Superintendent, the Medical Officer or the Principal Nurse.

Obedience to directions.

127. They shall be responsible for the proper distribution of the diets, extras, stimulants and medicines sent to their respective wards.

Distribution of diets and medicines.

128. They shall prepare daily the "Nurses Summary" of diets and extras ordered by the Medical Officer on the medical history cards and the stimulants list, showing the name of each patient placed on the stimulants and the respective quantities required.

"Summary" of diets and stimulants list.

129. The summary of diets made on Saturday is intended for Sunday and Monday. When a Public Holiday intervenes the summary will also stand for that day and the day after. This arrangement will not include change of diets for special cases and for patients admitted after the regular summaries have been completed. These cases must be provided for specially on such occasions.

"Summary" and stimulants list for Sunday, Monday and Public Holidays.

130. They shall prepare every afternoon a list of patients who are to take medicines, stimulants, and extra nourishment during the night which they shall deliver every evening at 6 p.m. to the night nurses. They shall furnish them with all information relative to those patients who may require the most strict attention during the night.

Preparation of list of medicines, stimulants, during night.

Loss of articles.

131. They shall be held responsible for the loss of any article in their charge.

Daily return of patients admitted.

132. They shall prepare a daily return, for the information of the Warden, of patients who have been admitted, discharged, and who have died, together with the number of vacant and available beds in their respective wards.

Medical history cards of patients discharged.

133. They shall daily send to the Dispenser the medical history cards of those patients who have been discharged and who have died.

List of diets on hand.

134. They shall on admission, discharge, or death of any patient in the wards furnish the Issuer with a return of the diets prescribed on hand.

Bathing of patients.

135. They shall when patients are admitted see that they are bathed as may be ordered by the Medical Officer.

Patients clothing.

136. They shall on the admission of every patient see that their clothing is properly inventoried, packed in a bag and labelled with the name of the patient and the ward. In the case of male patients the clothing is to be handed over to the Warden, and in the case of female patients to the Matron.

Responsibility for loss of patients' clothing.

137. They shall be held responsible for the loss of any patients' clothing until it has been handed over.

Order in wards.

138. They shall see that the wards are kept clean, and that silence and order are preserved.

Reporting improprieties in wards.

139. They shall report to the Medical Officer or Principal Nurse any improprieties that may take place in their respective wards.

Reporting wish of inmates to see minister.

140. They shall report without delay to the Assistant Superintendent the names of patients who may express a desire to see a minister of religion.

Supervision of under nurses.

141. They shall see that the assistant nurses and probationers and wardmaids are attentive to their duties and kind to the patients in their respective wards, and that the regulations are obeyed.

ASSISTANT NURSES.

142. The assistant nurses shall be subordinate to the charge nurses, and shall obey their instructions. Obedience to instructions.

143. They shall report at once to the charge nurse any changes they may notice in the patients or the death of any patient. Reporting changes in or death of patients.

PROBATIONERS.

144. The probationers shall be subject to the direct control of the Principal Nurse, and shall perform their duties in their wards under the supervision of the charge nurses. Duties.

THE COOK.

145. The chief cook shall be responsible— Duties.
 (a) for all cooking utensils, stores, provisions issued to her;
 (b) for the food being properly cooked and ready at the appointed hours;

146. She shall not allow any waste or misapplication of the food, or permit food to remain in the kitchen after the cooking for the day is over. Waste of food.

147. She shall see that no food is cooked in the kitchen other than that provided for the inmates and the nurses. Only food for the inmates and nurses to be provided in kitchen.

148. She shall be allowed as many male inmates to assist her as may be considered necessary, and shall not permit any other inmates to loiter in or near the kitchen. Inmates to assist cook.

149. She shall be clean and tidy in her person and habits, and shall see that those assisting her pay proper attention to personal cleanliness. Clean and tidy in person.

150. She shall before leaving for the night see that all fires are extinguished, and that the kitchen utensils are thoroughly cleaned and shall report that such is the case to the Assistant Superintendent. Extinguishing fires before closing.

PORTERS, GATEMEN AND BATHMAN.

151. The porters, day and night gatemen, bathman, shall be under the control of the Warden and shall carry out all instructions given to them. Obedience to instructions.

SEAMSTRESSES AND LAUNDRESSES.

Under the control of Matron.

152. The seamstresses and laundresses shall be under the control of the Matron and shall carry out all instructions given to them.

THE INMATES.

Obedience to instructions.

153. The inmates shall obey the orders of the officers and servants of the Institution. They shall perform such work or service as the Superintendent or Assistant Superintendent shall direct.

Bathing and haircutting.

154. They shall bathe every day, unless the Medical Officer orders otherwise, and every male inmate shall have his hair cut at least once a month.

Assisting in wards.

155. They shall, unless when sick or infirm, get up at 5.30 a.m., turn their beds, wash and turn down the utensils at the foot of the bed, assist in sweeping and cleaning the ward, emptying slops, and leave the ward at 7 a.m. for work. Inmates who are capable of rendering assistance, shall help those who are infirm to help themselves, and shall assist in maintaining the general cleanliness of the wards.

Working hours.

156. The working hours shall be six daily, and shall be such hours as may from time to time be fixed by the Superintendent.

Hours for inmates to be in their wards.

157. They shall be in their respective wards at 6 p.m. and remain there until 5.30 the next morning. No talking will be allowed after 8 p.m.

Permission to be obtained to leave the institution. Offences and punishment.

158. They shall not leave the Institution without the permission of the Superintendent or Assistant Superintendent.

159. Any inmate who transgresses any of the rules of the Institution, or who may be guilty of any of the undermentioned acts, shall be liable to a punishment as may be imposed by the Superintendent. If in the opinion of the Commissioners the offence is of a serious character, such inmate may be proceeded against before the magistrate:—

- (1) making use of obscene or profane language; or
- (2) insulting, threatening or assaulting any person; or
- (3) refusing to work; or
- (4) feigning sickness; or
- (5) gambling; or

- (6) disobedience of orders; or
- (7) entering or attempting to enter without permission any ward other than the one assigned to him or her; or
- (8) handing or passing out of the Institution any food, clothing, or other article; or
- (9) leaving or attempting to leave the Alms House without permission or climbing over the fence or boundary surrounding the Alms House; or
- (10) theft; or
- (11) drunkenness; or
- (12) bartering or selling food or other articles; or
- (13) want of proper attention to cleanliness; or
- (14) wilfully or carelessly soiling the wards or damaging any property belonging to the Alms House; or
- (15) misconduct at public worship, or in going or returning therefrom; or
- (16) noisy or disorderly conduct; or
- (17) making any false, vexatious or misleading report against any officer, servant, or inmate of the Institution.

The punishment referred to in these rules shall be as follows—

- (1) reduction or alteration in diet;
- (2) stoppage of leave;
- (3) stoppage of tobacco;
- (4) solitary confinement for any period not exceeding three days.

VISITORS.

Ministers of Religion.

160. Ministers of religion and persons accredited by them shall be permitted to visit the patients at times approved by the Superintendent or Assistant Superintendent. They are requested to record their visits in the book provided for the purpose.

Visit to inmates.

VISITORS TO INMATES.

161. Relatives and friends of inmates will be admitted on Sundays between 1 p.m. and 4 p.m. and on Wednesdays between 11 a.m. and 1 p.m.

Days and hour of admission.

Visit to patients on business.

162. Visitors wishing to see an inmate on business will be admitted at the discretion of the Superintendent or Assistant Superintendent.

Special privileges of admission.

163. Visitors will, under urgent circumstances, on application to the Superintendent or Assistant Superintendent, be admitted to see their relatives who may be ill.

Bringing in of articles.

164. Visitors are not permitted to take into the Institution spirituous liquors, tobacco or other articles, without the sanction of the Superintendent, or Assistant Superintendent.

Misconduct of visitor.

165. Any visitor who misconducts himself or violates any of the regulations of the Alms House shall be liable to immediate expulsion, and may thereafter be refused re-admission as a visitor.

Persons discharged for breaches of regulations not to be admitted as visitors without special permission.

166. Persons who have been discharged from the Alms House for any breach of the regulations shall not be admitted as visitors without the special permission of the Superintendent.

GENERAL RULES.

Obedience to instructions.

167. Every nurse and other employee shall obey the instructions of the officers of the Institution.

Nurses appropriating food.

168. No nurse or other employee shall appropriate any food, spirituous liquors, tobacco, clothing, or any other article issued for the use of or belonging to an inmate.

Nurses introducing matches and pipes.

169. No nurse or other employee shall bring into the Institution matches, pipes, tobacco, spirituous liquors, or articles of diet for the use of the inmates without the permission of the Superintendent.

Borrowing money from inmates.

170. Nurses and other servants of the Alms House are hereby warned that borrowing money from an inmate of the Institution is strictly prohibited and any servant of the Institution found transgressing this rule will be punished with instant dismissal.

171. The following Public Holidays shall be observed as on Sundays, whenever such observance does not interfere with the proper working and good order of the Institution, that is to say—

Observance of Public Holidays.

- New Year's Day;
- Good Friday;
- Easter Monday;
- Whit Monday;
- Empire Day;
- The Queen's Birthday;
- The first Monday in August;
- Christmas Day, and
- The Day after Christmas Day.

172. All employees shall report at once their inability to attend duty and shall at the same time state the nature of the said inability.

Reporting inability to attend work.

173. Every nurse or other employee may for misconduct, or disobedience of the rules, or instructions, be punished by a fine, suspension, or discharge by the Superintendent, with the approval of the Chairman of Poor Law Commissioners. The fine shall not in any case exceed two dollars.

Punishment of employees for misconduct.

THE FINE FUND.

174. Every fine imposed on a nurse or other employee shall be deducted by the Superintendent from the salary of the person fined, and be paid into a fund to be called the Fine Fund.

The Fine Fund.

DIET TABLE.

ALMS HOUSE, GEORGETOWN.

EAST INDIAN DIET.

BREAKFAST, *daily*—6 a.m.

4 oz. Bread, 1½ ozs. Sugar, ½ oz. Cocoa or Coffee or ⅓ oz. Tea, ⅓ pt. Milk.

DINNER, *daily*—11 a.m.

5 ozs. Rice, 3 oz. Split Peas or Dhol, 2 ozs. Salt Fish, 1 dr. Curry Powder, ½ oz. C.S. Oil, ¼ oz. Onions. Pepper and Salt to taste.

SUPPER, *daily*—4.30 p.m.

2 oz. Rice, Cornmeal or Barley, in pap, 1½ ozs. Sugar, 4 ozs. Bread, ¼ pint Milk.

ORDINARY DIET.

BREAKFAST, *daily*—6 a.m.

4 oz. Bread, 1½ ozs. Sugar, ½ oz. Cocoa or Coffee, or ⅓ oz. Tea, ⅓ pt. Milk.

DINNER, 11 a.m.

Sunday and Wednesday.—8 ozs. Fresh Beef, ½ oz. Flour, 8 oz. English Potatoes or other Vegetables without skins, ¼ oz. Onions, 4 ozs. Bread. Salt and Pepper to taste.

Or 8 oz. Fresh Beef, 1 oz. Barley, 16 ozs. Sweet Potatoes or other Vegetables without skins, ¼ oz. Onions. Salt and Pepper to taste.

Monday.—3 ozs. Split Peas, 3 ozs. Salt Beef or Fresh Beef, 6 ozs. Rice or 16 ozs. other Vegetables without skins, ¼ oz. Onions. Salt and Pepper to taste.

Tuesday, Thursday and Saturday.—16 ozs. Plantains without skins, 3 ozs. Salt Fish, 1 oz. S. Pork or ½ oz. S. Pork and ½ oz. F. Beef, ¼ oz. Onions. Salt and Pepper as on other days.

Friday.—3 ozs. Split Peas, 3 ozs. S. Beef or F. Beef, 8 ozs. Flour and Cornmeal mixed, or 16 ozs. Plantains or Potatoes without skins, ¼ oz. Onions. Salt and Pepper as on other days.

SUPPER, *daily*—4.30 p.m.—The same as East Indian Diet.

SUBSTITUTES.

- (i) 2 ozs. Biscuits may be issued in lieu of 4 ozs. Bread.
- (ii) 8 ozs. Bread for 16 ozs. Vegetables.

ALLOWANCES.

25 per cent. on Vegetables (Sweet Potatoes) other than Plantains, for skins, and	} These allowances apply to the full Alms House Hospital diet also.
87½ per cent. on Plantains, i.e., 14 ozs. on every pound.	
20 per cent. on Coffee and for roasting grinding.	

MEDICAL DEPARTMENT—BRITISH GUIANA.

ALMS HOUSE HOSPITAL DIET TABLE

	1.—MILK.	2.—SPOON.	3.—FULL.
SCALE OF DIETS.	Milk ... 3 pints	Black Tea ... ½ oz. or Coffee or Cocoa ½ oz. Sugar ... 3½ ozs. Bread ... 8 ozs. or Biscuits... 4 ozs. Milk ... 1½ pts. Arrowroot } or Sago } ... 1½ ozs. Rice ... 3 ozs. N.B.—Condensed Milk may be used for spoon diet pap.	Black Tea ... ½ oz. or Coffee or Cocoa ... 1 oz. Sugar ... 3 ozs. Bread ... 8 ozs. or Biscuits ... 4 ozs. Milk (5 ozs.) ... ½ pt. Fresh Beef ... 8 ozs. Lard ... ½ oz. Potatoes, sweet or English, or Plantains from 12 to 16 ozs. Rice ... 3 ozs. Peas ... 2 ozs. or Flour ... 7 ozs. Salt and the necessary seasoning.
MEALS & HOURS	DIFFERENT MEALS OF THE DAY		
BREAKFAST, 7 A.M.	Milk ... ¾ pint	Black Tea ... ½ oz. or Coffee or Chocolate ... ½ oz. Sugar ... 1 oz. Bread ... 4 ozs. or Biscuits ... 2 ozs. Milk ... ½ pt.	Black Tea ... ½ oz. or Coffee or Cocoa ... ½ oz. Sugar ... 1½ ozs. Bread ... 4 ozs. or Biscuits ... 2 ozs. Milk (2½ ozs.) ... ½ pt.
10 A.M. ...	Milk ... ¾ pint		
DINNER, 12.30 P.M.	Milk ... ¾ pint	Sugar ... 1½ oz. Sago or Arrowroot ... 1½ oz. or Rice ... 3 ozs. Milk ... ¾ pt.	Fresh Beef ... 8 ozs. Lard ... ½ oz. English or Sweet Potatoes 12 to 16 ozs. or Plantains (without out skins) 12 to 16 ozs. or Rice ... 3 ozs. Peas ... 2 ozs. or Flour ... 7 ozs. Flavoured with onions, salt, etc.
SUPPER, 5 P.M.	Milk ... ¾ pint	Sugar ... 1 oz. Milk ... ¾ pt. Bread ... 4 ozs. or Biscuits ... 2 ozs.	Black Tea, etc. ... ½ oz. Sugar ... 1½ ozs. Milk ... 2½ ozs. Bread ... 4 ozs. or Biscuits ... 2 ozs.
EXTRAS AND SUBSTITUTES OF EACH DIET RESPECTIVELY.	Sugar, ½ oz., may be added to each pint of milk. Bread, 8oz., or Biscuits, 4 ozs. Beef or Chicken Tea, 1 pint. Milk, 1 pint.	Mutton Broth. Beef or Chicken Tea may be ordered when necessary. N.B.—The hours of serving this diet can be altered at the discretion of the Medical Officer.	1 oz. Butter may be ordered when necessary. If Beef Soup is preferred ½ oz. Barley might be substituted for Lard.

DIRECTIONS.

1. This scale of diets and meals is to be *strictly adhered to*, and is to be prescribed and ordered by the Medical Officer according to the *condition of the patient and with due regard to economy*.

2. Care is to be taken that no diet or extra is changed until the previous one is struck off.

3. Every pint of beef or chicken tea or soup should consist of $\frac{1}{2}$ lb. beef or chicken and $\frac{3}{4}$ oz. barley—

(a) to be served as ordered by the Medical Officer;

(b) when beef tea disagrees with a patient the beef can be cooked underdone and the patient directed to suck the juice.

4. All diets and extras for the following day shall be ordered before 3 p.m., in order to give time to prepare the summary and issue the requisitions to the contractors.

5. Should occasion arise where a patient's diet requires to be changed at once, an exchange of diet with another patient is to be resorted to for that day and the requisite diet ordered for the following day.

6. Extra nourishment for the use of serious cases during the night must be specially ordered with directions as to the way it is to be given. Any milk, spoon diet, beef or chicken tea or bread left in kitchen or wards by death or discharge of a patient should be saved in the kitchen, warmed up and served for patients at night or admitted into hospital after store is closed.

7. The following stimulants when necessary can be ordered in such quantities as may be *absolutely* requisite, but to be decreased or discontinued the moment the medical necessity for their use ceases to exist, viz.—

BRANDY, WHISKY, GIN, PORT, ALE, STOUT, OR CHAMPAGNE.

8. The following extras can be ordered, viz.—

(a) *Liebig's extract, bovril, essence of beef*, when beef or chicken tea is not available.

(b) *Eggs* (2) and *sugar* ($\frac{1}{2}$ oz.) for making brandy and egg mixture of the B.P.

(c) *Barley* for barley water.

(d) *Oatmeal* for gruel.

(e) *Arrowroot* for special cases.

(f) *Milk* ($\frac{1}{2}$ pint), in lieu of stimulants, when necessary.

(g) *Fruit*, when requisite.

(h) *Ice* when absolutely necessary. } In suitable quantities.

9. Special permission must from time to time be obtained to provide a *special diet* for exceptional cases as they come under treatment.

10. In special cases the ordinary Alms House diets may be given to a patient in hospital.

11. In special cases the hospital diets may be given to inmates not in the hospital wards.

N.B.—Every Diet has its own extras stated below in the same column and these extras are not interchangeable.

RULES FOR THE GUIDANCE OF OFFICERS.

ARRANGEMENT OF RULES.

RULE.

1. Inquiry into circumstances of applicant.
2. Report by Government Medical Officer.
3. Preparation of half-yearly schedule.
4. Supplementary schedule.
5. Temporary relief.
6. Casual relief.
7. Mode of payment of doles.
8. Provisional receipts.
9. Pay sheets.
10. Sending paupers to Alms House.
11. Order for admission to the Alms House
12. Admission to an estate's hospital.
13. Monthly return of admissions.
14. Cash payments for funerals.
15. Recovery of funeral expenses.
16. Funeral expenses limited to \$3.
17. Cash book.
18. Manner of keeping accounts.
19. Receipts.
20. Vouchers.
21. Persons sent to estates' hospitals by police.
22. Official visits by Secretary, Poor Law Commissioners.

RULES

for the guidance of Officers in the Administration of Poor Relief made by the Poor Law Commissioners under section 15 and approved on the 29th June, 1909.

1. Before any person is made the recipient of out-door relief or is recommended for admission to the Alms House, full and careful inquiries shall be made into the circumstances of the applicant by the officers appointed for that purpose.

Inquiry into circumstances of applicant.

2. Except in urgent cases a report should be obtained from the Government Medical Officer of the district as to the condition of every applicant for relief or admission to the Alms House.

Report by Government Medical Officer.

3. In the half-yearly schedule of allowances, the number of paupers recommended in each class for relief shall be stated; and each class shall be kept separate on the schedule. When any person on the schedule is known to have property, a description of such property with its probable value shall be given.

Preparation of half-yearly schedule.

Supple-
mentary
schedule.

4. No person's name shall be added to the half-yearly schedule of allowances after it has been sanctioned by the Poor Law Commissioners. If any addition should appear to the Local Board of Guardians to be necessary a supplementary schedule containing the name or names of the applicants, together with the usual information, shall be forwarded to the Poor Law Commissioners for their sanction.

Temporary
relief.

5. When temporary relief is granted to persons who have relatives liable for their support, such relief shall not, without the consent of the Poor Law Commissioners, exceed one month's ordinary relief.

Casual relief.

6. Casual relief shall be kept apart from ordinary relief in the half-yearly schedule of allowances; and each payment shall be supported by a proper voucher.

Mode of
payment
of doles.

7. The payment of doles shall be made, as far as practicable, to the paupers themselves. Where payment to a third party is unavoidable it shall be made only to duly accredited agents of the paupers, and not promiscuously, but on no account shall the President of a Local Board act as an agent for any pauper in the matter of receiving such pauper's relief.

Provisional
receipts.

8. In all cases where a receipt is given to the President, by a third party, for money to pay paupers in outlying parts of a district, such receipt shall be regarded as provisional only, and shall, as soon as practicable, be supplemented by a receipt from the paupers themselves.

Pay sheets.

9. All pay sheets used shall be of a uniform kind, and shall be forwarded to the Poor Law Commissioners, together with the vouchers, as soon as the paupers have been paid.

Sending
paupers to
Alms House.

10. Before any pauper is sent to the Alms House, the President of the Local Board of Guardians shall, except in urgent cases, forward to the Secretary of the Poor Law Commissioners an application for admission, and also a medical certificate as to the condition of such pauper, and as to fitness for admission into such institution.

Order for
admission
to the
Alms House.

11. If the case is considered a fit one, an order will be sent to the President of the Local Board of Guardians to be forwarded with the pauper, and no pauper shall be admitted into the Alms House without such order.

12. In every case in which a destitute person has been admitted into an estate's hospital, such person shall be forwarded to the nearest public hospital, as soon as the Medical Officer certifies that such person is fit to be removed.

Admission to an estate's hospital.

13. The President of each Local Board shall, at the expiration of every month, forward for the information of the Poor Law Commissioners a return showing the name of the patient or patients admitted, date of admission, and date of discharge or death. The President shall see that the accounts for the maintenance of such patients are rendered monthly.

Monthly return of admissions.

14. No orders for funerals for paupers shall be given. Cash shall be paid in every case for any such service. To enable a Local Board to make cash payments, the President thereof shall be given an advance at the commencement of each financial year, and on vouchers for payments made thereout being sent in, the advance shall be raised again to its full amount.

Cash payments for funerals.

15. Where payments are made on account of funerals, Local Boards shall endeavour to recover, where practicable, the amounts so advanced from relatives of the deceased.

Recovery of funeral expenses.

16. No account for funeral expenses exceeding \$3 will be paid, unless a full and satisfactory explanation is given as to the cause of the additional charge.

Funeral expenses limited to \$3

17. The President of each Local Board shall keep a Cash Book. Two such books shall be supplied to each President, so that these may be used in alternate months, and at the close of each month the one used during that month shall be forwarded to the Secretary to the Poor Law Commissioners to be checked by him.

Cash book.

18. All poor law accounts shall be certified by the President of the Local Board of Guardians of the district in which the debt has been incurred; and every account for treatment and maintenance in an estate's hospital shall also be certified by the Government Medical Officer of the district.

Manner of keeping accounts.

19. In the case of receipts for accounts paid to persons unable to write, their mark must be witnessed by two persons able to read and write. If two such witnesses cannot be obtained the signature of one witness will be accepted. If, however, no person able to read and write is obtainable, an honour

Receipts.

certificate from the paying officer will be received, accompanied by an explanation on the voucher as to the absence of witnesses.

Vouchers.

20. All accounts entered on the abstract of accounts as paid, shall be accompanied by proper vouchers.

Persons sent
to estates'
hospitals
by police

21. All accounts forwarded to the Poor Law Commissioners for the maintenance and treatment of persons sent to estates' hospitals by the police, shall be accompanied by a certificate from the superintendent of police of the district that diligent inquiry has been made into the case; that the person so treated is destitute; and that, as far as can be ascertained, such person has not relatives liable for his maintenance.

Official visits
by Secretary,
Poor Law
Commis-
sioners.

22. The Secretary to the Poor Law Commissioners shall pay official visits of inspection to the out-districts whenever practicable, and observe the manner of administering relief to the paupers.

RULES

governing the Administration of funds bequeathed or otherwise given for the benefit of the poor of the Colony of British Guiana. Approved by the Governor on the 19th July, 1911.

1. A fund to be named "Bequests to Poor Fund" is hereby constituted, into which shall be paid all sums which may from time to time be bequeathed by private persons for the benefit of the poor, or for the church and poor.

2. The fund shall be administered by, and be at the disposal of, the Poor Law Commissioners, to be used by them for the relief of poverty and distress, in exceptional cases, and in such other cases in which the moneys voted by the legislature are not applicable.

3. All sums payable to this fund shall be paid to the Poor Law Commissioners.

4. All such sums received by the Poor Law Commissioners shall be entered with the particulars relating thereto in the minutes of the proceedings of the Commissioners, and the funds shall be invested at interest by the Commissioners in the Post Office Savings Bank or in such other secure manner approved

by the Governor. Money deposited in the Post Office Savings Bank shall be withdrawn on an order signed by the Chairman of the Poor Law Commissioners.

5. The Poor Law Commissioners shall keep an account of the receipts and payments and submit a statement together with the necessary vouchers which shall be audited by an officer of the Audit Department at the close of each financial year.

LEAVE REGULATIONS FOR THE ALMS HOUSE.

Approved by the Governor on the 31st March, 1913, and amended on the 17th April, 1923.

REGULATIONS FOR LEAVE TO NURSES, ATTENDANTS, SERVANTS AND ALL OTHER OFFICERS OF THE POOR LAW DEPARTMENT, NOT ON THE FIXED ESTABLISHMENT.

1. Leave may be granted by the Chairman of Poor Law Commissioners, provided it causes no inconvenience or additional expense to the institution concerned—

(a) on full pay, but without rations or ration allowance, and not to exceed twelve days in each financial year;

(b) on half-pay, not exceeding two weeks for each year of service since the date of the preceding leave of a similar kind;

(c) without pay or allowances for such period as the Chairman of Poor Law Commissioners may determine;

(d) in addition to the leave allowed in (a) full pay without allowances, not exceeding two months for each service of four years, provided that the conduct of the applicant is satisfactory, and that the exigencies of the service allow.

2. Any of the above officers becoming sick during service, provided they remain in the institution to which they belong, or are transferred to another institution with the consent of the Chairman of Poor Law Commissioners, will obtain—

(a) treatment and maintenance;

(b) full pay up to fourteen days, but without rations or ration allowance; and after that on half-pay for such period as the Chairman of Poor Law Commissioners may think fit not exceeding three months, when, if the person is not able

to resume his or her duties, a special report is to be made by the superintendent of the institution to the Chairman of Poor Law Commissioners, who will represent it to the Governor.

Under special circumstances the part of this rule with regard to remaining in the institution may be relaxed by the Chairman of Poor Law Commissioners, but in such case the leave will be granted in accordance with rule 1.

3. Under no circumstances shall the leave granted by the Chairman of Poor Law Commissioners entitle the person to whom it is granted to leave the Colony. When such permission is required, it must be submitted to the Governor.

4. The lapsing pay and allowance can be used in such way as the Chairman of Poor Law Commissioners may direct for the payment of substitutes.

5. In each institution a leave book is to be kept, in which shall be entered the dates from and to which all leave is granted.

REGULATIONS FOR THE ALMS HOUSE FINE FUND.

Approved by the Governor on the 19th July, 1928.

All fines to be paid into the Post Office Savings Bank.

1. All fines imposed on the employees of the Alms House shall be promptly paid by the Secretary of the Poor Law Commissioners into the Post Office Savings Bank to the credit of an account entitled the "Alms House Fine Fund."

Investment of Funds.

2. The Chairman of the Poor Law Commissioners may invest the Fund or part of it in such securities as the Governor may approve, and the interest derived from such investments shall at once be deposited in the Savings Bank to the credit of the Fund.

Capital and Income Account. Balances on 31st December, 1928.

3. There shall be two accounts, the capital account and the income account. The balances on hand on the 31st December, 1928, shall be carried forward to their respective accounts. Half of the fines levied in every year shall be carried to capital account.

Income Account.

The income account shall consist of all interest on capital, and of half the fines levied in the preceding year and an unexpanded balance in one year may be carried forward to the next:

Provided, however, that when the balance at the end of any year exceeds the amount of fines paid during that year, an amount equal to the excess shall be carried to capital.

4. The income of the Fund may be applied as follows— Application of the Fund.
- (a) for making grants for recreation rooms or grounds used exclusively by the employees;
 - (b) for grants to employees' Christmas entertainments;
 - (c) for providing books and papers for employees' libraries;
 - (d) in such other manner for the benefit of the employees as the Governor may from time to time direct.

5. An account of the receipts and payments made up to 31st December, together with the Post Office Savings Bank Book and all vouchers, shall be submitted not later than the 31st of January to the Director of Audit for audit. The audited statement shall then be laid before the Governor. Accounts to be made up not later than 31st January in each year.