

General Regulations

OF THE

BETHEL HOSPITAL,

NORWICH.

1861.

JARROLD AND SONS, PRINTERS, LONDON STREET, NORWICH.



GENERAL REGULATIONS

OF THE

BETHEL HOSPITAL, NORWICH.

THE GOVERNORS, seven in number, are appointed under the Will of the Foundress, MRS. MARY CHAPMAN, dated the 4th day of December, 1717, to carry out the directions of the same pursuant to Charter, and to meet for that purpose, at the Hospital, on the first Monday in each Month, at Twelve o'clock, at noon.

THE ORDER OF BUSINESS.

FIRST.—The Clerk reads over the Minutes of the last Meeting, which, if approved, are signed by all the Governors present.

SECONDLY.—The Master's Monthly Accounts are examined and passed.

THIRDLY.—The Medical Officers make their Monthly Report of the admissions and discharges of the Patients, and the general state and condition of the Hospital.

FOURTHLY.—The Clerk's Account of Monthly Receipts for old Patients are examined, and the Amount of Payment for each new Patient is fixed.

FIFTHLY.—All Bills are examined, and Orders made for Payment of such as are required.

SIXTHLY.—The Steward's and Master's Monthly Reports are examined, and the Minutes of the Rough Order Book are read and signed by all the Governors present.

SEVENTHLY.—At the April Meeting, two of the Governors are appointed to audit the Yearly Accounts, which are to be laid before the Governors at the May Meeting for their examination and approval.

EIGHTHLY.—Each Governor visits the Hospital in weekly Rotation, to see the state and condition of the whole establishment.

THE ESTABLISHMENT.

RESIDENT MEDICAL SUPERINTENDENT.

VISITING SURGEON.

STÉWARD.

CLERK.

MASTER.

MATRON.

RESIDENT MEDICAL SUPERINTENDENT.

HE shall be a duly qualified Physician, Surgeon, or Apothecary.

He shall visit every Patient once a day, and oftener if necessary, and shall confer with the Visiting Surgeon as to the treatment of the Patients.

He shall make a Report to the Governors, of the number of admissions, removals, and discharges, during the month; and shall also make a Report as to the general condition of the Patients, and such other matters as may appear expedient for the purpose of showing the state and management of the Bethel.

He shall examine all applicants previous to their being admitted as patients into the Bethel, and shall make proper entries relating thereto; he shall classify the patients of both sexes; he shall decide upon the diet to be given to sick or infirm Patients.

He shall keep a journal, in which he shall state the medical treatment of every sick Patient; he shall also keep a Medical Journal and Case Book, and shall regularly exhibit the above books at every meeting of the Governors; he shall have power to suspend servants subject to the approval of the Chairman.

VISITING SURGEON.

HE shall attend the Bethel two days in every week, and at other times, if necessary, and shall examine all applicants previous to their being admitted as patients into the Bethel, except when unavoidably prevented, in which case this duty to devolve on the Medical Superintendent.

He shall have access to every Patient, but whilst going through the female wards, he shall

be always attended by the Matron or a Female Attendant.

He shall consult with the Resident Medical Superintendent relative to the treatment, diet, and general management of the Patients, and make proper entries thereof in a journal to be kept for the purpose.

He shall attend the monthly meetings of the Governors, and shall then report to them the result of his visits, the name of every Patient fit for discharge, and also the case of every death or escape that shall have occurred.

MASTER.

THE Master shall have general control, subject to the Medical Superintendent, over all the Male Attendants and Servants, and authority to discharge them subject to the approval of the Chairman.

He shall have a similar control, subject to the Medical Superintendent, in common with the Matron, over the Female Attendants and Servants, and shall have the power to discharge them subject to the approval of the Chairman.

He shall see every male Patient at least twice in the day, and the female Patients, when directed by the Medical Superintendent; he shall never absent himself for a night without permission in writing from two of the Governors, and then only on condition of his providing a person properly qualified to reside in the Bethel and perform his duty.

He shall be responsible for the management and condition of the establishment, and shall have the direction of the general treatment of the patients subject to the orders of the Medical Superintendent.

He shall take care of all stores, and shall be responsible for the quantity, quality, and safe keeping of all articles purchased; he shall see that all contracts are duly performed, and report any instance to the contrary, and superintend the serving out the provisions for the Patients.

MATRON.

THE Matron shall be under the control of the Medical Superintendent; she shall obey the directions of the Master, and shall be responsible

for the condition of the Female Wards, and shall have the control over the Female Attendants and Servants in common, with the Master.

She shall superintend the bedding and clothing of the patients, and shall use her best endeavour to induce the female Patients to occupy themselves in needle and household work, and other suitable employments, and take them out for rides and walks.

She shall see all the female Patients, and every ward appropriated to their use, at least twice in the day, and shall report all illness and casualties to the resident Medical Superintendent.

GENERAL MANAGEMENT.

The male and female Patients shall be kept in separate wards, and no Male Attendants or Patients shall be allowed to enter the female wards, nor shall any female enter the male wards, except when the Medical Officer shall deem it advisable to appoint Nurses or Female Servants to attend upon any of the Patients, or by the order of the Superintendent.

The convalescent and quiet Patients shall be in general separated from those who are refractory, noisy, or dangerous, and the clean shall be at all times separated from the dirty Patients.

There shall be one Attendant at least for every twenty Patients who are tranquil or convalescent, and not less than one Attendant for every sixteen Patients who are dirty, violent, or refractory, or dangerous to themselves or others.

At least one room on the male side, and one room on the female side, shall be appropriated as at present for sick Patients.

During the day, the Patients of both sexes shall be employed as much as practicable, and as a principal in treatment, endeavours shall be continually made to occupy the minds of the Patients to induce them to take exercise in the open air, and to promote cheerfulness and happiness amongst them.

Needlework and other suitable employments shall be provided, so far as such employments can be provided with safety, and with benefit to the Patients.

An ample supply of books and cheap publications of a cheerful character, in addition to Bibles and Prayer-books, shall be provided, and various means of amusements shall be placed at the disposal of the Patients of both sexes, and they shall be encouraged to have recourse to them.

The airing grounds, into which the several wards open, shall be accessible all the day to the Patients who can be trusted to walk in them.

One Attendant shall sleep near so as to overlook every dormitory containing more than four beds, and shall have a light burning throughout the night, or the means of immediately obtaining one.

Every dormitory for male Patients (excepting Rooms for single Patients) shall contain not less than three beds, and all Patients shall sleep in single beds.

No Patient shall be struck or kept in perpetual restraint or seclusion, and no patient shall be restrained or secluded at any time, except by Medical authority, or kept in seclusion any longer than absolutely necessary.

All the Attendants shall be instructed to

treat the patients kindly, indulgently, and never to strike or speak harshly to them, and they shall be held responsible for the safety, cleanliness, and general condition of the Patients, and for the ventilation, proper warmth, and good order of their respective wards.

Near relations and friends of the Patients shall be allowed to visit them for one hour on every Tuesday, Thursday, and Saturday, at a stated period.

In case of the illness of a patient, or if the friends come from a distant place, they shall be admitted to visit them at any time.

Upon every visit made by a male relation or friend to a female Patient, the Matron, or a Female Attendant shall accompany the visitor and remain in the room during the interview; this rule to apply to the male side.

No strangers shall be admitted into any part of the Bethel occupied by Patients, except by the written authority of the Governors or one of the Commissioners in Lunacy, unless accompanied by the Superintendent or Medical Officers belonging to the Institution.

On the death of a Patient, notice shall be

immediately given to one of the nearest relations. If they are not known, then to the Parish Officers.

No Patient shall pass beyond the walls of the Bethel until discharged by due authority, unless the temporary absence of such Patient be permitted under the power contained in the 71 Section of the Act 8 and 9 Vict. c. 126, or unless the Medical Superintendent shall give express direction for that purpose.

1
up
to
C. C. Lewis

*I approve of the foregoing General Regulations
for the Bethel Hospital, Norwich.*

G. C. LEWIS.

WHITEHALL,
19TH MAY, 1860.

DIETARY TABLE.

BREAKFAST.

Every Day .. MALES $1\frac{1}{2}$ pt. Milk Broth, 7 ozs. Bread, or $\frac{3}{4}$ pt. Tea,
7 ozs. Bread and Butter.
,, .. FEMALES .. $\frac{3}{4}$ pt. Tea, 6 ozs. Bread and Butter or Cheese.

DINNER.

Sunday MALES 7 ozs. baked Beef, Pork, and Mutton, 4 ozs.
Bread, 10 ozs. baked Potatoes, $\frac{3}{4}$ pt. Beer.
,, .. FEMALES .. 5 ozs. baked Beef, Pork, and Mutton, 4 ozs.
Bread, 8 ozs. baked Potatoes, $\frac{1}{2}$ pt. beer.

Monday MALES .. 16 ozs. baked Currant Pudding or Cake, $\frac{3}{4}$ pt. Beer.
,, .. FEMALES 12 ,, ,, ,, $\frac{1}{2}$,,

Tuesday MALES 7 ozs. boiled Beef, Mutton, and Pork, 4 ozs.
Bread, 10 ozs. boiled Potatoes, $\frac{3}{4}$ pt. Beer.
,, .. FEMALES .. 5 ozs. boiled Beef, Mutton, and Pork, 4 ozs.
Bread, 8 ozs. boiled Potatoes, $\frac{1}{2}$ pt. Beer.

Wednesday.. MALES 6 ozs. roast Sausages, 4 ozs. Bread, 12 ozs.
boiled Potatoes, $\frac{3}{4}$ pt. Beer.
,, .. FEMALES .. 4 ozs. roast Sausages, 4 ozs. Bread, 9 ozs.
boiled Potatoes, $\frac{1}{2}$ pt. Beer.

Alternate—

Wednesday.. MALES 18 ozs. Sausage Roll, $\frac{3}{4}$ pt. Beer.
,, .. FEMALES .. 14 ,, ,, $\frac{1}{2}$,,

Thursday .. MALES 7 ozs. baked Beef, Veal, and Pork, 4 ozs.
Bread, 10 ozs. baked Potatoes, $\frac{3}{4}$ pt. Beer.
,, .. FEMALES .. 5 ozs. baked Beef, Veal, and Pork, 4 ozs.
Bread, 8 ozs. baked Potatoes, $\frac{1}{2}$ pt. Beer.

Friday..... MALES 16 ozs. boiled Plum Pudding, $\frac{3}{4}$ pt. Beer.
,, .. FEMALES .. 12 ,, ,, $\frac{1}{2}$,,

<i>Saturday</i>	.. MALES 7 ozs. Boiled Beef, Mutton, and Pork, 4 ozs. Bread, 10 ozs. boiled Potatoes, $\frac{3}{4}$ pt. Beer.
„	.. FEMALES	.. 5 ozs. boiled Beef, Mutton, and Pork, 4 ozs. Bread, 8 ozs. boiled Potatoes, $\frac{1}{2}$ pt. Beer.

SUPPER.

<i>Monday, Wednesday, Thursday, Friday, and Sunday.</i>	{	MALES .. 7 ozs. Bread and Butter, $\frac{3}{4}$ pt. Tea, those who wish Cheese instead of Butter.
		FEMALES 6 ozs. Bread and Butter, $\frac{3}{4}$ pt. Tea. those who wish Cheese instead of Butter.
<i>Tuesday & Saturday</i>	.. MALES	.. $1\frac{1}{2}$ pt. Meat Broth, 7 ozs. Bread, or as other nights.
„	.. FEMALES	1 pt. Meat Broth, 6 ozs. Bread, or as other nights.

The Dinners are further varied by the occasional substitution of Pork and Bacon when Peas and Beans are in season; Cabbages, Turnips, and Parsnips, often used with Boiled Meat.

The sick to be dieted at the discretion of the Medical Officers.

Patients employed in Washing, Laundry, Workshop, &c., Males, $\frac{3}{4}$ pt. Beer, Females, $\frac{1}{2}$ pt. at Luncheon.

On *Christmas Day*, the Dinner, Roast Beef and Plum Pudding, and in the *Christmas week*, Mince Pies, Cake, Fruit, &c., be added to the usual fare.

Shrove Tuesday, Coquilles Buttered for breakfast.

The Attendants to have, at all times, the means of obtaining Gruel and other food for such Patients as may require it.

The weight of Food in this Table is the average quantity given, but the Master is permitted to give the food as he thinks each Patient requires.

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