

BROADMOOR CRIMINAL LUNATIC ASYLUM.

COPIES of RULES for the Guidance of the OFFICERS, ATTENDANTS, and SERVANTS of BROADMOOR CRIMINAL LUNATIC ASYLUM (pursuant to Act 23 & 24 Vict., c. 75. s. 5).

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RULES for the Guidance of the OFFICERS of BROADMOOR CRIMINAL LUNATIC ASYLUM.

THE MEDICAL SUPERINTENDENT.

1. THE Medical Superintendent shall be a fellow or member of the College of Physicians in London, Edinburgh, or Dublin, or a Doctor of Medicine of the University of Oxford, Cambridge, Edinburgh, or London, qualified to practise as a physician, or shall be a fellow or member of one of the Royal Colleges of Surgeons, and a licentiate of the Company of Apothecaries.
2. He shall devote the whole of his time to the duties of the office, and shall not have any connexion, directly or indirectly, with any other establishment for the reception of lunatic or other patients; nor shall he be engaged in the practice of his profession.
3. One of the medical officers shall be at all times on duty in the Asylum. The Superintendent and Deputy Superintendent shall never be both absent for a night from the establishment.
4. The Superintendent shall not be absent from the Asylum for more than one night without the written consent of one member of the Council, and when so absent shall enter the same in his journal. An absence of six weeks in every year will be allowed him, provided that arrangements be made, satisfactory to the Council, for the efficient performance of his duties during such absence.
5. He shall have control over all the other officers, attendants, and servants, in everything pertaining to the maintenance, care, occupation, and amusement of the patients. He shall have power to provisionally engage attendants and servants, and to grant them temporary leave of absence. He shall have authority to suspend any subordinate officer or servant until the next meeting of the Council.
6. He shall be responsible for the management and condition of the Asylum, and shall superintend the whole of the medical and moral treatment of the patients, and the general arrangements of the establishment, subject to the rules of the Asylum, and the directions of the Council.
7. He shall classify the patients, and shall regulate and determine the diet of those who are sick and infirm, in such manner as he shall see fit, taking care that the particulars of such sick or extra diet be entered in a book, to be kept for that purpose. He shall also from time to time examine the provisions furnished for the use of the patients, and report to the Council whenever he shall consider the quality of any part of it to be unsatisfactory.
8. He shall carefully examine every patient on admission and, if requisite, on removal, and shall cause proper entries relative thereto to be made in the books kept for that purpose.
9. He shall make a daily visit to all parts of the Asylum, passing in review the whole of the patients, attendants, and servants; this general visit to be independent of any special visits which, from the severity of particular cases, or for the insuring

insuring constant attention to their duties on the part of the attendants and others, he may judge it expedient to make.

10. He shall make occasional visits, at uncertain times during the night, to various wards and bedrooms, and shall enter in the Journal the state of the Asylum at the time of such visits, for the information of the Council at their next meeting. On making such visits to the department for female patients, he shall be accompanied by some female officer of the Asylum.

11. He shall take care that every patient reported as requiring seclusion be immediately visited by himself or another resident medical officer.

12. He shall take care that the rules of the Asylum be faithfully observed, especially enforcing at all times on the attendants and servants the paramount importance of gentleness and kindness to the patients.

13. He shall investigate all complaints made to him by patients, attendants, or servants, and shall report in writing to the Council, at their next meeting, such as appear to require further notice.

14. He shall take care that all admissions, discharges, and deaths be duly recorded, and that the Prescription Books, Medical Visitation Book, Case Book, and any other records for which he is responsible, be regularly and effectively kept. The dates, apparent causes, and other material particulars of the deaths of patients are to be entered in the Case Book; the results of post-mortem examinations in the Post-mortem Book. Each case shall contain the following particulars, to be amplified in cases which appear to require more extended details:—

First.—A statement of the name, age, sex, and previous occupation of the patient, and whether married or single; the crime for which the patient was committed or convicted, date and place of trial, the prison from which the patient was received, and the sentence passed by the court.

Secondly.—An accurate description of the external appearance of the patient when first seen after admission; of the habit of body and temperament; of the appearance of the eyes, the expression of the countenance, and any peculiarity in the physical formation; the state of the vascular and respiratory organs, and of the abdominal viscera, and their respective functions; of the state of the pulse, tongue, skin, &c.; the size and form of the head.

Thirdly.—A description of the phenomena of mental disorder which characterise the case, the manner and period of the attack, with a minute account of the symptoms and the changes produced in the patient's temper or disposition; specifying whether the malady displays itself by any and what illusions, or by irrational conduct or morbid or dangerous habits or propensities; whether it has occasioned any failure of memory or understanding, or is connected with epilepsy, hemiplegia, or symptoms of general paralysis—such as tremulous movements of the tongue, defect of articulation, or weakness or unsteadiness of gait.

Fourthly.—Every particular which can be obtained respecting the previous history of the patient; what are believed to have been the predisposing and exciting causes of the attack; what have been his habits, whether active or sedentary, temperate or otherwise; whether he has experienced any former attacks, and if so, at what periods; whether any of his relatives have been subject to insanity or any other cerebral disorder; and whether his present attack has been preceded by any premonitory symptoms, such as restlessness, unusual elevation or depression of spirits, or any remarkable deviation from his ordinary habits and conduct; and whether he has undergone any, and what, previous treatment, or has been subject to personal restraint.

Fifthly.—A statement from time to time, at intervals (in no case exceeding one month), of the mental and bodily condition of the patient, and of any changes which may be observed in his bodily health, or in the form of his mental disease; also an accurate record of the medicines administered and other remedies employed, with the results.

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The several particulars herein required to be reported to be set forth, not in any fixed or tabular form, but in a manner so clear and distinct that they may admit of being easily referred to and extracted whenever required.

15. He shall see that there be immediately entered in the Prescription Book an account of all medicines, wines, and spirits prescribed and dispensed.

16. He shall, on the death of a patient, communicate the fact to the Coroner of the district, and report the event in writing at the next meeting of the Council, specifying the time during which such patient had been in the Asylum, and the apparent cause of death, and the verdict of the jury.

17. He shall make post-mortem examinations, when practicable, in cases that appear likely to afford information as to the nature, causes, or effects of insanity, or where the cause of death is doubtful.

18. He shall take care, when any violent or sudden death shall occur, that immediate notice thereof be sent to the friends of the patient; and in every case of suicide, the attendant who had the care of the patient shall be suspended until the next meeting of the Council, unless he is able to clear himself from blame.

19. He shall take care that the friends of patients dangerously ill be invited to visit them without delay, and to remain with them, as far as may be practicable, during the continuance of such illness.

20. He shall keep a Journal, in which he shall record important occurrences, and report the same to the Council in the first week of every month; noticing the name of every convict-patient fit to be reported to the Secretary of State for the Home Department as recovered, the number of patients in the Asylum, the number of such as are sick, the number, if any, of those who have been under personal restraint or in seclusion, with the cause, the nature, and the duration thereof, the number who have attended Divine worship, and the number who have been in employment, with the nature of their occupations.

21. He shall keep an Attendants' and Servants' Misconduct Book, in which he shall enter all necessary particulars relative to the conduct of attendants and servants; the same to be laid before the Council at their periodical meetings.

22. He shall take care that lists be prepared of all patients who are suicidal, or subject to any disease or habit requiring particular attention; such lists to be delivered to the attendants in each ward for their guidance, and to be corrected from time to time with every change of patients.

23. He shall point out to the chaplain such patients as he may consider capable of deriving benefit from religious instruction.

24. He shall allow every patient of a religious persuasion differing from that of the Established Church, at the special request of such patient or of his or her friends, to be visited at reasonable times by a minister of his or her own persuasion, whenever, in his (the Medical Superintendent's) opinion, such visits will not be prejudicial.

25. He shall inspect all letters addressed to patients, and shall give such letters, or communicate the contents thereof, wholly or in part, to the patients addressed, at his discretion.

26. He shall also inspect all letters written by patients (except those addressed to the Council), and shall withhold such as appear to him to be objectionable. All letters so withheld shall be laid before the Council at the next meeting.

27. He shall see that the steward or chief clerk be made acquainted with every change in the number of patients in any of the wards, in order that a corresponding change be made in the distribution of rations.

28. He shall present to the Council, at their first meeting in every year, an Annual Report, showing the general condition of the patients and the state and management of the Asylum during the year.

29. He shall be assisted by a deputy superintendent, and by an assistant medical officer, who shall also act as apothecary.

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30. He shall, through the Clerk of Works, direct the execution of all repairs of urgent necessity.

31. He shall direct the bailiff and gardener as to the management of the farm and garden, and keep a separate account of receipts and expenditure pertaining to this department.

32. He shall take care to have always in store a sufficient stock of all articles in ordinary use, or likely to be required.

33. He shall receive from time to time the money necessary to meet current expenses, and shall lay before the Council every quarter a carefully prepared balance-sheet of receipts and expenditure, the latter supported by proper vouchers.

#### THE DEPUTY SUPERINTENDENT.

He shall be registered as qualified to practise medicine and surgery.

He shall devote the whole of his time to the service of the Asylum, and shall not have any interest, directly or indirectly, in any other establishment for the reception of lunatic or other patients.

He shall take, from day to day, such duties in the Asylum as the superintendent may direct.

In the absence or during the illness of the superintendent, he shall take charge of the establishment, when he shall have the same power and authority as are ordinarily vested in the superintendent.

He shall not be absent from his duties without the consent of the superintendent, nor for more than one night without the permission of a member of the Council of Supervision.

Leave of absence of one month will be granted to him annually, provided that arrangements can be made, satisfactory to the Council, for the efficient performance of his duties during such absence.

#### ASSISTANT MEDICAL OFFICER.

There shall be an assistant medical officer, who shall also act as apothecary.

He shall be registered as qualified to practise both medicine and surgery.

He shall devote his whole time to the service of the Asylum, and shall not have any interest, directly or indirectly, in any other establishment for the reception of lunatic or other patients.

He shall take charge of the dispensary, and shall make up all medicines prescribed for the patients, officers, attendants, or servants of the establishment.

He shall perform such other duties as the superintendent may direct.

He shall not be absent from his duties without the consent of the superintendent, nor for more than one night without the permission of a member of the Council of Supervision.

A leave of absence of one month will be granted to him annually, provided that arrangements can be made, satisfactory to the Council, for the efficient performance of his duties during such absence.

#### THE CHAPLAIN.

The chaplain shall be in priest's orders, and shall be licensed by the Bishop of the diocese, as required by the Statute (16 & 17 Vict., cap. 97, sec. 55). He shall devote the whole of his time to the duties of his office.

He shall perform the appointed services, according to the rites of the Church of England, twice on every Sunday, and once on Christmas Day and Good Friday; and shall read Prayers on every other morning in the chapel of the Asylum, at such hours as the Council of Supervision may from time to time direct.

He shall also perform on weekdays short services in the wards, or in the infirmary.

He shall administer the sacrament of the Lord's Supper in the chapel of the Asylum at least four times in each year.

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The Holy Communion shall not be administered to any patient without the consent of the superintendent.

He shall pay special attention to the sick and dying, and to those patients whose mental condition would seem to admit of their receiving with advantage his ministrations.

He shall take charge of all books and periodicals provided for the use of the patients, and shall distribute the same with the sanction of the superintendent.

He shall form reading classes, as well as organize and superintend a system of elementary instruction for the patients, and shall superintend any schools established for the benefit of the families of attendants and servants.

He shall present to the Council, in January of each year, a report stating the results of his ministrations in the Asylum, and of his intercourse with the patients.

He shall not be absent from his duties without the consent of the superintendent, nor for more than one night without the permission of a member of the Council of Supervision.

A leave of absence of six weeks will be allowed to him annually, on his providing for his duties to the satisfaction of the Council.

#### STEWARD AND STOREKEEPER.

There shall be a steward and storekeeper.

All stores shall be received by this officer, who shall keep books in which the receipt and distribution of the stores and provisions shall be entered.

The kitchen, the clothing and bedding of male patients—the tailors', shoemakers', mattress-makers', and matmakers' shops—the laundry, and the furniture belonging to the establishment, will come under the immediate care of the steward.

He shall keep accurate accounts, in such form and under such headings as the Council may from time to time decide upon adopting.

He shall be assisted in his duties by three clerks and a steward's porter.

He shall not absent himself from his duties without the permission of the superintendent, nor for more than one night without the permission of a member of the Council of Supervision.

#### THE MATRON.

The immediate care of the female patients devolves necessarily in a great measure upon the matron.

She shall be responsible for their personal cleanliness and for the condition of their clothing and bedding, for the cleanliness of the different day-rooms, dormitories, and corridors, as well as of the attendants' and servants' rooms.

She shall superintend the making, repairing, washing, and airing of the clothing and linen.

She shall exercise supervision and control over the female attendants and servants, and over the porter attached to the female division.

She shall be responsible for the proper execution of all directions she may from time to time receive from the superintendent.

She shall visit the wards and dormitories at least twice in each day, early in the morning, at meal times, or at bedtime, enforcing kindly but firmly the observance of all rules made for the guidance of attendants and servants in the care and treatment of the patients.

She shall make occasional visits during the night to the different wards, and shall report to the superintendent the result of such visits, specially as regards the performance of the night-duty. She shall be present at the reception of every patient.

She shall not be absent from her duties without the consent of the superintendent, nor for more than one night without the permission of a member of the Council of Supervision.

One month's leave of absence will be allowed to her annually, on her duties being provided for to the satisfaction of the Council.

She shall be assisted by a sub-matron, who will also act as workwoman.

## CLERK OF WORKS.

There shall be a clerk of works. This officer shall have charge of the buildings. All repairs and alterations shall be executed under his direction.

He shall exercise supervision and control over the engineer, the gasman, the mechanics and labourers employed in his department; and shall have charge of the steam-engine, the fire-engine, the gasworks, and of all tools supplied for his use.

His attention shall be specially directed to the supply of hot and cold water, to the gas, and to the state of the drains.

He shall keep all accounts connected with his department, in such manner as the Council may from time to time direct.

He shall not be absent from his duties without the permission of the superintendent.

He shall make requisition for all articles likely to be required for ordinary repairs, and shall be responsible for the condition of such stores, as well as for their distribution.

## BAILIFF AND GARDENER.

There shall be a bailiff and gardener, who shall have the care and management of the farm, the garden, airing-grounds, shrubberies, and roads, and shall be responsible for their being kept in proper order.

He shall keep an account of all farm and garden produce, and have the charge of all implements and tools.

He shall have the charge of the horses, cows, or other stock that may from time to time be purchased for the use of the establishment. He shall exercise supervision and control over the servants and labourers employed in the stable, on the farm, or in the garden.

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

## RULES for the Guidance of OFFICERS, ATTENDANTS, and SERVANTS of BROADMOOR CRIMINAL LUNATIC ASYLUM.

## GENERAL RULES.

**KINDNESS** and forbearance are first principles in the care and management of persons of unsound mind; few such persons are beyond their influence. The mischievous will become somewhat less troublesome, the dirty less careless; the irritable and violent often render most essential service to the attendants who treat them firmly, justly, and kindly.

When coercion is necessary, it is not to be attempted by an attendant single-handed. An excited patient will frequently resist with much violence a single person, but will submit quietly in the presence of two or more attendants.

Every instance of seclusion is to be immediately reported to the medical officer on duty.

Efforts should be made to induce the patients to wash themselves thoroughly every morning, and then to dress with more or less neatness.

Helpless patients must be carefully washed and dressed by the attendants. The liberal use of soap should be encouraged. A hairbrush, comb, and toothbrush are to be supplied to every patient capable of appreciating their use.

All patients who can be permitted to attend morning prayers are to be encouraged to do so.

During the day the habits of individual patients are to be consulted in endeavouring to find employment for them. Those able to work should be encouraged. The newspapers, periodicals, and books provided should be freely circulated amongst those capable of using them. Draughts, chess, and cards may be introduced after the evening meal, or during the long winter evenings.

The imbecile and helpless should be assisted to walk about, so as to take some amount

amount of exercise daily. It is important that no patient be permitted to contract a habit of passing his whole time in the day-room or corridor.

As a rule, every male patient is to be shaved at least three times in the week. Two attendants should be present. The razor must not leave the hand of the attendant.

Every patient is to have a warm bath at least once in the week. Soap and the flesh-brush are to be freely used in the bath. The patients go to their respective beds from the bath-room. In using the bath the key is never to be left within the reach of a patient. Cold water is to be turned on first in moderate quantity; the temperature is to be raised by the addition of hot water. The heat is then tested by the thermometer, and is not to exceed, except by special order, 90° to 96° Fahrenheit. When bathing the patients are not to be left in the bath-room without an attendant.

The possibility of suicide is ever to be remembered. Patients known to have a tendency to injure themselves or others should be specially watched.

The meals are to be served with all possible regard to the comfort of the patients. Grace is to be said before and after dinner.

The knives, forks, and spoons are to be counted after every meal, and must be locked up in a place provided for that purpose.

The attendants are at all times to be careful not to allow brooms, mops, pokers, or any other articles readily used as weapons, to remain in the wards accessible to patients.

Patients are not to be permitted to use the carving-knives, bread or other knives, provided for the use of the attendants. Care is necessary not to allow patients access to matches.

All fires in dormitories must be seen out at bedtime, unless express orders to the contrary have been given by the superintendent.

Great care is also necessary not to leave matches, razors, knives, or other similar articles lying about in attendants' rooms.

A patient is on no account to be trusted with a ward-key.

All clean patients are to be provided with two suits of clothing.

The linen is to be changed as follows:—

Day-shirts twice in the week.

Socks

Night-shirts once in the week.

Drawers „ „

Guernseys „ „

Sheets and pillow-cases every fortnight.

A liberal allowance of round and other towels is to be supplied to each ward.

The bed and body linen of dirty patients is to be changed as often as necessary.

Every portion of the building is to be kept most scrupulously clean.

Patients' letters are to be received and forwarded through the superintendent's office.

The attendants must understand that they will be held responsible for the safe custody of the patients, whether in the wards, the airing-courts, or the grounds of the Asylum. Patients should be counted at every meal.

An attendant on duty is on no account to leave his post until relieved. No part of a ward accessible to patients is ever to be left without proper supervision.

All accidents, bruises, or scratches, however trivial, are to be reported either immediately to the medical officer on duty, or to the medical officer at his next visit.

Subordinate officers, attendants, or servants, who may be suspended from duty, are not entitled to any pay or rations during the period of suspension; both may, however, be granted in special cases recommended by the superintendent for the favourable consideration of the Council.

Any servant of the establishment, though engaged for special work, is liable to be called upon by the superintendent to do duty temporarily as an attendant in the wards or in the grounds.

Implicit obedience will be exacted to all orders given by the superintendent or by other officers.

Neglect or ill-treatment of a patient is by law specially punishable as a misdemeanour. Connivance at the escape of a patient is felony, and punishable by penal servitude or imprisonment. Any officer or servant who carelessly allows a patient to escape, may be fined any sum not exceeding 20 *l.*, nor less than 2 *l.* (23 & 24 Vict. c. 75.)

An order signed by a member of the Council, to entitle the bearer to admission to the Asylum, or any individual patient, subject, as to the latter, to any objection on the part of the Medical Superintendent, to be recorded by him in writing. Relations and friends will be admitted to see patients at the discretion of the superintendent.

All subordinate officers, attendants, and servants are to be engaged on probation for the period of six months, when they may be, on the recommendation of the superintendent, permanently appointed.

No officer, attendant, or servant shall receive any gratuity or perquisite of any kind from any tradesman or contractor, or from any patient or friend of a patient, on pain of immediate dismissal.

Attendants and servants are prohibited from using the clothing or bedding provided for the patients.

The house diet will be on a liberal scale. Waste must be avoided, by returning to the kitchen what may remain unconsumed.

It is forbidden to take any article of diet out of the building.

No officer, attendant, or servant is to hold written or other correspondence with the friends or relations of patients without the consent of the superintendent.

Books, periodicals, and newspapers supplied for the use of the patients are not to be taken into the houses of officers, attendants, or servants.

Subordinate officers, attendants, and servants permanently appointed, whose services may be discontinued, will be entitled to one month's notice or one month's pay; and they will be expected to give the same notice, or to forfeit one month's pay, in the event of their wishing to leave the service. Previous to the completion of the probationary period, one week's mutual notice will suffice.

Subordinate officers, attendants, and servants are liable to be summarily dismissed for any misconduct, without notice or claim.

Cottages on the property, occupied by subordinate officers, attendants, or servants, are to be at all times open to the inspection of superior officers. No lodgers can be permitted; nor are the occupants of such cottages at liberty to keep dogs, pigs, or poultry without permission of the superintendent.

All official communications to the Council are to be made through the superintendent, whose duty it shall be to present the same to the Council at their first meeting after their reception.

No subordinate officer, attendant, or servant will be entitled to increase of salary or wages for length of service, without a certificate from the superintendent that his or her duties have been satisfactorily performed.

#### THE GATE PORTERS.

They shall be on their stations at 6 o'clock every morning in the summer, and at such time as may be appointed, not later than 7 o'clock, in the winter. They shall not quit their stations during any part of the day without the permission of the superintendent. They shall remain on duty until 10 P. M.

A book shall be kept by each gate porter, in which he shall enter the time of departure and return of every subordinate officer, attendant, or servant.

They shall not suffer any spirits, wine, beer, or other fermented liquors to be brought into the Asylum, for the patients, attendants, or servants, without the permission of the superintendent.

They shall not suffer any provisions to be brought into the Asylum for patients. They shall not allow provisions or clothing belonging to the establishment to be taken out of the Asylum, without the authority of the steward or, in the female division, of the matron.

They shall be at liberty to examine all parcels and bundles coming into or going out of the Asylum, except such as may belong to the superior officers of the establishment.





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suant to Act 23 & 24 Vict., c. 75, s. 5).

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