
CENTRAL HOSPITAL
TAFFORD.

XX

Rules & Regulations

FOR

**Attendants
and Nurses**

Donally Evans 1927

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Attendants and Nurses

IN THE

*COUNTY MENTAL HOSPITAL,
STAFFORD.*



STAFFORD:

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Duties of Attendants.

1

The male and female attendants are not allowed to associate together while on duty in the Mental Hospital. They are to conform, in every way, to the orders of the Superintendent, and Head Attendants. They are to rise at 6 o'clock in the morning, are to go to bed at ten o'clock at night, and are never to absent themselves without the permission of the Superintendent. They are expected to be clean and neat in their dress, quiet, respectful, and attentive in their conduct and manners.

2

Their whole time is to be devoted to the patients, and they are to be constantly with them. They are not to sit in their own rooms, except at meal times, or when off duty; and are expected to amuse and employ the patients in every way in their power.

3

They are not in any way to interfere with or enter the other galleries, unless their assistance is required, or under special directions; and on no account is a gallery to be left without one attendant. They are not

allowed to go into the centre building, nor at any time to go into the kitchen, or to hold intercourse with the house servants during their hours of duty, unless specially directed.

4

They are to treat all patients, whether violent or quiet, with equal gentleness and kindness, and are never to use any harsh language or punishment to them. They are to prevent quarrels and violence, and never on any provocation to lose their tempers or to strike patients.

5

They are never to repeat out of the Mental Hospital anything connected with it, or to talk about patients; and they are strictly forbidden to convey letters, provisions, wine, spirits, or any other articles to or from patients, unless directed to do so by the Superintendent.

6

In case of quarrels or violence, they are not to apply any unnecessary force, but are to call assistance, and by gentleness and calmness endeavour to quiet the patients.

7

No kind of seclusion, restraint, shower-bath, or any other mode of coercion, is to be used, without express orders from the Medical Officers.

8

They are to attend to the personal cleanliness and dress of the patients; to place those under their charge in a warm bath at 95° once in the week, or oftener, if required, strictly attending to the printed directions placed in each bath room, and to cut their hair and nails as often as is necessary

9

They are to sweep and clean the galleries, sleeping rooms, day rooms, stairs, &c., every morning before nine o'clock, and are to see that the beds and all parts of the house and grounds under their charge are in a state of cleanliness, neatness and order.

10

They are to be accountable for all articles of clothing, bedding, &c., under their care; and on applying for fresh ones from the Stores, are to return those worn out.

11

They are to attend the patients in the airing grounds, or out at work, according to the directions of the head attendant. If anyone escapes, the expense of re-taking him or her, will be deducted from the wages of the attendant in charge, or may be paid at the time if desired.

12

They are to wait upon the patients at meal times, seeing that each patient has the proper allowance of food, and reporting those who refuse to eat.

13

When necessary they are to cut the food for patients or to apply for milled diet for such as are unable to feed themselves.

14

They are to check all waste or extravagance, and are to return all remains of meals with the trays into the kitchen.

15

Whatever peculiarity is observed in any patient is to be mentioned immediately; and all accidents, paroxysms of violence, or sudden attacks of illness, are to be made known without delay to the head attendant.

16

Upon the admission of patients, they are to be placed in a warm bath, unless otherwise directed, and are to be carefully examined by the head attendant who is to report all bruises, wounds, or any peculiarities, to the medical officer. All property found on a patient to be immediately given up to the head attendant.

17

They are to see that the patients are properly undressed each night in their own rooms and put to bed, and that they have a sufficient quantity of blankets and bed clothes.

18

Every article of day clothing is to be taken from the patients, searched, and put in a dry place, at bed time and the bed room doors are to be locked.

19

All the patients, and more especially those who are suspected of having any disposition of self-destruction, are to be watched with the greatest vigilance; their persons, clothes, beds and rooms are to be constantly searched, and they are to be undressed by the attendants.

20

A list of all patients with suicidal tendencies is to be kept by the charge attendant in each ward; in the absence of the charge attendant the second attendant is to hold this list.

21

No fee or reward is allowed to be received by any officer or servant on any pretence whatever, from any patients or friends of the same.

22

No patient is to be admitted to the attendants' rooms unless by special permission of the Superintendent.

23

The attendant left in charge of a ward or of the attics during the evening is to see all epileptic patients twice at least—once an hour between the time they are put to

bed and 10 o'clock, and is to accompany the night watch round the ward to count the patients and to see that everything is correct.

24

The knives and forks are to be counted after each meal by an attendant, and are then to be locked up in the cupboard provided; and if any are missing, the loss to be immediately reported to the Superintendent. Medicines, disinfectants, &c., are also to be locked up in the place appointed.

25

The charge attendant of each ward is to see that these rules are carried out in the wards, and is to report any departure from them.

26

Any attendant, nurse, or servant, guilty of striking or in any way abusing a patient, or discovered in a state of intoxication, or who wilfully disregards any of the above regulations, shall be dismissed or made liable to the penalties ordered in the Act for the Regulation of Lunatic Asylums; and all fines for neglect of duty, in accordance with the rules and regulations in force for the time being in the Mental Hospital, shall be strictly enforced.

Duties of Night Attendants.

1

One of the night attendants on each side is to go round all the wards between 8 and 10 p.m., with the day attendants left in charge of each ward and see that everything is correct before taking charge for the night

2

Upon any accident or emergency, the head attendant is to be called up.

3

They shall keep a list of suicidal cases and all patients who are subject to fits, and all such patients must be particularly watched. In case of any patients being excited and violent, the attendants sleeping in the gallery must be called up to assist.

4

Patients of unclean habits must be got up at least twice during the night, and if necessary their clothes and bedding must be changed.

5

In going round the galleries, they shall avoid disturbing the patients as much as possible, by observing

great care and by shading their lamps. They shall very carefully unlock and lock the bedroom doors, and shall wear list shoes.

6

They shall call up the attendants and servants at the proper hours for rising in the morning.

7

They shall report to the attendants in each gallery any circumstances relative to the patients which they may have observed during the night.

8

Before leaving duty, they shall fill up each morning a return of noisy or sleepless patients, or of any accidents or other occurrence necessary to be noticed, which report shall be left in the head attendant's room.

9

They shall perform, in addition to the night watching, such other duties as the Superintendent may direct.

General Regulations

1

The male and female patients shall be kept in separate galleries, and no communication shall be allowed between them, unless otherwise directed by the Superintendent.

2

No male attendant, servant, or patient shall be allowed to enter the galleries appropriated to females; nor any female attendant, servant, or patient, to enter the male galleries, unless specially ordered by the Medical Officer so to do, or unless appointed as nurses in the said galleries.

3

No stranger shall be admitted into any part of the Mental Hospital occupied by patients, except by the written order of one of the Committee of Visitors, or one of the Commissioners in Lunacy, unless accompanied by, or with the sanction of the Resident Medical Officer.

4

All orders for the supply of provisions, goods, or other articles, for use in the Mental Hospital, shall be given in writing, and signed by the Resident Medical Superintendent.

5

All resident officers, attendants, servants, laundry maids, or other assistant workpeople, shall, as far as is consistent with the discharge of their duties, attend divine service.

6

No patient shall be placed in seclusion, or in a shower-bath, or in any way restrained, except by order of the Resident Medical Officer, who shall keep records of every such case, which shall be produced to the Committee of Visitors when required.

7

• No shower-bath shall ever be administered, unless one of the Medical Officers, or one of the head attendants be present, and unless ordered by the Medical Officer.

8

No male friend shall ever remain in a room with a female patient, nor any female friend with a male patient, without one of the officers or attendants attached to the Mental Hospital being present.

9

No door to be left unlocked.