

SYSTEM

OF

REGULATIONS

FOR THE

MAINE INSANE HOSPITAL.

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AUGUSTA:

WM. R. SMITH & CO.,....PRINTERS.

1840.

## STATE OF MAINE.

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IN COUNCIL, JUNE 24, 1840.

ORDERED, That the Secretary of State be directed to cause one thousand copies of the "SYSTEM OF REGULATIONS FOR THE MAINE INSANE HOSPITAL," to be printed—and that he send one copy to the Clerk of each city, town and plantation in this State, with a request that the said Clerks give publicity to the same within their respective cities, towns and plantations,—and the balance of the copies to be subject to the order of this Board.

ATTEST:                    PHILIP C. JOHNSON, *Secretary of State.*

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# DUTY OF OFFICERS.

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## DIRECTORS.

THERE shall be appointed by the Governor with the advice and consent of Council, at the commencement of each political year, three Directors ; but the Director first named in the commission shall not be re-appointed in the succeeding year, and the Directors so appointed shall hold these offices until others be appointed in their stead.

The said Directors shall take charge of the general interests of the Institution, and see that its affairs are conducted according to the directions of the Governor and Council and the by-laws and regulations which are established for the internal government and economy of the Institution.

There shall be thorough visitations of the Hospital, monthly by one of the Directors, and semi-annually by a majority of them, annually by the whole board ; and at each visitation a written account of the state of the Institution shall be drawn up, which shall be presented at the annual meeting to be held in the month of December ; and at the said annual meeting a full and detailed report shall be made to be laid before the Governor and Council during the first week of the then next session of the Legislature, exhibiting a particular statement of the condition of the Hospital, and of all its concerns.

**SUPERINTENDENT.**

The Superintendent shall have the general supervision of the Hospital and the property connected therewith, the charge of the patients and the direction and control of all persons therein, subject to the regulations of the Board of Directors.

He shall visit all the patients as often as it may be deemed necessary, and shall administer such medical, moral, and physical treatment as may be best adapted to their relief.

He shall cause to be kept a record of the name, age, and residence of each patient, time when received and removed, whether cured or relieved, whether eloped or dead, and if dead, from what cause.

At each monthly visit he shall exhibit all the records of the Institution, and at the annual meeting of the Directors he shall give a tabular view of the Institution for the year, deduced from the records of the same.

He shall see that suitable assistants are appointed—remove them for good cause, and secure their faithful observance of the rules that may be prescribed for the internal police of the Institution.

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**STEWARD.**

The Steward, under the direction of the Superintendent, shall employ and pay all assistants and shall make all purchases for the Institution and be responsible for their safe keeping and proper use.

He shall keep correct accounts of all receipts and expenses and of all charges on account of any patients, and submit them with his vouchers to the "Board of Directors," at their semi-annual meetings; and to ensure the faithful discharge of his official duties, he shall give good and sufficient bonds to the State in the sum of two thousand dollars.

It shall further be his duty under the direction of the Superintendent, to spend such part of his time as may be consistent with his other duties in the hall of the male patients;—see that their rooms are properly cleansed and ventilated—that their food is properly prepared and served up to them—that they have such exercise and amusements as may be allowed or directed them—that the male attendants observe the rules and regulations of the Institutions, and in all respects do their duty.

He shall show to visitors the grounds and such parts of the building as may be open for public inspection, and shall give such general information respecting the Institution as may be proper.

He shall see that the buildings are closed and opened and that the assistants and patients retire to rest and rise at suitable hours. He shall devote his whole time to the interests of the Institution, and perform all duties which may properly fall within his sphere.

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### **MATRON.**

The Matron will have the particular charge of the female patients—will remain with them as much as possible—direct the nurses in their duty—see that the inmates are kindly treated—that their apartments are kept clean and in order, warmed and ventilated, and their persons and clothes neatly kept. She will also superintend the cooking, washing and ironing, and see that every duty within her department is properly performed.

She will devote her time to the interests of the Institution, and spare no effort to promote the comfort and recovery of the patients.

## **THE ASSISTANT PHYSICIAN.**

It shall be the duty of the ASSISTANT PHYSICIAN, when it may be found necessary to appoint one, to take care of the office. He shall see that the medicines prescribed by the Superintendent are properly prepared and administered, and ascertain, as far as may be, the effect of the same. He shall see that the patients are kindly and properly treated; shall frequently visit their apartments and assist generally in their medical and moral treatment. In the absence of the Steward, he shall show the Hospital to visitors. He shall if required by the SUPERINTENDENT, keep a record of all patients admitted and discharged; of all deaths and of all cases under actual treatment. He shall assist in the correspondence of the Institution and perform such other duties as may be required of him in connexion with the medical department of the Hospital.

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## **ATTENDANTS AND ASSISTANTS.**

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### **DUTY TO OFFICERS.**

It is expected that each individual employed in the Hospital will readily and cheerfully perform all the duties required of them by the officers; and they must be treated with respect on all occasions.

## **DUTY TO EACH OTHER AND TO THEMSELVES.**

Self respect is enjoined upon all ; each person is responsible in his or her department, and should strive to do all the duties of it to general acceptance.

Patients will look to attendants for good examples, and they must be careful not to set bad ones. The dress of the attendants must be neat and clean. They must use no profane, obscene or vulgar language. They must treat each other cordially and civilly, never indulge in loud talking or laughing, nor play at any game together nor with the patients, without leave from the Superintendent.

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## **DUTY OF ATTENDANTS TO PATIENTS.**

The attendants are to treat the inmates with respect and attention ; to greet them at all times with kindness, and show such other attentions as will evince an interest in their welfare. Under all circumstances the patients must be treated kindly and affectionately—must be spoken to in a mild and gentle tone of voice—soothed and calmed when irritated, encouraged and cheered when melancholy and depressed. Should the attendants be provoked by insults and abusive language, they must keep cool, forbear to recriminate, to scold or irritate or dictate in language of authority, unless absolutely necessary ; must never lay violent hands on a patient except in self defence, or to prevent his injuring himself or others, and under no circumstances whatever must he inflict a blow on a patient. He must maintain his authority by dignity of deportment, and never cower or suffer himself to be looked out of countenance. The muffs, mittens, wristbands or any other means of restraint, are never to be used unless by order of the officers. One attendant must always be in the gallery with the patients,

and he must not leave except to take his meals and to prepare the food for the patients, under any circumstances but when relieved. An attendant must always be present at the meals, carve the food and distribute it to such as are not competent to do it for themselves, and to see that each one has his proper supply. He must also be careful that no knife, fork, or other article be carried from the table by the patients, for which purpose he shall regularly count those in use.

On rising in the morning, the attendants must see that the patients are properly washed, their hair combed, that they may be decently dressed for the day in season for breakfast.

The attendants must never ridicule the patients, nor mock nor irritate them to wound their feelings; and if the patients engage in any improper topic of discourse, or any controversy, they must in the most gentle manner check it; if this fails, they must interfere, and not let the quiet of their gallery be disturbed.

The attendants must never place in the hands of the patients any razor, knife, scissors, or other dangerous instrument, without permission of the officers; and they must see that no weapon whatever gets into the possession of the patients. Male attendants must shave the men under their charge.

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### **DUTY TO THE INSTITUTION.**

The attendants and assistants must never leave the Hospital without permission from the officers, and always return by nine o'clock in the evening, unless leave be expressly given to stay out longer. When abroad the conduct or conversation of the patients must not be reported.

It is expected that all attendants and assistants that can be spared from the galleries, will attend the religious services that may be conducted in the Hospital.

No company shall be admitted into the galleries occupied by the patients, at any time, except by express permission of the Superintendent. But all other parts of the Hospital may be exhibited by the Steward, Matron or Assistant Physician—and it is expected that great respect and attention will be shown to strangers who visit the Institution.

No attendant or assistant, while connected with the Hospital, shall at any time make use of distilled spirits of any kind, at home or abroad: neither shall any tobacco be used nor cigar or pipe smoked about the premises.

The attendants must look well to all doors connected with the galleries at bed time, see that the patients' doors are carefully locked, and the doors communicating with the centre building all fast bolted; and also take care of all lights, keeping one in his own room or adjoining entry, always burning in the night.

The attendants must never give up the key of the gallery, nor let any person into the halls without permission; and no male attendant shall enter a female gallery without permission of the officers.

Visiting from gallery to gallery, and especially to the kitchen, without business, is a violation of duty.

No attendant must be absent any evening in the week, without permission.

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### **GENERAL DIRECTIONS.**

Every patient must be in charge of some responsible individual at all times, unless permitted to be at large by the Superintendent. And when taken from the galleries by any person, that person is responsible for their safe keeping till returned to the halls, or entrusted by the officers to the care of another.

No patient is permitted to go out of the wings without the consent of the officers, and no new patient without the order of the Superintendent.

The whole time of all the attendants and assistants, belongs to the Institution. This does not prohibit each individual from attending to his or her clothing; but to no other service can they devote any time; nor can they receive any compensation for their labor, excepting their regular wages, but by express permission of the Superintendent in each case.

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### **ADMISSION OF PATIENTS.**

Patients admitted to the Institution must come provided with at least two strong cotton shirts—a coat, vest and pantaloons, of strong woollen cloth, two pairs of woollen socks or stockings; one black stock; a hat or cap, and one pair of shoes or boots.

The females must have at least the same quantity of under clothes, including shoes and stockings, a decent bonnet and two substantial dresses. In both cases the articles must be new and in good condition. The woollens must be of a dark color.

The patients offered for admission must be perfectly neat and clean in their persons, and free from vermin and infective diseases.

The price of boarding, washing, medicines and attendance, shall vary according to the trouble and expense incurred, in the judgment of the Superintendent, not to exceed three dollars, nor be less than two dollars, per week.

Before any patient shall be received into the Institution, except when sent by towns, a good and sufficient bond will be required for the payment of all expenses that may be incurred

for each patient, including board, and such articles of clothing as it may become necessary to furnish.

For the admission of patients sent by towns, a written request for such admission, signed by the Overseers of the Poor, will be required.

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### FORM OF BOND.

KNOW ALL MEN BY THESE PRESENTS, That we,  
of in the County of  
as principal, and of  
in the County of as sureties, are held and bound  
unto Steward of the Insane Hospital,  
at Augusta, or to his successor in said office, in the sum of  
to the payment of which sum  
well and truly to be made to him, the said  
or to his successors in said office, we bind ourselves, our exec-  
utors and administrators, firmly by these presents.

Sealed with our seals, and dated at

this day of A. D.

The condition of the above obligation is such, that whereas,  
of in the County  
of is about to be admitted as a boarder and  
patient to the Institution aforesaid; now if the said  
shall pay to said  
or to his successor in said office, such sum per week for the  
board, washing, medicine and attendance, according to the  
trouble and expense incurred for said patient, in the judgment  
of the Superintendent for the time being, not to exceed three  
dollars, nor be less than two dollars, and pay for all such neces-  
sary articles of clothing as shall be furnished said  
by the said or his  
successor, and remove the said

from said Institution, whenever they shall be thereto in writing requested by the Superintendent for the time being—and shall also pay a further sum, not exceeding fifty dollars, for all damages that may arise from injury to the furniture and other property of said Institution, by said

and for reasonable charges that may be incurred in case of the elopement of said

Payments to be made semi-annually and at the time of removal, with interest on the amount after it becomes due as aforesaid, then this obligation to be null and void, otherwise to remain in full force and virtue.