

QUEBEC LUNATIC ASYLUM

REGULATIONS.

MEDICAL SUPERINTENDENTS.

1° The Medical Superintendents have full authority over the whole establishment on medical and administrative matters.

2° Everything appertaining to medicaments, therapeutic and hygienic prescriptions, and the care of the sick, is especially under their control.

3° They establish disciplinary rules.

4° They decide on temporary and final discharges.

5° They authorize what communication the patients may have with their families.

6° They have supervision of the correspondence.

7° They audit the accounts and authorize the requisitions sent in

8° Everything going beyond the regulations and doubtful cases are left to their authority, and to them appeal must be made.

ASSISTANT-PHYSICIAN.

The Assistant-Physician is specially charged with the infirmary and the chemical branches, where he must maintain order and the most scrupulous cleanliness.

1° He must visit the rooms at least once a day, enquire into the state of health of the patients, attend to complaints, look after the ventilation, to the state of the temperature, to the cleanliness of the rooms, and assure himself whether the medical prescriptions are complied with.

2° He will fill up the diet roll, and direct the compulsory feeding operations.

3° He must superintend the administering of shower baths.

4° He must perform all *post mortem* examinations.

5° He shall compile the history of the patients' cases.

6° He must conform to the rules of the Medical Superintendents in everything relating to the moral and physical treatment of the patients.

7° He must not be absent from the establishment during the absence of the Warden, unless he be replaced by one of the Superintendents. These absences must be seldom and only when caused by necessity.

8° He shall, in the absence of the superintendents, decide on the expediency or in expediency of visits to the patients.

9° He shall regulate the discharges and the pleasure trips of the patients, designating those who may take part therein.

10° He shall make a return to the superintendents of any irregularity, complaint or demand, which he shall take note of, when they are addressed to him.

11° He shall decide upon what shall be subsequently done, when he receives notice that a patient has been placed in a cell for urgent reasons.



THE WARDEN:



1° The Warden is charged with the direction of the servants of the establishment.

2° He oversees the correspondence and the accounts.

3° He has charge of the furniture.

4° He has the chief direction of all subordinate officers and employees.

5° As often as his occupations permit, he shall make a general round to assure himself of the punctuality with which the nurses and servants perform their duties.

6° He shall take care that the regulations relating to the dietary regimen and the beds be punctually made up.

7° He shall watch over the condition of the buildings, work-shops, shops, cellars, &c., &c.

8° He must not absent himself from the Asylum unless he can be replaced by the Physician, Matron, or Assistant-Matron.

9° He shall preside at the large meetings of the patients, such as dancing and theatrical entertainments, &c., so as to maintain good order. On exceptional occasions he may be replaced by an officer of the house.

10° In the absence of the Physicians, he may adopt disciplinary measures.

11° He must obtain the consent of the Medical Superintendents for any extraordinary expenses, and submit the accounts to them.

THE MATRON.

1° The matron fulfils all the duties of a good house-keeper.

2° She has the direction of the kitchen and the table.

3° She manages the laundry.

4° She looks after the linen, the clothing, the beds and bed-room articles.

5° Every day, after breakfast, she must make a general round to assure herself of the personal cleanliness of the inmates, to enquire into their wants, and look over the rooms and beds.

6° She shall give particular attention to the patients placed in the infirmaries, and provide for them all the care which a woman is capable of.

7° She shall most specially look after the servants of the house.

8° She must not absent herself from the house at the same time as her assistant, and she must be replaced by the latter or an officer of the house.

THE ASSISTANT-MATRON.

1° The assistant-matron receives orders from the matron as to what she is to do.

2° She is obliged, at bed-time, to make a general visit in the women's department, to assure herself that every thing is in order, and whether the patients require any particular attention.

3° She cannot absent herself except by the permission of either the Warden or of the Matron, and never in the absence of the latter.

4° With the matron, she watches over all the establishment in regard to the care of the patients, as to the good conduct of the servants and the management of the kitchen, where such superintendence must be careful, and where a strict economy must be maintained.

GENERAL RULES APPLICABLE TO ALL THE EMPLOYEES
OF THE HOUSE.

1° The employees are responsible for the patients whom they employ to work, or whom they accompany in their recreations.

2° It is forbidden to any employee, under any pretext, to lend keys to any of the patients upon any pretext whatever. No key shall be permanently left in the possession of any patient, without the permission of the superintendent physicians.

3° The entering without authority into the room, workshop, &c., occupied by a different sex, is especially forbidden.

4° Every letter written or received, every parcel received or sent, by or for the patients, must be left at the office.

5° The guardians must not give any information, and further, not express any opinion on the state of the patients.

6° The employees shall be careful in their manners and deportment, so as to set a good example to the patients.

7° From 9 to 10 o'clock, p.m., the servants may employ themselves about their own affairs; at 10 o'clock all the lights must be extinguished.

ROOM ATTENDANTS.

The classification of the patients in the different divisions or rooms is made by the physician, according to the mental state and social disposition of the patient.

A keeper or guardian in chief is placed over each division, who has assistants or sub-guardians under his control.

The lunatic, from his admission into a division, is placed under the guardianship of a keeper.

GENERAL DUTIES OF THE CHIEF ASSISTANT-KEEPER.

The keepers are obliged to give the patients the attention which their case demands. Their conduct towards them must be full of regard, solicitude and charity.

They must remember that the patients are irresponsible, and in consequence incapable of protecting themselves, and generally that their condition is caused by misfortune.

1° The keepers shall have frequent intercourse with the patients, they shall adopt every possible means to gain their friendship and confidence.

2° The attention given to the patients must not be limited to their personal cleanliness, or the cleanliness of the rooms in which they live, but their principal object must be to study, to calm and console them. Kind answers only must be given to the patients, mocking words or gestures must not be used towards them ; if they are ill-used by the patients, they must not adopt any retaliatory measures.

Any nurse or warden convicted of disobeying this regulation will be immediately dismissed, or brought before a correctional tribunal, according to the offence.

3° In the presence of strangers they must not explain the acts of the patients, they must not divulge the names nor give any information, they must not contradict the patients in a rude or violent manner, nor say anything to displease or irritate them.

4° They must watch over with particular care the patients disposed to attempt suicide.

5° On the slightest refusal on the part of a patient to partake of his food, the keepers shall notify the physician in attendance.

6° They must not employ any coercive measures such as the straight jacket, muffs, the cell, &c., without the advice of the physicians, unless in a case of urgency; in such case they shall give notice to the physicians, without delay, giving their reasons for so doing.

Any keeper who has to place a patient in a cell, must not leave him till he be calm.

He must endeavor to quiet him by kind and affectionate words, and an endearing manner, and to make him understand that the momentary seclusion is not a punishment, but a prudential measure, taken in his interest.

7° They shall take care to conceal the keys in their possession.

8° They shall zealously and devotedly fulfil the orders of their superiors.

9° They shall be obliged to notify the physician whenever a patient is ill.

10° Each keeper, in his respective duties shall, before retiring to rest, assure himself that the patients, confided to his care, have received the attention which their situation demands, and that the rooms, in which are the dangerous patients, are firmly closed, and to carefully avoid leaving with the patient *any dangerous articles, such as knives, belts, cords or matches.*

The keepers, moreover, must see that each patient sleeps in bed. They shall assist in dressing and undressing the patients, if necessary.

11° It is expressly forbidden for any of the subordinate employees to purchase anything for the patients, without the authority of the physicians or the warden. It is also forbidden for any employee to receive any deposit or loan, or to lend the patients any sum of money, or to buy from them, or to exchange with them, in any manner whatsoever.

12° Any servant, being in charge of a patient, who is convicted of having entered a tavern with or without his patient, shall be *immediately dismissed.*

13° Every employee, convicted of drunkenness or immoral conduct, shall be immediately dismissed.

SPECIAL DUTIES OF THE CHIEF KEEPER.

1° The chief keeper shall visit the patient when admitted, in order to find out if he has on his person any dangerous weapon. He shall give each patient a bath for

cleaning purposes, and if he notices any sign of disease on his body, he shall inform the physician. He shall cut his hair and nails. He shall attire the patient in the clothes of the Asylum. He shall investigate as to whether the patient has with him any instruments*by which he might escape, or commit suicide, or make any attempt against his companions.

The same provisions are applicable as to the injuring of the furniture or the walls.

2° After the retiring of the patients, and enquiring into their wants, he shall shut the doors himself.

3° He shall, everywhere, maintain strict cleanliness.

4° He shall specially maintain personal cleanliness and the comfort of the patients in his ward.

5° He shall see that convenient clothing be provided, that the beds are well made, and that there is complete ventilation.

6° He shall maintain order and decency, he shall subdue tumultuous actions, violent conversations, loud talking and vociferation.

7° He shall endeavor to soothe the patients, to encourage them, by giving them good advice, and to gain complete ascendancy over them, and prevent them from sleeping or idling in the passages.

8° In exceptional cases, when necessary to secure the limbs of any patient by order of the physician, he shall take care that the skin is not hurt, and that the circulation of blood is not in any way interrupted.

9° He shall notify the physician of the changes in the state of the patients, and of the effect of the measures adopted.

10° He shall be held responsible for the linen of the department which he shall keep under lock and key.

11° He shall be responsible for the patients in his care, and if any escape by his fault, he shall incur the expenses of their recapture.

DINING-ROOM REGULATIONS.

1° The keepers must see to the placing of the patients at table, watch them, and take care to assist those patients who are incapable of helping themselves.

2° They shall take particular care of the knives, forks and spoons, and count them after the meal to see that none are missing. If it happen that any are missing, he must immediately inform the physician, the warden, or matron.

3° The greatest cleanliness must be maintained in the Dining Room; and any fragments must be immediately gathered up.

4° The keepers shall see that all the extras, ordered by the physicians, are duly administered.

INFIRMARY SERVICE.

1° The infirmary attendants are intrusted with the care of all the patients.

2° They shall make it their duty to study the symptoms of the patients as much as possible, and communicate to the physicians their observations respecting them. Upon anything happening of an alarming nature, they must immediately notify the physician.

3° They must pay special attention to the regimen and giving of the medicines ordered.

BATHING REGULATIONS

1° Baths shall not be given except by order of the physician.

2° Shower baths shall only be given in the presence of the physician.

3° The keeper-in-chief must be present at the administration of baths, and watch the patient during the whole time of the operation, and at no time shall he leave the patient alone in the bath.

4° It is necessary that a patient, to whom a cold bath is prescribed, be not in a perspiration. The necessary means must be taken that when a patient leaves a warm bath he be not exposed to cold, above everything cold feet. On leaving the bath he must be rubbed down with dry linen

5° The water used for a bath for one patient must never be used for another.



NIGHT ATTENDANCE.



In each large division of the men's ward, and of the women's ward, there are special attendants for night attendance.

1° The first watch is from bed-time to one o'clock; the second from one o'clock to rising. These attendants constantly walk through the rooms, dining-rooms, passages and dormitories of the institution without making any noise, and without needlessly remaining in any one place for any length of time, unless compelled to do so by duty.

2° They shall listen attentively at the cell doors to hear if anything unusual is occurring, and in a case of doubt enter the cell. If in the course of their visits they find any of the patients excited, they must endeavor to calm them, and give them all the care their condition requires.

3° In the infirmaries they shall give special attention to the patients. When necessary, they will awaken the day attendants to give aid, and in cases of urgency they must immediately summon one of the officers.

4° They shall take a note of the time, and report on the following morning to the physician, or the warden, on any important fact.



KITCHEN SERVICE.

1° The chief cook superintends at the preparation of the meals.

2° The first day of the week he must prepare the dict roll, which he must scrupulously follow, and, under the direction of the matron or her assistant, change the fare as much as possible.

3° He shall supervise the kitchen and utensils, and see that both are kept scrupulously clean.

4° He shall have the direction and control of the assistants under him.

5° Under the orders of the assistant-matron, he shall receive the provisions.

6° At 9 o'clock he shall extinguish the gas.

LAUNDRY SERVICE.

1° The head laundress fixes the day for washing, with instructions from the matron.

2° She is charged with the direction and surveillance of the assistants under her ; she is responsible for the patients employed by her.

3° She is responsible for everything taken to the laundry ; she must in consequence, notify the matron of anything missing. She shall mark in a note book, from which she must furnish extracts to the matron, while also submitting to her the account of the linén torn or unfit for further use.

4° The linen and clothing of the patients shall be marked by numbers, and the persons employed to fold and distribute the linen must be careful not to mix them, so as to avoid confusion. They will place aside the articles to be mended, to send them to the sewing room, where the keepers will receive them.

5° The men's linen must be distributed on Wednesday, the women's on Friday.

6° A general washing shall be made on Saturday, and the chief should see that everything is in its proper place ; the ironing boards and irons, &c., shall be under lock and key.

7° On Friday, from 2 to 4 o'clock, the nurses shall have permission to iron their linen ; but it is strictly forbidden, as well for them or any other employees, to go to the laundry at any time, except on duty.

8° The chief herself shall give out the soap, and must use the greatest economy.

PORTERS.

1° The porter is entrusted with the care of the principal entry of the Asylum. He must be prudent, polite and assiduous.

2° He is specially instructed in reference to the rules concerning visitors ; in case of any doubt he must take the advice of the superintendents or of one of the officers.

3° He must not give any information respecting the state of the patients, unless otherwise ordered.

4° He shall prevent the servants and patients from standing in the vestibule, and above all, he shall not permit any one to smoke in the passages or parlors.

5° He must specially provide that no letters or parcels, &c., are delivered by any visitor or other persons to the patients without express permission. He must also prevent visitors and others from taking charge of letters, parcels, &c., given by patients, without express permission from the physicians or warden.

6° He shall acquaint visitors with the rules to be observed by them when visiting the institution.



THE MESSENGERS.



1° The messengers shall execute only the orders given by the officers of the house.

2° They shall not make any purchases for the patients, without the authority of the physician, warden, or the superintendents.



VISITORS.—THEIR ADMISSION.

1° With the exception of Sundays and *Fêtes* of obligation, visitors shall be admitted every day between the hours of 9 and 11 A.M. and from 1 to 4 P.M.

2° Residents of the city and *environs* may see their friends on Mondays and Fridays only, between 8 and 11 o'clock in the morning and between 2 and 4 P.M., with the permission of the resident physician or of the superintendents.

3° Visitors cannot walk in the grounds or visit the establishment without special permission.

4° They are requested not to keep near the windows when outside, nor to converse with the patients inside.

5° It is expressly forbidden to deliver or receive from any of the patients any letter or parcel whatever, without the permission of the physicians or the warden.

6° Visitors are requested not to speak to the patients, or laugh at or mock them, or to make any remark which might cause them pain.

7° Under ordinary circumstances vehicles are not allowed on the grounds.

8° No visitor is allowed to remain in the Asylum or on the grounds after dark, without special permission, unless he is visiting one of the officials.