

NATIONAL LIBRARY OF MEDICINE

Bethesda, Maryland

LAWS, RULES, and ORDERS,

FOR THE

Lord North
GOVERNMENT

OF THE

Westminster

NEW LYING-IN HOSPITAL,

NEAR

WESTMINSTER BRIDGE,

INSTITUTED

In the Year 1765:

Collected and revised by a COMMITTEE, appointed at a SPECIAL GENERAL MEETING of the GOVERNORS, held at the HOSPITAL the 27th of *September* 1792; read and approved at a QUARTERLY GENERAL MEETING, held the 6th of *December* 1792; and confirmed at a QUARTERLY GENERAL MEETING, held the 6th of *March* 1793.

London;

PRINTED BY J. SMEETON, IN ST. MARTIN'S LANE.

1793.

30 57

LAW, RULES, and ORDERS,

GOVERNMENT

COMMITTEE

WESTMINSTER

NEWLY PRINTED IN HOSPITAL

WESTMINSTER BRIDGE

In the Year 1783

Collected and revised by a Committee of the House of Commons, appointed in the
Year 1770, to enquire into the State of the GOVERNMENT of the
HOSPITAL of St. Thomas, and to report thereon to the House of Commons, in
a Quarterly General Meeting, held on the 14th of January, 1771, and
afterwards continued in several other General Meetings, held on the 14th of
January, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, and
1783.

London;

Printed and Sold by W. MANNING, at the Sign of the Anchor, in St. Dunstons Church-yard, near St. Pauls Church.

1783.

CONTENTS.

	Page.
INTRODUCTION - - - - -	I
Government of the Hospital - - - - -	3
Officers and Servants - - - - -	<i>ibid.</i>
Qualifications and Privileges of Governors and Sub- scribers - - - - -	4
Honorary Governors and Benefactors - - - - -	8
General Meetings - - - - -	9
Weekly Board - - - - -	12
Inspectors - - - - -	18
Treasurer - - - - -	<i>ibid.</i>
Auditors - - - - -	20
Chaplain - - - - -	<i>ibid.</i>
Physicians, Surgeons, and Apothecaries - - - - -	21
Secretary - - - - -	22
Matron - - - - -	23
Pupils - - - - -	26
Nurses and other inferior Servants - - - - -	29
	Diet

	Page.
Diet for Officers and Servants in the House - - -	31
Patients and their Diet - - - - -	<i>ibid.</i>
Lying-in Wards - - - - -	35
Out-Patients - - - - -	<i>ibid.</i>
Visitors to Patients - - - - -	37
Vacancies, Candidates, and Elections - - - -	<i>ibid.</i>
Rules for an Election by Ballot - - - - -	39
General Laws - - - - -	41

Page	INTRODUCTION
1	Government of the Hospital
2	Officers and Servants
3	Qualifications and Privileges of Governors and Sub-
4	scribes
5	Honorary Governors and Benefactors
6	General Meetings
7	Weekly Board
8	Inspectors
9	Treasurer
10	Auditors
11	Chaplain
12	Physicians, Surgeons, and Apothecaries
13	Secretary
14	Matron
15	Pupils
16	Nurses and other inferior Servants
17	Diet

LAWS, RULES, and ORDERS

FOR THE

GOVERNMENT

OF THE

WESTMINSTER

NEW LYING-IN HOSPITAL.

Introduction.

THIS Hospital, which was instituted in the year 1765, was principally designed as an Asylum for the Wives of poor industrious Tradesmen, or distressed Housekeepers, who either by unavoidable Misfortunes, or the Burthen of large Families, might be reduced to want, and rendered incapable of bearing the Expences incident to the pregnant and lying-in State: And also for the Wives of indigent Soldiers and Sailors; the former, particularly,

B

particularly, being very numerous in and about the City of Westminster, where there is no other charitable Refuge of this kind.

THESE were the purposes for which the Hospital was originally intended; but the Governors having received many Representations of the severe hardships sustained by *unmarried Women*, in the state of Pregnancy, who are not admitted into other Hospitals, and reflecting on the numerous Instances where unfortunate Women of this description, overwhelmed with Shame, and destitute of Friends, have been tempted to destroy themselves or their Infants, have unanimously resolved to admit such of them to participate of the benefits of this Charity as are found to be objects of real distress. True Charity admits of Repentance, and opens her benevolent Arms to every species of Wretchedness: But while their Miseries are alleviated, and the lives of their innocent Offspring preserved, the greatest Care is taken by the Governors to prevent the Operation of ill Example, by keeping them in distinct and separate Wards, and by confining the Indulgence to the first instance of their Misconduct.

THAT the benefits of this Charity may be extended to pregnant Women in every degree
of

of distress, the Governors have directed that such as shall prefer remaining with their Families, or who cannot conveniently be removed, shall be delivered at their own Habitations, and receive all necessary Medicines and Medical Assistance.

AND to render the Institution more extensively useful, one of the Physicians attends at the Hospital, every Tuesday and Friday, from eleven till twelve o'Clock, to give advice in the several Disorders incident to Childbearing and Infancy.

Government of the Hospital.

THIS Charity shall be under the direction of a President, Vice-Presidents, a Treasurer, and Governors; and shall have the following

Officers and Servants.

A President, whose Office is for life.

Six Vice-Presidents }
A Treasurer } chosen annually.

B 2

A Chaplain.

A Chaplain.

Two Physicians Men-Midwives in ordinary.

A consulting Physician Man-Midwife.

A Physician extraordinary.

Two Surgeons.

Two Visiting Apothecaries.

A Secretary.

A Matron.

These Officers shall be elected by the Governors, at a Quarterly or Special General Meeting.

Midwives for delivering Patients at their own Habitations.

Nurses, and inferior Servants.

These may be appointed and discharged by a Weekly Board of Governors, as the Occasions of the Hospital may require.

Qualifications and Privileges of Governors and Subscribers.

1. AN Annual Subscription of three Guineas constitutes a Governor, entitled to recommend three In-Patients, three to be delivered at their own Habitations, and any number for Advice ;
and

and to a Vote at Elections, and in all Matters relating to the Government and Management of the Hospital.

2. AN Annual Subscription of five Guineas entitles the Governor to recommend five In-Patients, five to be delivered at their own Habitations, and any number for Advice; and to a Vote at Elections, and in all Matters relating to the Government and Management of the Hospital.

3. A Subscription of thirty Guineas, at one Payment, constitutes the Subscriber a Governor for Life, entitled to recommend, yearly, three In-Patients, three to be delivered at their own Habitations, and any Number for Advice; and to a Vote at Elections, and in all Matters relating to the Government of the Hospital.

4. THE Privilege of recommending Patients is extended in proportion to the Subscription.

5. A Subscriber of two Guineas annually is entitled to recommend two In-Patients, two to be delivered at their own Habitations, and the same Number for Advice; but has no Vote at Elections, or in the Management of the Hospital.

6. A Subscriber of one Guinea annually may recommend six Out-Patients, to be delivered at their own Habitations, and any Number for Advice.

7. A Subscription of twenty Guineas, at one time, entitles the Subscriber, during life, to the same Privileges as an Annual Contribution of two Guineas; and

8. A Subscription of ten Guineas, entitles the Subscriber to the same Privileges, during life, as an Annual Contribution of one Guinea.

9. No Governor or Subscriber can have more than one Patient in the Hospital, or on the Books for Admission, at one time.

10. No Annual Governor or Subscriber can be entitled to recommend Patients, unless his or her Subscription for the Current Year, be paid within three Months after the Quarterly Day on which it became due.

11. No Governor can be entitled to vote on any Question, in which he is personally concerned.

12. GOVERNORS shall have the Power of recommending Patients, and every other Privilege, from the time of their becoming Subscribers,

scribers, except that of voting on any Question relative to the Election of Officers, which they cannot be entitled to do, until their Subscription shall have been paid three Calendar Months, Subscribers of thirty Guineas at a time excepted.

13. No Governor shall have a right to vote at any Meeting, until his Subscription for the current Year be paid.

14. No Officer receiving Salary, Fee, or Reward from this Charity, shall be capable of voting on any Question as a Governor.

15. LADIES, Peers, and Members of Parliament, and Governors at the distance of twenty Miles, or upwards, from London, at the time of any Election, may vote by Proxy, or by a Letter to the Governors, signifying for what Candidate they mean to vote, provided the Proxy or Letter be dated after the declaration of the Vacancy, and that the name of the Candidate be specified in such Proxy or Letter, either in Print, or in the Hand Writing of the Governor whose Vote it purports to contain.

Honorary Governors.

PERSONS who have rendered essential Service to the Charity, may be elected Honorary Governors, for life, at any General Meeting; and such Honorary Governors shall have the same Privileges as Governors for life by Subscription.

Benefactors.

THE Names of such Governors or Benefactors as shall subscribe or bequeath a Sum of thirty Guineas, or upwards, at one time, shall be inscribed in the Tablets placed in the Board Room; and the Sums so subscribed shall be laid out in the purchase of such Government Securities, and in the names of such Trustees, as the Governors at a Quarterly General Meeting shall direct; of which Trustees the Treasurer, for the time being, shall be one; and the Dividends and Interest thereof shall be received by the Treasurer, and applied towards

towards the current Expences of the Charity : but the Governors at a General Meeting, shall have power, on any emergent Occasion, to direct the Application of any part of the Capital to the necessary Expenditure of the Hospital.

General Meetings.

A Quarterly General Meeting shall be held at the Hospital four times in the year, viz. on the first Thursday in March, June, September and December ; public Notice of which Meetings shall be given in one or more of the Newspapers ; and the Secretary shall also send a Letter or Summons to each Governor, at least five Days before every such Meeting.

SPECIAL General Meetings may be held by Appointment of the Quarterly General Meetings, or the Weekly Board, after mentioned, or on the requisition of the Treasurer, or any five of the Governors, signified to the Weekly Board, in Writing under his or their Hands, expressing the Purpose of assembling the same ; the time of holding of which Meeting shall be advertised, and notice thereof, and of the Business to be then transacted, shall be sent to each
Governor,

Governor, at least five Days before such Meeting.

No other Business shall be proceeded on at any Special Meeting, than that which shall be expressed in such Notice.

THE Hour of every Quarterly or Special General Meeting shall be Twelve o'Clock at Noon; and no Business shall be transacted unless five Governors at the least be present.

THE Governors attending at any General Meeting shall chuse a Chairman for the Day, in case the President, Vice Presidents, and Treasurer be absent, or shall decline taking the Chair.

EVERY Person speaking shall address himself to the Chair; not more than one Person shall be allowed to speak at a time; and if two Persons offer to speak at the same time, the Chairman shall decide which of them shall be allowed to speak first.

IF any Governor shall digress from the Point in Question, he shall be called to order by the Chairman.

ANY Governor who speaks to Order shall be first heard.

No

No Governor shall be allowed to speak more than twice on any Subject, unless to explain himself, or by way of reply to New Matter spoken in answer to him, unless by leave of the Chairman.

ALL Questions shall be determined by holding up of Hands, or by a Ballot, if required by three Governors; and if the Numbers be equal, the Chairman shall have the casting Vote, in addition to his Vote or Ballot as a Governor.

AT every Quarterly Meeting, the Minutes of the last preceding Quarterly Meeting, and of all Special General Meetings and Weekly Boards subsequent thereto, shall be read; and their several Resolutions, and the Propositions recommended by them, shall be confirmed, or disallowed, before any other Business be proceeded upon.

THE Quarterly General Meeting to be held in March shall elect the Vice Presidents, and Treasurer, and appoint a Committee of twelve Governors, to constitute a Weekly Board, two of whom shall be nominated Auditors; and at every Quarterly Meeting, two Governors shall be appointed Inspectors for the ensuing Quarter;

to

to all of whom Notice of their Appointment shall be forthwith sent by Letter from the Secretary.

No Quarterly General Meeting shall be adjourned, until the Chairman shall have put the Question whether any Governor has any thing to propose for the good of the Charity.

As soon as the Business of any General Meeting shall be finished, the rough Minutes of the Proceedings shall be read by the Secretary, and signed by the Chairman.

Weekly Board.

A Weekly Board, consisting of any Number of the Committee to be annually appointed in March, and of such other Governors as may please to attend, shall be held at the Hospital every Tuesday, at Twelve o'Clock.

THE Business of the Weekly Board shall be to admit and discharge all Patients; to examine all Bills for Provisions, or other necessaries delivered for the use of the Hospital; to order Payment of such Bills as are approved; to receive from the Treasurer, at the proper times, his Accounts and Vouchers, and refer the same

to

to be examined by the Auditors, previous to every Quarterly General Meeting ; to appoint, from time to time, Midwives for delivering Patients at their own Habitations, and also Nurfes, and other inferior Servants, and discharge them as often as there shall be occasion ; and to give fuch Inſtructions and Orders as they ſhall think neceſſary for the direction of the Affairs of the Hoſpital, ſo far as may be conſiſtent with the General Laws and Regulations of the Charity.

THE Chair ſhall be taken at Twelve o'Clock, and the Minutes of the preceding Weekly Board ſhall be firſt read. The Admiſſion and diſcharge of Patients ſhall next be proceeded on, in reſpect to which the following Rules ſhall be obſerved.

I. No Letter of Recommendation ſhall be received after Eleven o'Clock.

II. Previous to the Meeting of the Board, the Secretary ſhall examine the Letters of Recommendation which have been preſented, and if any of the Governors who have ſigned ſuch Letters ſhall have a Patient within the Houſe, or on the Books for Admiſſion, or if his or her Subscription for the Current Year ſhall be

more

more than three Months in arrear, the Secretary shall send the Woman so recommended, with a Letter to such Governor, informing that she cannot be admitted until the former Patient be discharged, or the Subscription in Arrear paid.

III. THE Secretary shall mark on each Letter the Day on which the same was presented. The Letters shall then be delivered to the Physicians attending, who shall subscribe at the bottom of each Letter the time of the respective Patient's reckoning, in three Classes, viz. Those who reckon between the first and tenth days of the Month, inclusive, shall be set down as reckoning *the beginning of the Month*; those between the eleventh and twentieth, inclusive, as reckoning *the middle of the Month*; and those between the twenty-first and last day of the Month, inclusive, as reckoning *the end of the Month*: and if it shall at any time happen that none of the Physicians are present, the Matron shall take the Accounts of the Patient's reckonings, and deliver them to the Secretary, who shall enter the Names of the Patients in a Book to be kept for that purpose, with the Names of the Governors who
recom-

recommended them, in the Order in which the Women are expected to be delivered.

IV. As soon as the Chair is taken, a List both of the In and Out-Patients who are to be discharged shall be delivered to the Chairman. The Matron shall then be called in, and asked how the former have behaved, during their Stay in the Hospital. The Women shall then be called in separately, and questioned by the Chairman respectively how they have been treated in the House, or at their Habitations, and whether any thing has been demanded or taken of them. If any Complaint be made, the Subject shall be enquired into by the Board, before the Patient be discharged; and if any Patient has behaved ill, her Name shall be entered on the *Black List*, which will exclude her from ever receiving the future benefit of the Hospital; but if there be no Complaint, a Letter of thanks shall be given to the Patient, to be carried immediately to the Governor by whom she was recommended; and a Paper shall be given her to be delivered to the Minister the first time she goes to Church, to return God thanks for her safe delivery.

V. WHEN the Patients are discharged, the Secretary is to sort the recommendatory Letters
into

into their proper Classes, and to report to the Board the number of Vacancies in the Hospital.

VI. THE Vacancies shall be filled up by Patients in the first Class. If there be more Patients in the first Class than there are Vacancies, the whole number of Patients in that Class shall ballot for Admission, by drawing Red and White Balls; for which purpose as many White Balls shall be put into the Balloting Box as there are Vacancies, and as many Red Balls as with the White Balls shall make up the number of Patients balloting. Those drawing the White Balls shall receive Orders for Admission when in Labor; and the recommendatory Letters of those drawing the Red Balls are to be marked with an (R) and delivered back to those Patients, with Directions to come again the next Board Day; and if they do not then attend, they will lose their turn of Balloting; and the next in Order of reckoning shall take their Places.

VII. THE Patients who shall draw White Balls, and be entitled to Orders of Admission, shall be supplied with a printed form of an Affidavit of their Settlement, which shall be filled

filled up by the Secretary, *Gratis*, and must be sworn before a Magistrate, and left at the Hospital.

VIII. No Order of Admission shall be given to any Patient but such as have balloted and drawn a White Ball; and no Patient can be admitted unless she has received such Order from the Board: And if any Woman be convicted of giving a false Reckoning, to impose upon the Charity, she shall be deprived of the Benefit of the Hospital.

THE Business of admitting and discharging Patients being ended, the Board shall proceed to examine all Bills, for Provisions, Drugs, and other incidental Matters, delivered into the House, in the Course of the preceding Week; to receive Reports from the visiting Apothecaries, and Inspectors; to require from the Matron an Account of such things as may be wanted in the Course of the following Week, and to order such as they shall approve; to examine the Auditor's Report on the Treasurer's Accounts, previous to each Quarterly Meeting; to attend to all Business recommended to them by the General Meetings; and to receive and discuss such Propositions as may

be made by any Governor present; the Chairman always putting the Question before adjourning the Board, Whether any Governor has any thing to propose for the good of the Charity.

MINUTES of the Proceedings of the Weekly Board shall be taken by the Secretary, and read as soon as the Business is finished, and shall then be signed by the Chairman.

Inspectors.

THE Inspectors, to be appointed at each Quarterly General Meeting, shall attend twice a Week at the Hospital, or oftner if they think proper, to enquire into the Behaviour of the Officers, Pupils, Servants, and Patients, the Quantity and Quality of the Provisions, and all other Matters relative to the internal Management of the Hospital; and report the same to the Weekly Board, with any Observations that may occur to them thereon.

Treasurer.

THE Treasurer shall receive all Subscriptions, Benefactions, Legacies, and other Sums
of

of Money that may be paid on Account of this Charity; and shall lay out all Benefactions of Thirty Guineas and upwards, and any other Sums that may be directed by the Quarterly General Meetings, in the Purchase of such Government Securities, and in the Names of such Trustees, as they shall think proper, of whom the Treasurer is always to be one; and he shall also pay such Bills, Salaries, Wages, Gratuities, and other Payments, as shall be directed by any General Meeting, or by an Order of the Weekly Board, signed by three Governors.

HE shall keep regular Accounts of all his Receipts and Disbursements for the Charity, and exhibit such Accounts, with Vouchers for the same to the Weekly Board, on the Board Day next but one preceding every Quarterly General Meeting, to be examined by the Auditors, preparatory to their being laid before such Meeting.

THERE shall be two different Locks and Keys of the Poor's Box, one of which shall be in the Custody of the Treasurer, and the other of the Secretary; and the Money shall be taken out on the Weekly Board Day next before each Quarterly General Meeting, in the Presence of

one of the Committee, and be carried to the Treasurer's General Account of Receipts.

Auditors.

THE Auditors, to be nominated at the Quarterly General Meeting in March, shall receive from the Weekly Board, on the Board Day next but one before every Quarterly General Meeting, a State of the Treasurer's Accounts unaudited, together with the Vouchers; and shall examine the same, and make their report thereon, at the next Board Day, in order to be laid before such General Meeting.

Chaplain.

THE Chaplain shall baptize the Children born in the Hospital, and keep a Register of their Births and Baptisms, and of the Names of their Parents; and perform the Office of Churching the Women.

No Child shall be removed out of the Hospital before it has been baptized and registered.

Physicians,

Physicians, Surgeons, and Apothecaries.

EVERY Physician of this Hospital must be a Member of the Royal College of Physicians in London.

ONE of the Physicians Men Midwives in ordinary shall attend at the Hospital every Weekly Board Day, by half past Eleven o'clock, to examine the Patients recommended, and mark on the Letters of recommendation their respective Times of reckoning.

ONE of the said Physicians shall also attend every Friday, at Twelve o'clock, to give Advice to such Out Patients as shall then be recommended by Governors or Subscribers, for relief in the several Disorders incident to Child-bearing and Infancy; and also to prescribe for such Poor Women, or their Infants, as may be unable to obtain Letters of recommendation, and shall offer themselves as Objects in great Distress, for advice only.

THE Physicians Men Midwives in ordinary shall, by Rotation, deliver the Patients in

all difficult Cafes, upon receiving proper notice for that Purpose from the Matron.

IN Cafes of imminent Danger, the consulting Physicians may be sent for, to give their Assistance in conjunction with the attending Physician Man Midwife in ordinary.

If any Patient, while in the Hospital, shall be afflicted with any disease not resulting from Pregnancy, notice shall immediately be sent to the Physician extraordinary, to take charge of such Patient.

Any Medical Officer of the Charity may call a Consultation, in every Case where the Safety of his Patient may require it.

THE Surgeons shall be sent for, as occasion may require, to give their Assistance in such Cafes as properly come within their Province.

THE visiting Apothecaries shall attend frequently, by Rotation, to see that the Medicines be good, and properly prepared, and to deliver to the Weekly Board a List of such Drugs as may be wanted.

Secretary.

THE Secretary shall attend all General Meetings, Committees, and Weekly Boards; and

and take Minutes of their Proceedings, and enter the same in proper Books.

HE shall send a Letter to each annual Subscriber when his or her Subscription for the Current Year is due; and shall lay before every Quarterly Meeting a List of the Subscriptions due the preceding Quarter Day.

HE shall keep the Accounts of the Hospital, in a methodical Manner; and file all Bills, Receipts, Affidavits, Certificates, and other Papers, in regular Order, at the Hospital, that the same may be inspected at any time by the Governors.

Matron.

THE Matron shall be a single Woman well skilled in the Practice of Midwifery: She shall constantly reside in the House, and direct the Oeconomy of it: She shall attend the Delivery of all Patients, and shall not be allowed to practise out of the Hospital.

IN all Cases of difficulty, she shall send for one of the Physicians Men Midwives in ordinary, and strictly follow his directions respecting the Treatment of the Patients.

SHE shall take Care that the Nurfes, and other inferior Servants, execute their refpective Duties, and that the Pupils and Patients conform to the Rules of the Hofpital; and in Cafe of their Neglect, or Mifbehaviour, ſhe ſhall acquaint the Weekly Board therewith.

SHE ſhall lay before the Board the feveral Tradefmen's Bills, for Proviſions and other Neceſſaries delivered for the uſe of the Hofpital; (firſt examining the ſame to ſee if they correſpond with the Articles delivered) and ſhall report any Defect in the Quantity or Quality thereof.

SHE ſhall not receive any Patient into the Hofpital, without an Order from the Weekly Board, ſigned by the Secretary; and ſhall mark on each Order the Day of the Patient's Admiſſion.

SHE ſhall take care that every Patient be clean in her Perſon and Apparel, at the time of her Admiſſion, and free from any infectious diſtemper; and that ſhe be provided with a proper change of Linen for herſelf and Child.

SHE ſhall enter, every day, in a Book to be kept for that purpoſe, the number of Patients on different Diets, and all Extraordinaries for them,

them, for which she must produce an Order from one of the Physicians, or the Surgeons, as her Voucher.

SHE shall keep a Book, in which she shall, every Week, set down such things as she shall think necessary to be provided for the use of the Hospital in the Course of the following Week, and shall lay the same before the Board, on every Board Day, for their directions thereon.

SHE shall take Care of all Goods and Furniture committed to her Charge, and deliver an Inventory thereof to the Secretary, Yearly, at Christmas; and all additional Articles shall, from time to time, be entered on such List.

SHE shall take care that the Provisions of the House be properly and frugally applied, according to the Tables of Diet, hung up in each Ward; and that none of them be carried out of the Hospital, wasted, or embezzled.

SHE shall not leave the Hospital, at any time, while the House Pupil is absent from it.

SHE shall read Prayers in one of the Wards every Morning and Evening, at which all the Patients who are able shall be required to attend.

SHE

SHE shall take care of the Cloaths and Money of any Patient dying in the Hospital, and report the same to the next Weekly Board, to be disposed of as they shall think proper.

Pupils.

THE Physicians Men Midwives in ordinary shall be permitted the privilege of taking Pupils, (previously qualified by attending Lectures on the Theory and Practice of Midwifery) who may attend this Hospital towards their further Improvement, under the following Regulations :

No Pupil shall at any time be admitted without having attended at least two Courses of Lectures in Midwifery.

Every Pupil, before he is admitted, must be examined by the Physicians Men Midwives in ordinary, and produce a Certificate from them of being duly qualified for Admission ; which Certificate shall be left with the Matron, and be by her reported to the ensuing Weekly Board.

THERE may be one House Pupil residing in the Hospital, who shall be engaged for not less than three Months, and may board at the
Matron's

Matron's Table, paying for his Board, to the Treasurer, three Months in advance, at the rate of ten shillings and sixpence per Week, in which shall not be included Tea, Wine, or Porter.

THE House Pupil shall not leave the Hospital, at any time, while the Matron is absent from it.

HE shall prepare such Medicines for the Patients as shall be prescribed or ordered by the Physicians.

HE shall not be allowed to administer Medicines to the Out-Patients, unless they be prescribed by one of the Physicians.

HE shall keep a Book of the Number of In-Patients, and the time of their being admitted; and lay, Weekly, before the Board, a List of such as the Physicians Men Midwives shall think fit to be discharged.

HE shall place a Card over the Bed of each Patient, containing her Name, the date of her Admission, and by whom recommended.

NOT more than one Pupil at a time shall, on any pretence whatever, presume to go into any of the Wards of the Hospital; nor shall any Pupil enter the Wards except with one
of

of the Physicians Men Midwives, or the Matron; and if any Pupil shall presume to act contrary to this Order, such Pupil shall be immediately dismissed from the Hospital, and excluded from any farther Privilege of attending the same.

WOMEN desirous of improving themselves in the Practice of Midwifery, and having previously attended two Courses of Lectures on that Science, may be permitted to reside in the House, and to receive such further Instructions from the Physicians Men Midwives as may duly qualify them for Practice; but not more than two female Pupils shall reside in the House at a time.

SUCH Female Pupils may board at the Hospital, and dine at the Matron's Table, paying into the Hands of the Treasurer, for their Board, ten shillings and sixpence per Week, to be applied to the use of the Hospital.

NOT more than one Pupil at a time shall, on any Account, be permitted to visit one Patient; and no Pupils shall be ever admitted, excepting such as are already mentioned, and who are immediately under the Direction of the Physicians Men Midwives in ordinary.

Nurses,

Nurses and other inferior Servants.

THEY shall obey such Directions as they shall receive from the Physicians, or Matron, relative to the Care of the Patients ; and shall not presume, on any Account whatever, to act contrary to such Orders, or to direct any Medicine, or Application, of their own accord.

THEY shall behave with tenderness to the Patients, with civility to Strangers, and with due respect to the Governors of the Charity.

IN Case any Patient shall refuse to comply with the Orders of the House, or in any way misbehave herself, the Nurse shall immediately acquaint the Matron, who shall report the same to the Weekly Board.

THEY shall not permit the Patients to go out of their Wards, without leave from the Matron.

THEY shall sweep and clean their Wards every day, before Seven o'clock in the Morning from the first of March to the first of October, and before Nine o'Clock from the first of October to the first of March.

IN Case of the Death of any Patient, they shall immediately deliver to the Matron, in the presence of one or more of the Patients in the Wards, the Cloaths and Money of such deceased Person.

THE Nurses shall take care that all the Patients be in their respective Beds by nine o'Clock in the Winter, and ten in the Summer; and that no Candles be burning in their Wards after those hours.

THE Night Nurse shall visit the several Wards every hour, to know if any of the Patients require her Assistance.

THE Nurses or Servants shall not be permitted to have Visitors to stay with them above an Hour at a time; and no Visitor shall be treated with the Hospital Provisions, nor any Linen be washed in the House but such as belongs to the Officers, Servants, or Patients in the Hospital.

THEY shall strictly obey all directions which they may receive from the Matron; they shall not go out of the House without her leave; and shall take Care to return sober, and in due time.

A Copy of these Orders shall be hung up in the most conspicuous part of each Ward, that none may plead Ignorance thereof.

Diet for Officers and Servants in the House.

THE Provisions for the Matron, Pupils, and Servants, shall be in the proportions of a Pound of Meat, two Ounces of Butter, and two Ounces of Cheese per day, with a proportionate allowance of Bread and Table Beer to each; and the Hour of Dinner shall be half after two o'Clock.

Patients.

No Patient shall be admitted without a Letter of Recommendation from a Governor or Subscriber. All such Letters shall be delivered at the Hospital, on the day of the Weekly Board, before Eleven o'Clock, and none shall be received after that hour.

THE Patients shall receive their Admission and Discharge, agreeably to the Rules before
laid

laid down for regulating the Business of the Weekly Board.

No Patient can be admitted unless she be clean in her Person and Apparel, and free from any infectious disorder; nor without a proper change of Linen for herself and Child.

If any Patient entered on the List for Admission shall not come into the Hospital within three Months from the end of her time of Reckoning, she shall be struck off the List, and not admitted without a new Recommendation.

No allowance shall be made to any Patient who shall not come into the Hospital, other than Attendance and Medicines to such Out-Patients as shall be recommended to be delivered at their own Habitations, or for Advice and Medicines.

No Patient after her Admission, shall go out of the House, without leave in Writing from the Physicians, or Matron; and if any one having obtained such Permission do presume to lie out of the Hospital, without the approbation of the Weekly Board, she shall immediately be discharged for Irregularity.

THOSE

THOSE Patients who are well, and able, shall be directed by the Matron to assist the Nurses, or to do any other Business, as occasion shall require; and shall also, at proper times, be employed to make and mend Linen for the use of the Hospital, or, on refusal, shall be discharged.

EVERY Patient shall suckle her Child during her stay in the Hospital, unless otherwise directed by the Physicians, on account of her health; and no Patient shall be suffered to go out of the Hospital without her Child, nor before it has been baptized.

THE Patients shall breakfast at eight in the Morning in Summer, and at nine in Winter; and shall dine at one o'Clock, and sup at seven in the Evening; and their Diet shall be as follows:

ALLOWING to those who are on full Diet half a Pound of Meat, when dressed, a Penny Loaf, and three Pints of small Beer a Day, and twelve Ounces of Butter or Cheese per Week.

Low Diet.

VEAL or Mutton Broth, Water-Gruel
Caudle.

Common Diet.

VEAL or Mutton Broth, Beer Caudle, boiled Mutton or Veal, Bread and Cheese, Milk Pottage.

Full Diet.

BROTH, boiled Mutton or Beef, Bread and Cheese, Milk Pottage, Trotters.

A Table of Diet for the Patients, and the Quantities thereof, shall be hung up in each Ward, for the information of the Women; and also a Table of such other Rules as are proper to be hung up in the Wards.

THE Patients shall go to Bed at Nine o'Clock in the Summer, and ten in the Winter.

No Liquors or Provisions of any kind shall be brought to the Patients, by their Friends, without leave from the Physicians.

ANY Patient transgressing these Rules and Orders is liable to be expelled, by the Physicians, Weekly Board, or Inspectors, and never to be admitted again on any Recommendation whatever.

ALL

ALL Patients who think themselves aggrieved by any Person in the Hospital, are to apply for redress to the Weekly Board.

IF any of the Patients, or their Children, shall die in the Hospital, the Matron shall give immediate Notice thereof to their Relations or Friends, if known; and if they do not take care to have them buried, they shall be buried in the cheapest manner at the expence of the Hospital.

Lying-in Wards.

SEPARATE Wards shall be appropriated to the reception of such Patients as are single Women; who shall not be allowed to associate or mix with the other Patients in the Hospital, except during the time of reading Prayers.

LADIES who are Governors and Subscribers to this Hospital may, at any Time, visit the Lying-in Wards; and such Visitations will be esteemed a favor done to the Charity.

Out-Patients.

No Out-Patient shall be entered in the Hospital Books, unless she shall present a Letter

of Recommendation, signed by a Governor or Subscriber; and all such Letters shall be delivered to the Hospital on the Day of the Weekly Board, at eleven o'Clock, and none shall be received after that Hour.

PATIENTS recommended to be delivered at their own Habitations, shall be attended by a skilful Midwife, to be appointed by the Physicians Men Midwives in ordinary, as near as conveniently may be to each Patient's Residence; and shall receive a Ticket from the Board, signed by the Secretary, which will entitle them, when in Labour, to send for such Midwife: and in any case of necessity one of the Physicians Men Midwives in ordinary shall attend, on being sent for by the Midwife.

ALL Out-Patients shall bring Bottles or Gallipots, to receive their Medicines.

OUT-PATIENTS shall receive their discharge agreeably to the Rules before laid down for regulating the business of the Weekly Board.

ANY Out-Patient neglecting to attend regularly, or who shall not strictly follow the Directions of the Physicians, shall be struck off the Hospital Books, and never again be received

received as an Out-Patient, on any Recommendation whatever.

Visitors to Patients.

No Visitor to any of the Patients undelivered shall be permitted to be with them in any Part of the House, but the Hall; or to stay longer than half an hour; and neither the Husband nor any other Person belonging to the Patient, shall be admitted into any of the Wards, on any Account, without leave in Writing from the Weekly Board, or one of the Physicians.

No Person shall visit any of the Patients who are delivered, till one Week after their Delivery; and no Visitor shall then be admitted, without Permission in Writing from the Weekly Board, or Physician.

Vacancies, Candidates, and Elections.

ALL Elections of Officers at a Quarterly or Special General Meeting shall be determined by holding up of hands, or by Ballot, if a Ballot be demanded by three Governors, in
which

which Case the Ballot shall open at twelve o'Clock and close at three; and if there be an equal Number of Votes for any two or more Candidates, including those given by Proxy or Letter, the Chairman shall have the casting Vote, in addition to his Vote as a Governor, subject to the Regulations before expressed relative to the Qualifications of Governors.

ON a Vacancy happening, the same shall be declared at the first Weekly Board after it has taken place; and the Day of Election shall then be appointed, which shall be at least One Month, and not more than two Months, after the Declaration of the Vacancy.

WHEN the Vacancy has been declared, Candidates may offer themselves to the Weekly Board; and such as appear eligible shall have their Names inserted in the Minutes: But no Person shall be admitted a Candidate unless he or she shall offer him or herself to the Weekly Board, and be accepted as a Candidate, on or before the Board Day but one next preceding the Day of Election.

Rules for an Election by Ballot.

PREVIOUS to the Day of Election, the Secretary shall provide a compleat Alphabetical List of Governors having a Right to vote.

ON the Day of Election, the Chairman shall first order the Names of the Candidates to be read, together with all Minutes made by the several Weekly Boards respecting the Election. The Names of the Candidates admitted, shall then be entered in the Minutes of that Day, and be ballotted for accordingly.

BALLOTING Papers of equal size shall be provided, with the Names of the several Candidates printed or written upon them.

ONE or more Glasses, with the Tops covered with Leather, shall be provided, with a sufficient opening to receive the Balloting Papers.

THE Chairman shall appoint two Governors to receive the Ballots, and two more to mark off, on the List of Governors, the Names of those voting.

THE Balloting Glasses shall be placed in some conspicuous part of the Room; and the
Governors

Governors appointed to them shall not receive the Ticket of the Balloting Governor, till his Name shall be marked off in the List.

WHEN the Ballot is closed, the Glasses shall be placed before the Chairman.

Two Papers shall be prepared, with columns, and intrusted to the Care of two Governors, who are to mark down under each Candidate's name, the Votes declared in their Favor.

FILES shall be provided to receive the Balloting Papers for each Candidate, and one Governor appointed to each File.

THE Chairman shall examine the Letters and Proxies, declare the Name of the Candidate for whom each Vote is intended, and deliver them to be placed on the respective Files; first marking off the Names in the Alphabetical List of Governors entitled to vote.

IF two Proxies of the same Governor be produced by opposite Candidates, they shall both be void, unless it be proved to the Satisfaction of the Chairman that only one of them bears the genuine signature of such Governor, or that the Proxy first issued was intended by such Governor to be cancelled.

THE

THE Chairman shall then open the Balloting Glaffes, and take out the Papers one by one, naming the Candidate expreffed therein; and deliver them to be put on the proper Files.

WHEN all the Balloting Papers are filed, the Numbers for each Candidate shall be carefully caft up, and declared; and if there be any difference in the numbers, on cafting up the two Papers, they shall again be checked off, by the Letters and Balloting Papers on the Files, if neceffary.

As foon as the Numbers are determined, they shall be entered in the Minutes, oppofite to the Names of the refpective Candidates; and the Candidate who has the Majority shall be declared by the Chairman, and minuted in the Books, duly elected.

General Laws.

No Nurfe, Servant, or any other Perfon belonging to the Hofpital, shall prefume to take of any Patient, Servant, Stranger or others, any Fee, Reward, or Gratuity of any kind, for any Service done, or to be done, on Account

E

of

of the Hospital, on pain of being immediately discharged.

AN Inscription in large Letters shall be placed up in each Ward, to caution the Patients against offering, and the Nurses and Servants against receiving, any Gratuity whatever, from the Patients or their Friends.

No Matron, Nurse, or other Person belonging to this Hospital, shall be allowed to maintain her or their Children, or other Dependants, within or at the Charge of the Hospital.

IF any of the Nurses, Servants, or other Persons in the House, shall convey out of it any Provisions, or other things belonging to the Hospital, they shall be immediately discharged; and neither they, nor any other Officer or Servant who shall be discharged, shall be readmitted on any Account whatever.

EVERY Nurse, and other Servant, shall be acquainted, at the time of being hired, that they are to do any Business that the Necessity of the Charity requires, though not in the particular Station for which they are hired.

ALL the Laws, Orders, and Regulations of the Hospital shall be strictly obeyed, and performed;

performed; and no new Law, Regulation, or Order, affecting the Government of this Charity, or any Alteration of those existing, shall be valid, unless the same shall be proposed at a Weekly Board, or General Meeting of the Governors; and be by them recommended to a Special or Quarterly General Meeting; and unless the particular Law, Regulation, Order or Alteration so recommended, shall be stated in the Summons sent to the Governors, and shall be adopted at such General Meeting, and confirmed at a subsequent one.

F I N I S.

14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859
860
861
862
863
864
865
866
867
868
869
870
871
872
873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923
924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972
973
974
975
976
977
978
979
980
981
982
983
984
985
986
987
988
989
990
991
992
993
994
995
996
997
998
999
1000

F I N I S

Laws, ... Westminster New Lying-In Hospital

London, 1793

National Library of Medicine

Bethesda, Maryland

CONDITION PRIOR TO TREATMENT

There was no cover. The sewing was not intact. The sewing was through-the-fold style. There were remnants of thread. The wove paper text was flexible, and moderately soiled, heavy on the title page. There were tears and breaks throughout. There were losses to the text paper in the first and last leaves. There were ink notations in the text.

TREATMENT

The text was collated in pencil. The edges of the text block and heavily soiled leaves were surface cleaned with grated and solid vinyl erasers. The text block was disbound. The text was washed in a bath of deionized water and deacidified in an aqueous solution of magnesium bicarbonate. The pH of the paper after treatment was 7.6. The leaves were repaired with Japanese paper and wheat starch paste. The repaired leaves were humidified and flattened. The book was resewn by hand with unbleached Irish linen thread with the addition of new end leaves of handmade paper. The spine was lined with both Japanese and Western paper using wheat starch paste adhesive, and a layer of unbleached Irish linen with PVA adhesive. The book was recovered in a non-adhesive paper cover that is reinforced with acid-free buffered board.

Conservation Center for Art and Historic Artifacts

Accession #91.851

March 1992

HMD
W2
260
W526L
1793

