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RULES

FOR THE

GOVERNMENT

OF THE

Attendants and Employees

OF THE

VERMONT ASYLUM

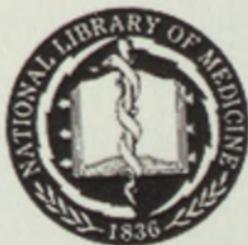
FOR THE INSANE.

Approved by the Trustees, and ordered to be printed
October, 1873.

BRATTLEBORO:

F. D. CORLEIGH, STEAM BOOK AND JOB PRINTER.
1873.

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Duties of Chief Attendants.

1. The chief attendant or supervisor of the Male Department shall exercise a general oversight of all the male wards, and act as the medium of communication between officers and attendants, delivering to the latter any orders from the Office, and transmitting for them any messages or requests.

2. He shall attend personally to the administration of the medicines prescribed by the Medical Officers for the patients; taking the same from the Dispensary at such times as he may be directed, and returning the tray with the cups properly cleansed, after each administration.

3. It shall be his duty, under the direction of the physicians, to make transfers from one hall to another, and to provide for new patients when admitted, to see that they are properly bathed, and cared for, and introduced to the attendant in whose charge they are placed; that their clothing is registered and marked, and duly delivered to the care of the attendant; and that any valuables, or articles not allowable, that may be in their possession, are brought to the Office for safe-keeping; and, when patients are discharged, he shall carefully collect together the same, and see that everything is accounted for, and in good order.

4. He shall bestow special attention upon the sick, and those who are excited and under restraint in any way, and see that the directions of the Medical Officers, regarding them are faithfully carried out, and that everything is done for their comfort which the circumstances of the case will admit of; and in event of death, he shall, with the assistance of attendants, make the necessary preparations for burial.

5. When required so to do, he shall be ready to wait upon visitors; and when new attendants report for service, it shall be his especial duty to instruct them in the details of the work in which they have engaged, and report promptly to the Assistant Physician or Superintendent anything in violation of the By-Laws.

6. He shall look, especially, after the clothing and bedding of the patients, and see that such as may need cleansing or repairing, is sent daily, or at regular times, to the Laundry, or Sewing-room, as the case may require; and that he may know that the bedding and clothing in use by the patients, is suitable and sufficient, and that the patients are comfortably and properly lodged, dressed, and undressed, he shall make a round of inspection at both the rising and retiring hour.

7. The duties of the chief attendant or supervisor of the Female Department shall be the same as above specified. Both shall spend as much time as possible in the wards of their respective Departments, and endeavor, in all things, to carry into successful operation the plans of the Superintendent, and to promote the comfort and welfare of the patients, as well as their cheerfulness and contentment.

8. Both will, at all times, be ready to perform any special service that may be required by the Medical Officers or Matron.

Duties of Attendants.

1. To the attendants will be assigned the immediate charge of the patients, and the care of the halls in which they are placed. They will likewise be held responsible for the clothing and other property of the patients, while in their charge.

2. In their intercourse with the patients, they must treat them with uniform respect and civility; and endeavor to gain and retain their confidence. If the patient is timid and fearful, he must be assured; if irritable or excited, he must be soothed; if despondent or melancholy, he must be cheered; if feeble, pains must be taken to afford him comfort. All civil questions must be answered, and all reasonable requests promptly attended to. Nothing is of greater importance than evenness of temper, and coolness under every provocation. It must be remembered always, that in insanity the feelings and temper of a patient may become quite perverted, and that he may do many things in a morbid state, which he would recognize as wrong in a natural state.

3. Scrupulous fidelity is required in the performance of their duty, and in carrying out the directions of the Medical Officers, whether given directly, or transmitted by the supervisor. Kindness and forbearance toward patients, are especially enjoined, together with the most scrupulous attention to cleanliness of their apartments and surroundings. No place should be considered clean enough if it can be made cleaner; and no patient should be considered comfortable enough, if he or she can be made more so.

4. In the management of excited or dangerous patients, a single-handed struggle is always to be avoided. If a patient becomes suddenly excited and violent, and cannot be reasoned with, and it becomes necessary that he should be restrained, or placed in his room, the attendant must obtain assistance sufficient, and if force is requisite, it must be applied in the least objectionable manner possible, and never exceed what may be necessary for the enforcement of a reasonable requirement; but no patient may be thus restrained without instructions from a Medical Officer, unless the emergency is such as to admit of no delay in action, in which case the fact must be at once made known to the proper authorities, who will then direct the course to be pursued.

5. Patients disposed to injure themselves or others, to destroy clothing or bedding, to denude themselves, or to break windows or furniture, may be thus restrained, but provoking, insulting or threatening language must be overlooked as far as possible, and not responded to. No punishment, or anything that can be construed as such, will, under any circumstances, be allowed. In no case will an attendant be excused for returning a blow, or laying violent hands upon a patient, unless in the clearest self-defence, or to prevent his doing serious injury to himself or others.

6. No attendant must ever leave his hall without permission, unless his duties require his temporary absence, in which case the attendant of the adjoining hall must be advised, and must exercise the requisite supervision during his absence.

7. The attendants must be, during the day, with their patients, and not shut themselves in their rooms apart from them. Their

presence is always essential, to cheer the despondent, to curb the excited, and to maintain quiet and good order in the wards. When the Medical Officers make their visits of inspection, the attendants are expected to be ready to report the condition of each patient, and to exhibit everything pertaining to the ward that may properly exact attention.

8. They must always be present at the meals, attend personally to the carving and distribution of the food, and be careful that no patient shall carry away a knife, fork, or other articles from the table. (Knives and forks must be counted after each meal.) Especial care must be taken that the extra diet prescribed by the Medical Officers for individual cases, shall be faithfully served to those for whom it is designed. No patients shall be allowed to assist in the work of the dining room, except by permission first obtained of the Medical Officers. If patients refuse food, the fact must be reported to the Assistant Physician.

9. Patients must not be allowed to go from one ward to another without the permission of the Superintendent or Assistant Physician. The removal of patients from one ward to another will never be done except by the order of a Medical Officer; and no permanent transfer will be made without the authority of the Superintendent; who is responsible for the proper classification of the inmates.

10. Unless otherwise specially ordered by the Physicians, every patient must take a warm bath once a week, and oftener if his condition requires it; and every patient must receive proper attention in the matter of toilet, before being served with his morning meal. The beds should be thrown open to the air before breakfast, and made up immediately after; and rooms, halls and stairways must then be properly swept and cleansed for the day. Patients must not lie upon their beds during the day, unless ill or feeble. System in the performance of the daily duties is particularly enjoined; and, as a rule, the forenoon should be occupied in the actual work of the halls and the afternoon devoted to out-door walking with patients, or in-door recreation.

11. For everything pertaining to the care of the halls, the attendants are directly responsible; and when not actually engaged in their work, they are desired and expected to engage in the games and amusements of the patients; and when thus occupied, will be regarded as in the line of their duty. Superfluous articles must not be allowed in the rooms of the patients, or in the halls; and the trunks and effects of the patients must be kept in the store-rooms, unless allowed in their rooms by permission of the Superintendent. Regard must always be had by the attendants to the proper care and preservation of the furniture and fixtures of their halls, and any defect or damage occurring to the same must be reported at the office.

12. In all things the attendants will be expected to be the exemplars of the patients; and enforce all necessary requirements by example as well as precept. They are especially enjoined to bestow constant attention upon their patients to ensure personal cleanliness, and neatness and tidiness in dress. The hair must be kept properly cut and combed, and the beard shaven or trimmed. Neither hats nor heavy boots should ever be worn in-doors by either patients or attendants. Great caution must at all times, be exercised in regard to the use of the razor, or other dangerous instruments, and no patient shall be allowed the use of such without permission, and then only in the presence of the attendant. The key of the hall must not be entrusted to any patient, and no proper duty of the attendant should ever be delegated to a patient. The attendant must never deliver a letter to any patient without permission, nor purchase of, or sell to a patient anything, nor receive gratuities from friends of the patients, or visitors, without the knowledge and consent of the Officers.

13. Employment being regarded as an important aid to treatment, patients are encouraged to occupation in some useful way or in fancy work. They may assist in the care of their rooms, or in the work of the halls, but must not be held to stricter responsibility, or closer application than they are equal to; and the attendant must ever bear in mind their infirmities, and remember that many require constant personal care, and all judicious direction and oversight. Attendants should endeavor to

study carefully the habits, dispositions and peculiarities of their patients, and accommodate themselves to them, as far as they can consistently with the necessary requirements of the house. And above all, endeavor to maintain a cheerful, orderly and home-like air in their respective wards.

14. Absence of the attendants from their halls either by day or by night, cannot be allowed, and will be regarded as an inexcusable dereliction of duty; except when out by permission, or upon some legitimate labor or errand, or when engaged in outdoor exercise with patients.

15. They must expect a constant observation in the performance of their duties, and receive the suggestions of the officers with regard to any short comings, or for improvements, kindly and without offence. It must be remembered that the success of the Institution depends upon the faithfulness of each in his particular sphere of action, and it should be the endeavor of each to act well his own part. They must be mindful of the consideration they owe to each other, and of the respect and deference due to those in authority; remembering that complete success can result only from harmony of action and unity of purpose; and that the interests of the Institution must be paramount to individual interests.

16. It is expected that the wards will, at all times, be in suitable condition for inspection, and the condition of places usually out of view, such as water-closets, bath-rooms, clothing-rooms, cupboards, etc., will be considered a test of the attendant's neatness; and habitual neglect of such places will be regarded as evidence of unfitness for the service.

Duties of Night Watch.

1. The watchman will visit the office at nine o'clock in the evening to receive his instructions for the night.

2. He shall be constantly awake, faithful and vigilant, and shall pass regularly through the wards of the Male Department, and around the buildings, or such of them as he may be direct-

ed, for the purpose of observing all occurrences, attending to the fires during the night, and guarding against danger therefrom.

3. In his walks he must avoid any unnecessary noise, never converse with any one in a loud tone, and open and shut all doors as quietly as possible. When requested he shall give special attention to individual cases, and faithfully execute every order respecting the sick, or suicidal. He must be kind, gentle and soothing in his manner, and take every means in his power to tranquilize those that are excited, and allay the fears and apprehensions of the timid.

4. He must always attend to any reasonable want expressed by a patient. He must notice any unusual noise in a patient's room, and ascertain its cause, and, if necessary, give notice to the attendant.

5. He must be especially watchful with regard to fire, and, if one occurs, immediately notify officers and employees, but not give a general alarm.

6. The watchman shall remain on duty until the general rising hour in the morning. He shall, if requested so to do, by the Medical Officers, make report in writing, of the condition of those patients he has been required especially to care for, and also enter in a book provided for that purpose, any unusual occurrences that may have transpired during the night, or any irregularities, or neglect of duty on the part of others, that he may have observed; and this record shall be left at the office, when he goes off duty each morning.

7. The duty of the watchwoman shall be to exercise an oversight of the wards of the Female Department during the night, making regular rounds through the same, and to bestow such attention upon individual cases as she may have been directed to, or as circumstances may require. In regard to hours of service, care of patients, and all the nightly occurrences of her department, she will be subject to the same general directions as the watchman. Either, if required, shall take the place of an attendant in the wards during the religious service on the Sabbath, or evening entertainments.

Duties of Overseer of Kitchen.

1. The overseer of the Kitchen shall have charge of the kitchen stores, attend personally to issuing the daily supplies, and, with the chief cook and her assistants, be responsible for the preparation and distribution of the meals to the different halls, and dining tables at the hours specified, and in accordance with the general diet table; subject to such variations only as circumstances may necessitate, or the Superintendent may direct. The prescribed dishes must be prepared with scrupulous care, and delivered as directed by the Medical Officers or Matron.

2. It is enjoined upon the overseer of the Kitchen to attend to the weighing of the articles bought, and to see that they are safely and properly stored. He shall enter in a book kept for the purpose, the weight of such articles, and keep a memorandum of all articles delivered into his charge, with the date of delivery. He shall notify the Superintendent at least two weeks before the supply of any staple article is likely to be exhausted.

3. He will be responsible for the maintenance of general good order in his department, and for propriety of conduct at the tables under his supervision. He will exclude from his department all strangers, and all persons having no business or duty in connection with the same, and not allow it to become a place of resort for those employed in or about the Institution. Constant vigilance must be exercised to safely keep and economically use supplies, and to guard against waste of articles cooked. The keys to the store-rooms entrusted to his care must never go out of his possession unless by permission of the Superintendent.

4. The chief cook shall have direction of the female help employed in the kitchen, and shall see that all the cooking is done in a proper manner, subject to the general directions of the Superintendent and Matron. She shall be accountable for the condition and care of the cooking utensils, for the cleanliness of the store-rooms, pantries, etc., for the neatness and proper

arrangement of the tables in the Kitchen Department, and for the good order of the kitchen generally. She shall report to the Matron any wants occurring in her department, and look to her for any necessary instruction in her duties.

Duties of the Baker.

1. Under the general direction of the Superintendent and Matron, the baker shall make whatever of bread may be required, and shall likewise, in addition to the same, attend to the baking of whatever requires the use of the oven; as meat, beans, pies, cakes, etc.

2. He shall take charge of all flour, and other supplies furnished him, and be responsible for the safe keeping and economical use of the same. The keys of the store-rooms under his care must never go out of his possession except by permission of the Superintendent.

3. He shall have the oversight and direction of the persons employed in his department, and shall be responsible for the neatness and good order of the bakery, bread-room, and the fixtures and utensils used therein.

He shall report to the Superintendent wants occurring in his department at any time, giving at least two weeks notice before the supply of flour is likely to be exhausted.

Duties of Overseer of the Laundry.

1. The overseer of the Laundry shall have charge of the boiler, engine and washing machinery, and all steam and water pipes connected therewith; and shall keep the same in good order and repair. He shall also have the care of the fires in his department, and the charge and direction of all male patients that may be employed in or about the Laundry.

2. He shall be responsible for the maintenance of general good order in his department, excluding from the same all strangers, and all persons having no business or duty in connec-

tion therewith, and not allow it to become a place of resort for persons employed in or about the Institution.

3. He shall collect the clothing and other articles to be washed, from the wards of the Female Department, at the appointed times, and also from the Center Building; and shall attend to the distribution of all clothing and other articles for the whole house, after they have been properly washed, ironed and assorted.

4. Under the direction* of the Superintendent and Matron, the work of the Laundry shall be subdivided among those employed as laundresses, each of whom shall be held accountable for the part assigned her, and responsible for the proper oversight and care of such patients as may be allowed to assist in the work.

5. Great care must be exercised by all employed in this department, to insure the safety of all articles while in their care, and the return of the same uninjured and in proper condition. Patients employed in this department must have the constant oversight of those responsible for them, must be treated with consideration, and not over-worked, must not be allowed to leave the laundry while at work, and must be returned to their wards when their work is done, and at the regular hours for meals and rest.

Duties of Assistant Matron, Dressmaker, &c.

1. It will be the duty of the assistant matron to aid the Matron in the discharge of her duties, in any of the domestic departments, and in any way that she may require.

The dressmaker will attend to the dressmaking, and such other work in the way of cutting, sewing, etc., as may be required, and will be under the immediate direction of the Matron; as will, also, all persons employed as seamstresses.

Duties of Coachman.

1. The coachman shall have charge of the stable, and of all horses, carriages and harnesses, used for purposes of pleasure, or light business, and keep them at all times in good order for use.

2. He shall drive out with the patients at such times as he may be directed by the Superintendent, and under such instructions as he may from him receive.

3. He will, at all other times, hold himself in readiness to perform any service, in the way of business requiring the use of the horses or carriages under his charge.

Duties of Outside Employees.

1. All mechanics will be under the immediate direction of the Superintendent; and in the performance of their duties, will faithfully carry out his instructions. The house carpenter will be responsible for the proper care of the shop, and the safe-keeping of all tools provided for his use, and will exercise extreme care in the use of the same in or about the building. He will not lend them to either patients or employees except by permission of the Superintendent; and will exclude from the shop all persons having no business or duty therein.

2. Persons employed in the garden and grounds will be under the supervision of the Superintendent, and will perform any service that may be required therein according to his direction.

3. All persons employed in any special service will be under the immediate direction of the Superintendent, and will have their duties specially defined.

4. Teamsters, and all laborers employed upon the farm will be under the immediate direction of the Farmer; and will at all times be expected to perform whatever may be required by him, in the way of heavy business or farm labor.

Miscellaneous Rules.

All persons employed in or about the Institution, whether their duties are otherwise specially defined or not, will observe the following general rules :

1. Each person employed will confine himself to his own department of labor. Attendants must confine themselves to their wards, and persons otherwise employed must not visit the wards, except so far as may be necessary in taking out patients for employment as they may be directed, or by permission.

2. It must be understood by all persons employed in whatever capacity that they are engaged and paid for their whole time, which, therefore must be employed exclusively in the service of the Institution, except when leave of absence or other indulgence may be properly allowed.

3. No person will be engaged for a less time than six months ; but if he is dissatisfied after trial, he may be released by giving two week's notice ; and if the Superintendent is dissatisfied or deems him unfitted for such position, he may request him to seek other employment, giving him the like period of time in which to make the change ; and such closure of contract shall not be considered to imply any lack of principle or detriment to character, but simply a want of the peculiar qualifications attaching to the place. Abuse of patients, or open violation or neglect of duty, or disobedience, however, will justify immediate dismissal

4. Uniform kindness and consideration toward patients, is enjoined upon all employed in the service of the Institution. No patient shall be taken from the halls for any department of labor, until permission so to do has been given by the Superintendent ; and if any person so taken out shall be found unfit for such labor, or not sufficiently trustworthy, the fact must be reported to the Superintendent by the person having him in charge, and the patient be returned to the hall from whence he was taken. As the attendants are responsible for all in their

halls, unless taken out for employment by permission of the Superintendent, it is proper always that the person taking the patient should not do so without the knowledge of the attendant; and that he should likewise be notified when the patient is returned. Every patient must be in charge of some responsible individual at all times, unless permitted by the Superintendent to go at large under certain limitations; and when taken from the halls by any person employed in the service of the Institution, that person is responsible for his safe-keeping until returned to the halls, or intrusted by the officers to the care of another person.

5. Great care must be exercised by those having charge of patients while at work outside, either upon the farm, or in the various domestic departments, to prevent their carrying into the halls superfluous articles, or such as might be used by themselves or others in an injurious manner; and no patient thus employed may be granted any permission to leave the Asylum premises, or be taken from the same by the person having him in charge, at any time, without especial permission of the Superintendent. The labor of the patients, so far as it can be utilized shall go to promote the general welfare of the household, and be directed by the Resident Officers in legitimate channels. Neither officers nor employees shall employ the inmates for their own exclusive benefit.

6. The use of tobacco by the patients must be allowed only as directed by the Superintendent. Smoking in-doors, in any department of the Asylum, is inadmissible, for either patients or employees. It is regarded as a hurtful practice in itself, and as leading to great dangers from fire, both directly and indirectly by the careless use of matches. Profane or vulgar language must never be indulged in, and the use of intoxicating liquors is strictly prohibited. Violation of this rule will be regarded as ground for summary dismissal.

7. No male employee shall visit the wards of the Female Department, nor any female employee the wards of the Male Department, except by special permission. Any work in the Female Department requiring the service of a male employee

must be reported to the supervisor, and will be provided for by direction of the officers. When assistance is required in the management of difficult or intractable patients, the Assistant Physician of the department in which it occurs must be applied to, who will render the necessary aid, and direct the proper course to be pursued.

8. No person employed will invite visitors to stop in the house, without first obtaining permission, and no one will leave the Asylum to go into the village or elsewhere, without permission of the proper officers. No person except the officers or those designated by them for that duty, shall, at any time, show visitors through any part of the house occupied by patients except by special permission.

9. A quiet efficiency should be aimed at by employees in all departments, and all unnecessary noise, such as loud talking, whistling, boistrous laughter, and slamming of doors, should be guarded against. Improprieties of deportment, as wearing the hat through the wards, or in the public rooms and offices, are quickly observed by patients and visitors, and should be avoided.

10. All employees having patients in charge for work, are expected to work with and assist them, and to avoid the appearance of merely overseeing them. No one will be allowed to take advantage of a patient's willingness to work, to impose drudgery or unpleasant labor upon him.

Labor and Amusement.

1. In the treatment of the Insane, it is a recognized principle that labor and amusement hold a high rank among remedial measures. Hence it will be the aim of the officers to open, in various ways, opportunities for useful occupation, and to provide suitable diversion and entertainment.

2. The exercise, amusement and labor of the inmates will be under the direction of the Medical Officers, and while neither will be compulsory, all will be encouraged to the extent proper in each individual case; having in view the welfare of the patient as the primary and chief object.

Use of Libraries, Magazines, &c.

1. The libraries will be in charge of the Assistant Physicians, and will be open for the use of the patients and employees of their respective departments, at stated times, and under suitable regulations

2. Attendants will be expected to exercise an oversight of the books entrusted to patients, so far as possible, prevent their being injured or lost, and see that they are duly returned.

3. No person will be allowed to take more than one book at a time, or to lend the same to any other person without permission from the Librarian.

4. Newspapers, magazines and other current literature will be distributed through the wards for general use. Magazines after being read, must be returned to the librarians for binding, and permanent preservation.

Attendance upon Religious Services.

1. Sunday will be observed as a day of rest and quiet. The Asylum will not be open to visitors on this day. The hour for Chapel Service will be 3 o'clock, P. M., in Winter, and 3 1-2 o'clock, P. M., in Summer. All employees who can be spared from duty, and all patients sufficiently quiet in department, will, as a rule, be expected to attend.

Hours for Meals, and for Rising and Retiring.

1. The rising hour will be 5 o'clock, A. M., for the months of May, June, July and August; 5 1-2 A. M., for March and April, September and October; and 6 o'clock for November, December, January and February. The general retiring hour will be from 9 to 10 o'clock, P. M.

2. The general breakfast hour will be one hour after the general rising hour; the general dinner hour, 12 o'clock; the

general supper hour 5 to 6 o'clock, according to the season of the year. Variations from these hours will be made for farmers and other employees, as circumstances and the season may require. The steam whistle will be sounded at the rising hour, and for meals. Overseers of the kitchen and laundry, and those having charge of the fires will be called to duty, by the watchman, one-half hour before the general rising hour.

Leave of Absence.

1. The attendants will be allowed the privilege of attending church on Sunday morning or evening, alternately; and leave of absence at such other times as the Superintendent may judge necessary and proper. Permissions will be granted by the Assistant Physicians to the extent usually deemed allowable, but leave of absence beyond the next meal hour, if during the day, or later than the usual retiring hour, if in the evening, must be obtained of the Superintendent.

2. Leave of absence will be granted to supervisors, overseers of departments, and those engaged in special service, of whatever kind, by the Superintendent; to the assistant matron, dress-maker, and all female employees in the domestic departments, by the Matron; subject to the same limitations as govern the attendants.

3. In the absence of the Superintendent, the senior Assistant Physician will grant all permissions usually referred to the former and such as may occur out of the ordinary course.

All persons employed will be expected to perform readily and cheerfully any duty that may be required by the Medical Officers, and to accommodate themselves temporarily to any service necessary, though out of the regular line of their routine of duty.

A copy of these Regulations will be furnished to each person employed, for his use while in the service of the Institution; and the same will be returned to the office when his connection with the Institution ceases.

