

CHAPTER 274

THE MENTAL HOSPITAL REGULATIONS

Arrangement of Regulations Regulation

1. Short title.
 2. Duties of Medical Superintendent.
 3. Duties of Superintendent.
 4. Books to be kept.
 5. Warrants for Admission.
 6. Admission of Patient.
 7. Accounts.
 8. Duties of Assistant Superintendent.
 9. Residence and Employment of Matron.
 10. Duties of Matron.
 11. Staff Nurse.
 12. Residence of Gatekeeper.
 13. Duties of Gatekeeper.
 14. Entrance to Mental Hospital.
 15. Inspection of Gate Book.
 16. Uniform of Attendants and Nurses.
 17. Duties of Attendants and Nurses.
 18. Cooks.
 19. Male and Female Patients to be kept separate.
 20. Care and Custody of Patients.
 21. Clothing of Patients.
 22. Visitors.
 23. Miscellaneous.
 24. Maintenance and Support of Patients.
- SCHEDULE.

S.R.O. 24/1959.

THE MENTAL HOSPITAL REGULATIONS, MADE UNDER SECTION 57 OF THE MENTAL TREATMENT ACT.

1. SHORT TITLE. These Regulations may be cited as the Mental Hospital Regulations.

2. DUTIES OF MEDICAL SUPERINTENDENT. The Medical Superintendent of the mental hospital shall have entire medical charge of, and be responsible for, the professional treatment of patients at the mental hospital.

3. DUTIES OF SUPERINTENDENT. (1) The Superintendent of the mental hospital shall reside on the hospital premises.

(2) He shall give his whole time and attention to the business of the mental hospital and shall not absent himself from the mental hospital without making arrangements satisfactory to the Medical Superintendent for the carrying out of his duties during his absence.

(3) He shall be under the control of the Medical Superintendent with respect to the general care and welfare of the patients, and shall carry out the directions of the Medical Superintendent with regard to the same. He shall have control over all persons employed in the mental hospital and shall see that they perform their duties with diligence, gentleness and kindness and shall report any serious breach of these Regulations to the Medical Superintendent.

(4) He shall be responsible for the safe custody of all stores, utensils, clothing and bedding and for their proper distribution and repair.

(5) He shall inspect the wards twice a day, shall be responsible for their cleanliness and shall take care that the mental hospital is kept in a clean and sanitary condition.

(6) He shall at all times have the charge of the master keys of the mental hospital but when he is off duty he shall hand the said keys over to his assistant.

(7) He shall immediately notify the death of patients or their discharge from the mental hospital to their friends and relations as far as is practicable.

(8) He shall forthwith report the death of any patient at the mental hospital to the Medical Superintendent.

4. BOOKS TO BE KEPT. The Superintendent shall keep the following books—

(a) a journal in which shall be entered all prescriptions and directions and any variations of the dietary with respect to the treatment of patients;

(b) a register of admissions and discharges from the mental hospital showing the following particulars—

Name of patient, date of admission, religious denomination, sex and age, whether single or married, occupation and place of residence, name of the committing authority and medical examiner, the causes of insanity when known, whether the patient has ever and, how often, been subject to previous attacks of disease and the date of discharge;

(c) a register in which shall be entered every offence committed by any member of the staff of the mental hospital and the consequences thereof;

(d) a journal in which shall be entered daily all matters connected with the routine of the mental hospital;

(e) a journal in which shall be entered all orders which may be issued from time to time for the guidance of the subordinate staff of the mental hospital; and

(f) a register in which shall be entered a list of all articles of clothing brought into the mental hospital by patients.

5. WARRANTS FOR ADMISSION. The Superintendent shall cause all warrants for the admission of patients into the mental hospital to be bound annually and he shall be responsible for the safe keeping of the said warrants.

6. ADMISSION OF PATIENT. The Superintendent shall report to the Medical Superintendent every admission to the mental hospital stating the condition of every patient as it appears to him.

7. ACCOUNTS. All accounts of the mental hospital shall be kept by the Superintendent.

8. DUTIES OF ASSISTANT SUPERINTENDENT. (1) With respect to patients at the mental hospital the duties of the Assistant Superintendent of the mental hospital shall be confined to male patients:

Provided that whenever the Superintendent is absent from the mental hospital the Assistant Superintendent shall assume full charge thereof.

(2) He shall be responsible for receiving and issuing the stores and diets relative to the mental hospital and shall keep such books as may be necessary to show the receipt and issue of the said stores.

(3) He shall prepare all requisitions and submit the same to the Superintendent for signature.

(4) He shall be present at the issuing of all meals and shall check the number of patients at table and see that all patients receive their meals.

(5) He shall deposit the keys of the store rooms of the mental hospital with the Superintendent before going off duty.

(6) He shall not absent himself from the mental hospital when on duty.

(7) He shall take proper care of all clothing and effects brought into the mental hospital by male patients and shall furnish a list of the same to the Superintendent:

Provided that he shall hand over to the Superintendent for safe custody all valuables belonging to male patients.

9. RESIDENCE AND EMPLOYMENT OF MATRON. The matron of the mental hospital shall reside on the premises of the mental hospital and shall give her whole time and attention to the duties of her office.

10. DUTIES OF MATRON. (1) Subject to the control of the Superintendent the Matron shall have the superintendence of the female patients and the nurses.

(2) As regards the professional treatment of the patients she shall be under the control of the Medical Superintendent.

(3) She shall be responsible for the prompt and accurate execution of all directions of the Medical Superintendent, and, under his guidance, shall endeavour to select suitable employment and amusement for the patients under her care.

(4) She shall not absent herself from duty without leave of the Superintendent.

(5) She shall inspect the wards of the female patients not less than twice a day and shall be responsible for the cleanliness of such wards.

(6) She shall occasionally pay surprise visits to the female wards at nights and shall report to the Superintendent any irregularities observed by her during such visits.

(7) She shall be responsible for the clothing and bedding issued for the use of the female patients.

(8) She shall take proper care of all clothing and effects brought into the mental hospital by female patients and shall furnish a list of the same to the Superintendent:

Provided that she shall hand over to the Superintendent for safe custody all valuables belonging to female patients.

(9) She shall receive all diets from the Assistant Superintendent and see that they are properly prepared and issued.

(10) She shall have control over the kitchen of the mental hospital and shall be present at the issuing of all meals and shall check the number of patients at table.

(11) She shall see that the meals are ready at the appointed time, and that nurses take their meals in their dining room at the regular hours.

(12) She shall see that the nurses perform their duties with diligence and kindness and shall report to the Superintendent every breach by a nurse of any of these Regulations and she shall be responsible for the carrying out of these Regulations by the nurses.

11. STAFF NURSE. The Staff Nurse of the mental hospital shall relieve the Matron when the Matron is off duty.

12. RESIDENCE OF GATEKEEPER. The gatekeeper of the mental hospital shall not leave his post whilst on duty without the permission of the Superintendent.

13. DUTIES OF GATEKEEPER. (1) The Gatekeeper shall enter in a gate book provided for the purpose the name of every person visiting the

mental hospital together with the time and object of the visit and the hour when such visitor departs from the mental hospital.

(2) He shall keep a record of the times of arrival on duty and of departure off duty of all members of the staff of the mental hospital.

(3) He shall take charge of all letters, parcels or other articles sent to the mental hospital for any patient and deliver the same to the Superintendent.

(4) He shall see that no unauthorised person brings into the mental hospital any spirits or foodstuffs for the use of patients without the permission of the Superintendent.

(5) He shall stop any person whom he suspects of introducing articles into the mental hospital without the approval of the Superintendent, or of carrying away from the mental hospital any property without being duly authorized so to do and shall give immediate notice thereof to the Superintendent.

(6) He shall endeavour by every means in his power to prevent the introduction into the mental hospital of improper or prohibited articles or the embezzlement of any of the property of the mental hospital, and for this purpose shall examine all articles brought in, or carried out of, the mental hospital.

14. ENTRANCE TO MENTAL HOSPITAL. (1) The official entrance to the mental hospital shall be through the west gate.

(2) The gates of the mental hospital shall be kept constantly locked and shall be opened only by the officer having charge of the gate for the purpose of permitting servants and officers of the mental hospital, or other persons duly authorized, or patients under the charge of officers, to enter or leave the mental hospital.

15. INSPECTION OF GATE BOOK. The gate book shall be submitted by the Gatekeeper to the Superintendent every morning and shall be initialled by the Superintendent.

16. UNIFORM OF ATTENDANTS AND NURSES. (1) All attendants and nurses of the mental hospital shall wear such uniforms as may be prescribed.

(2) All uniforms of attendants and nurses remain the property of the Government. When new uniforms are issued to attendants or nurses all

old uniforms then in the possession of such attendants or nurses shall be returned to the mental hospital and, when attendants or nurses cease to be in the service of the mental hospital, all uniforms and other Government property then in their possession shall be returned to the mental hospital.

(3) The various articles of uniform issued to attendants and nurses shall be kept in proper and complete repair at all times at the expense of attendants or nurses:

Provided that in any case where the necessity for such repairs has arisen by virtue of the fact that any such uniform was injured by refractory patients of the mental hospital, then and in such case the said repairs shall be done at the expense of Government.

17. DUTIES OF ATTENDANTS AND NURSES. (1) All attendants and nurses at the mental hospital shall be equally responsible for the safety of the stock entered on the books of the wards to which they are attached and shall be each and all equally liable to make good any losses that may occur.

(2) Attendants and nurses shall observe and obey all instructions which may be issued from time to time for the better management and discipline of the mental hospital.

(3) Attendants and nurses shall do night duty in the order assigned to them by the Superintendent.

(4) Attendants and nurses shall be allowed time off for their meals after the patients' meals have been served. The meal hours of attendants and nurses shall be as follows—

Breakfast	...	9.30 a.m. to 10.30 a.m.
Lunch	...	1.30 p.m. to 2.30 p.m.
Dinner	...	5.30 p.m. to 6.30 p.m.

Provided that all meals shall be taken in the room appointed for the purpose.

(5) Attendants and nurses shall not visit their quarters while they are on duty without the permission of the Superintendent or the officer in charge of the mental hospital.

(6) When on night duty, attendants and nurses shall keep, in books provided for the purpose, a record of any occurrence that may happen during their tour of duty.

(7) Attendants and nurses shall not associate together in the mental hospital, whether on or off duty, and on no account shall they visit each other's quarters.

(8) Attendants and nurses shall not receive visitors when on duty except with the permission of the Superintendent.

(9) When on duty on the various wards attendants and nurses shall be present at meals and see that all patients are properly fed.

(10) When taking up night duty attendants and nurses shall check the number of patients handed over to them and see that the number is correct, and the same rule shall be observed when the patients are handed over by them to the day attendants and nurses in the morning.

(11) Attendants and nurses shall on no account take their keys with them when leaving the mental hospital but shall hand them over to their reliefs or hang them in their proper place on the key-board.

(12) Attendants and nurses shall carefully observe the character and habits of each patient under their charge and give any information thereon to the Medical Superintendent, the Superintendent or the Matron when required so to do or when they consider it necessary that they should do so.

(13) Attendants and nurses shall clothe and bathe the patients, see to the cleaning of the wards and the dormitories, take charge of the working parties, and perform any other work which may be assigned to them.

(14) When in charge of working parties they shall see that the patients do not wander out of their sight or escape.

(15) When taking out working parties from the wards, attendants and nurses shall report to the attendant or nurse in charge the number of patients they have taken out and shall ensure that the same number return to the wards.

(16) No attendant or nurse shall approach a violent patient single handed.

(17) All attendants and nurses shall render immediate assistance in the management of violent patients.

(18) Attendants and nurses shall be held strictly responsible for reporting at once to the Superintendent every occurrence requiring immediate attention and shall report at the first opportunity any occurrence worthy of notice.

(19) Attendants and nurses shall, without fail, report the names of the patients who desire to see the Medical Superintendent, or who appear to be out of health, or who desire to see any other authority.

(20) Attendants and nurses shall keep their quarters at the mental hospital clean and tidy at all times.

(21) While attendants and nurses are on duty at the mental hospital their whole time shall be devoted to the patients, and they shall pay strict attention to the food, dress, occupation, exercise, amusement, general conduct and health of the patients.

(22) Attendants and nurses shall not, on any account, punish any patient, but shall at all times endeavour to stop and prevent quarrels and violence. They shall not use harsh intemperate language to any patient whatever the language or conduct of such patient may be.

18. COOKS. (1) Cooks employed at the mental hospital shall, subject to the direction of the Superintendent and the Matron, be in charge of the kitchen and manage the cooking for the mental hospital.

(2) They shall be responsible for the cleanliness of the hospital kitchen, the stove and all kitchen utensils, and also for the right mixture of all ingredients and the proper and sufficient cooking of food.

(3) They shall not allow any unauthorized person in the kitchen.

(4) They shall not permit any article of food or any other article to be given out of, or taken away from, the kitchen unless authorized to do so by the Superintendent.

(5) They shall be responsible for all meals being cooked ready to be served at the appointed hours.

19. MALE AND FEMALE PATIENTS TO BE KEPT SEPARATE. Except in cases of urgent necessity or under the express direction of the Superinten-

dent, no subordinate male officer or servant shall enter that part of the mental hospital set apart for females, and no subordinate female officer or servant shall enter that part of the said hospital set apart for males.

20. CARE AND CUSTODY OF PATIENTS. (1) The responsibility of the mental hospital for the care of a patient shall begin as soon as such patient has been admitted to the hospital.

(2) All patients shall be stripped on admission and examined with gentleness; male patients being examined by a male attendant and female patients being examined by a nurse. Upon admission each person shall be carefully washed with tepid or cold water as the Superintendent may think necessary, and shall be clothed in the dress of the hospital:

Provided that in the event of any patient being too violent to permit the provisions of this regulation to be carried out, no force shall be used but the patient shall be placed in a ward until the Medical Superintendent—to whom such cases shall have been reported with the least possible delay—shall have seen and given instructions for the treatment of such patient.

(3) The Superintendent shall cause suitable provision to be made in the mental hospital for the safe custody of criminals of unsound mind and disturbed patients.

(4) With the sanction of the Medical Superintendent patients who are capable of working shall be given employment daily in an occupation suited to their condition and ability.

(5) Wards shall be cleaned daily with the assistance of such patients who are able to work.

(6) Each patient shall be washed and combed daily and made ready for breakfast.

(7) Disturbed patients shall, as far as possible, be kept apart from other patients.

(8) Two patients shall never be locked up together in one room.

(9) Wooden spreaders with canvas bottom, or iron bedsteads shall be supplied to patients who are cleanly and quiet as well as to convalescent patients.

(10) Such utensils as the Superintendent may consider necessary and safe for the reception of excreta and urine shall be supplied to the wards.

(11) When a patient cannot be soothed or controlled by gentle means, such patient shall be put as quietly as possible into a ward or room for isolation.

(12) No patient shall be struck, but those who are refractory shall be placed in seclusion and when the violence of a patient is likely to cause injury to others, to themselves, or to any hospital building, mechanical restraint may be resorted to if approved by the Medical Superintendent.

(13) The sickness of patients shall be reported immediately to the Medical Superintendent and the strictest attention shall be paid to the administration of medicines or any other thing which shall be ordered by the Medical Superintendent for such patients.

(14) In the discretion of the Medical Superintendent and subject to this discretion, snuff and tobacco shall be allowed to patients.

(15) All wards of the mental hospital shall be opened daily during such periods as may be fixed from time to time by the Medical Superintendent and such periods shall be as near as possible to twelve hours between sunrise and sunset on any day.

(16) Meals shall be served to patients at the hospital at the following hours—

Early Tea	...	7 a.m.
Breakfast	...	9 a.m.
Dinner	...	1 p.m.
Supper	...	5 p.m.

and the said meals shall consist of such ingredients as are set out in the Schedule.

21. CLOTHING OF PATIENTS. (1) Patients in the mental hospital shall, at all times, be suitably clothed according to their requirements.

(2) Except with the permission of the Superintendent so to do, no patient at the mental hospital shall be permitted, upon being discharged from the hospital, to take away any article of clothing with which such patient has been supplied at the expense of the hospital.

(3) No article of clothing which has been supplied to any patient at the expense of the hospital shall be destroyed or otherwise disposed of except upon the recommendation of a Board of Survey:

Provided that when for sanitary reasons it is necessary for any such article of clothing to be immediately destroyed, then and in such case such clothing may be destroyed forthwith.

22. VISITORS. (1) Patients at the mental hospital shall be allowed to receive visitors twice a week between the hours of 2 p.m. and 4 p.m., provided that such patients are in a fit state to receive visitors. On other occasions patients may, with the permission of the Superintendent, receive visitors.

(2) All Ministers of Religion shall have access to patients of their denomination at the mental hospital between the hours of 6 a.m. and 6 p.m. and with the permission of the Superintendent, on other occasions.

(3) The Governor-General, the Minister of Health, the Chief Medical Officer and the Medical Superintendent may, at any time of the day or night, enter the hospital and inspect any part thereof and no other person except an officer or servant employed in the hospital, shall be permitted to enter the hospital between the hours of 6 p.m. and 6 a.m. or to remain in the hospital after 6 p.m. except by special permission of the Superintendent.

(4) Notwithstanding the provisions of paragraph (3) of this regulation members of the Visiting Committee of the mental hospital may visit the hospital at any time during normal office hours without giving notice thereof to the hospital authorities or at any other hour by special permission of the Medical Superintendent.

(5) Except with the permission of the Superintendent, no visitor of the mental hospital shall take into the hospital for the use of patients any matches, spirits, wines or fermented liquors.

23. MISCELLANEOUS. (1) At the convenience of the hospital the Superintendent may take his weekly days off duty and shall grant to the Assistant Superintendent and the Matron their weekly days off duty at such times as may be convenient having regard to the business of the hospital.

(2) (a) All dissensions about private matters between officers while on duty are strictly prohibited.

(b) All disputes between officers relating to duty are strictly prohibited and complaints in the said matters must be referred to the Superintendent.

(c) Any complaint by an employee at the mental hospital against another employee at the said hospital shall be made in writing and delivered to the Superintendent within twenty-four hours of the occurrence of the subject of the complaint and, should the Superintendent consider it necessary so to do, he shall report the subject of the complaint to the Medical Superintendent.

(d) The Superintendent shall keep a book in which he shall record all reports made to him under this regulation.

(3) Attendants, nurses and subordinate officers of the mental hospital shall—

(a) render a punctual and cheerful obedience to the orders of their superior officers and shall endeavour by every means in their power to carry into effect the rules laid down for the government of the hospital;

(b) be ready at all times to assist each other in the discharge of their respective duty; and

(c) in all cases have strict regard to the comfort of the patients, the interests of the mental hospital and the orders of the Superintendent.

(4) No person who is employed at the mental hospital may smoke tobacco in any ward of the hospital.

(5) Every person employed at the mental hospital shall make himself well acquainted with the rules and regulations of the hospital.

24. MAINTENANCE AND SUPPORT OF PATIENTS. (1) A sum, not exceeding in the aggregate \$500 per annum shall, with the approval of the Minister, be applied from public funds for the maintenance and support of any patient at the mental hospital who has no visible means of support.

(2) Patients at the hospital to whom the provisions of paragraph (1) of this rule do not apply shall pay such sums as may from time to time be the cost of the maintenance and support of such patients; the said cost to be assessed by the Minister and not to exceed in the aggregate the sum of \$750 per annum.

r.20 (16).

SCHEDULE

DIETARY SCALE, MENTAL HOSPITAL

	<i>Early Tea 7 a.m.</i>	<i>Breakfast 9 a.m.</i>	<i>Dinner 1 p.m.</i>	<i>Supper 5 p.m.</i>
MONDAY	1 ½ ozs. sugar 2 ½ ozs. milk 1 pt. hot water 2 ozs. bread	1 ½ ozs. sugar 1 pt. hot water 4 ozs. bread ¼ oz. butter 5 ozs. milk	6 ozs. cornmeal 4 ozs. salt fish 1 oz. cooking oil 3 ozs. green vegetables	1 ½ ozs. sugar 2 ½ ozs. milk 1 pt. hot water 4 ozs. bread
In addition 1 lb. 10 ozs. cocoa powder shall be issued at breakfast to make a drink for all the patients; and 2 ¼ lbs. flour shall be issued at dinner to make gravy for all the patients.				
TUESDAY*	(As for Monday)	1 ½ ozs. sugar 4 ozs. bread ½ oz. butter 2 ozs. oats 5 ozs. milk	2 ozs. beans or peas 1 ½ ozs. flour 8 ozs. bread	(As for Monday)
WEDNESDAY	(As for Monday)	(As for Monday)	6 ozs. cornmeal 20 ozs. sweet potatoes 4 ozs. salt fish 1 oz. cooking oil 3 ozs. green vegetables	(As for Monday)

*In addition, for dinner 2 ¼ lbs. flour shall be issued to make gravy for general use.

SCHEDULE

r.20 (16).

DIETARY SCALE, MENTAL HOSPITAL—(Continued)

	<i>Early Tea 7 a.m.</i>	<i>Breakfast 9 a.m.</i>	<i>Dinner 1 p.m.</i>	<i>Supper 5 p.m.</i>
THURSDAY	(As for Monday)	(As for Monday)	6 ozs. rice 8 ozs. fresh beef 1½ ozs. sugar 3 ozs. green vegetables	(As for Monday)
FRIDAY*	(As for Monday)	(As for Tuesday)	(As for Tuesday)	(As for Monday)
SATURDAY	(As for Monday)	(As for Monday)	6 ozs. cornmeal or 10 ozs. sweet potatoes 4 ozs. salt fish 1 oz. cooking oil 3 ozs. green vegetables	(As for Monday)
SUNDAY	(As for Monday)	1½ ozs. sugar 1 pt. hot water 4 ozs bread ¼ oz. butter 5 ozs. milk	6 ozs. rice or 20 ozs. sweet potatoes 8 ozs. fresh beef 1½ ozs. sugar 3 ozs. green vegetables	(As for Monday)

*NOTE: On Tuesdays and Fridays, there will be no general issue of cocoa for breakfast