

Approved, GORMANSTON, Governor,

May 31st, 1886.

R U L E S

FOR THE GOVERNMENT OF THE
CUNNINGHAM & SANDY POINT
H O S P I T A L S .

Framed under the Authority of the 12th Section
Of the St. Christopher--Nevis Ordinance
No. 13 of 1883.

MEDICAL OFFICERS.

1. The Medical Officers shall examine and enquire into all complaints against any officer, nurses or servant of the Institution for or against any inmate, reporting all important cases to the Governor.

2. The Medical Officers shall enforce as far as possible cleanliness, order, and economy within the Establishments.

3. The Medical Officers shall not perform any capital operation except in cases not admitting of delay without a previous consultation with some other Medical Man and they shall be assisted in all such operations by one or more duly qualified Medical Practitioners, when practicable.

4. The Medical Officers shall keep a Book in which they shall enter the name, age and occupation of each patient and the history of his disease with periodical reports of the Medicines used and such other circumstances as may tend to illustrate the nature of the case, stating also its termination either by recovery, relief or death.

5. The Medical Officers shall twice in each week at stated periods of which due notice is to be given from time to time prescribe for out-patients.

6. The Medical Officers may take pupils to witness the Medical and Surgical practice of the Hospitals and may permit such pupils to be employed as Dressers under the Assistant.

7. The Medical Officers shall see the inmates are treated with civility and tenderness and never suffer any degree of insolence or neglect towards them by others to pass unnoticed. They shall visit the wards every day and occasionally at uncertain periods at night. They shall see that the food and other articles supplied by the Contractors or otherwise procured are of good quality and sufficient quantity, and that the diet is properly distributed by the Matron. They shall take care that such of the inmates as are not patients confined to the wards, receive and use their food in a decent and orderly manner.

8. All the furniture, utensils, stores, &c, shall be in their charge, and they shall see that they are kept clean and in good order. The Medical Officers shall have made and keep an inventory of every thing under their care, and shall report their condition from time to time to the Governor.

9. The Medical Officers shall see that the Hospitals and premises attached thereto are neat and clean, and take such steps as shall prevent strong drink or improper articles from being introduced into the Hospital for the use of the inmates by their friends or visitors or any other unauthorized person, and they shall exercise their authority firmly, but gently, to put down any unruly conduct or insubordination among the inmates.

10. The Medical Officers shall see that a Journal is kept in which shall be entered the admission and departure of every patient, and all infringements of the rules by the servants or inmates. In every entry the day of the occurrence to which it refers must be noted.

11. The Medical Officer shall cause the rules relating to the conduct of the inmates, nurses and servants to be read in each ward once in every year and they shall see they are strictly observed and shall report any serious breach to the Governor.

POOR LAW BOARD,

12. The Poor Law Boards appointed by the Governor shall visit the Hospitals the first Monday in every month and at such other times as the Governor may direct or the Boards may deem necessary and the said Boards shall report to the Governor at the expiration of every quarter, the state, condition and general management of the respective Hospitals.

13. The Assistants or Masters of the Hospitals shall be Clerks of the Boards and enter the minutes of their proceedings in books to be kept for that purpose. They shall submit for the inspection of the Boards the book of admissions or any other books of the Institution when required so to do.

14. All requisitions for provisions, clothing &c., for all branches of the Institution shall be submitted to the Boards for their approval and at their meetings and in cases of emergency to the Chairmen of the Boards; but no Officer of the Boards shall purchase any article or incur any expense on account of the Institutions without the sanction of the Boards or of the Chairmen.

15. All accounts for supplies &c., for the preceding month made up to the evening of the preceding day shall be laid before the Boards and if approved certified by the Chairman for payment.

16. All supplies of food, clothing, &c., (except drugs) shall if possible be procured by contract.

17. The Boards shall cause stock to be taken twice a year of all furniture, appliances, medicines, and all other articles belonging to the Institutions and may direct the sale of all surplus or condemned stores, medicines or drugs.

THE ASSISTANT AND DISPENSER.

18. The Assistants or Dispensers shall dispense all the prescriptions of the Medical Officers and shall either administer the same to the patients or see that they are properly administered.

19. The Assistants and Dispensers shall keep in order the Surgical instruments and other appliances and take especial care that they are ready for any emergency.

20. The Assistants and Dispensers shall be responsible for the safe keeping of all medicines and drugs and shall make up under the directions of the Medical Officers all pharmaceutical preparations that may be required. They shall keep an inventory of everything committed to their charge and a book showing the consumption of each article.

21. The Assistants and Dispensers shall take care that the Dispensaries are kept neat and clean and free from intrusion.

22. The Assistants and Dispensers shall write on the head-board of each sleeping place the name, occupation, age and district of each inmate as soon after admission as possible.

23. The Assistants and Dispensers shall attend the Medical Officers in their visits to the Patients in order to receive and carry out their instructions.

24. The Assistants and Dispensers shall receive the food and other articles supplied by the Contractor and shall see that everything is of good quality and sufficient quantity. In conjunction with the Housekeeper they shall see to the proper distribution of the diet and shall take care that such of the inmates as are not patients confined to their wards receive and use their food in a decent and orderly manner.

25. The Assistants and Dispensers shall keep the Hospitals and premises always neat and clean, shall take care that no strong drink or improper articles are brought in for the use of the inmates by their friends or visitors or any other unauthorized person and shall exercise their authority firmly but gently, to put down any unruly conduct or insubordination among the inmates and shall report all irregularities to the Medical Officers at the earliest opportunity.

26. The Assistants and Dispensers shall see that such of the inmates as the Medical Officers may direct to be employed at light labor and little jobs are steadily and regularly kept to work.

27. The Assistants and Dispensers shall keep under the supervision of the Medical Officers, the food journal and other books of the Hospital.

THE HOUSEKEEPERS.

28. All the linen, clothes, and other articles in the Wards shall be under the Housekeepers especial charge, delivered to them on inventory and they shall keep them all clean and in good order and shall superintend the various domestic departments of the Establishments.

29. The Housekeepers shall visit all the Wards every morning and evening and the female Wards at uncertain periods during the night and at such other times as the friends of the patients are admitted.

30. The Housekeepers shall personally superintend the preparation of the diet and comforts for the sick, and shall be present when the diet generally is being served out to the inmates and to the nurses for the patients, and shall afterwards, as far as possible, personally attend to its distribution in the Wards, and see that there is no cause for complaint of injustice or partiality.

31. The Housekeepers shall strictly attend to the directions of the Medical Officers as to the care of the patients and shall see that the nurses do their duty. They shall use their utmost endeavours to prevent the introduction of spirituous liquors and improper provisions for their use. They shall treat the inmates with kindness, enquire daily whether they have any complaint to make, and never suffer any unkindness or neglect in the nurses or servants to pass unreprieved.

32. The Housekeepers shall not permit any of the nurses to be absent from their duties without the express permission of the Medical Officers.

33. The Housekeepers on the admission of inmates, shall cause them to be made clean and to have clean sheets, which shall be changed once a fortnight, or oftener when needful, and, if necessary, take charge of their clothes and other effects for their use. Immediately after the death of an inmate, they shall take the effects of the deceased into their custody for the use of the proper claimant, and be responsible for the orderly disposal of the body until its removal for interment.

N U R S E S.

34. The Nurses shall never absent themselves from the Hospitals without the leave of the Medical Officers.

35. The Nurses shall not, under pain of immediate dismissal, at any time or under any pretence, receive money or other rewards from the inmates or their friends.

36. The Nurses shall diligently obey the orders of the Medical Officers, Assistants, Housekeepers and Dispensers and aid the Assistants in administering the medicines and remedies, and, under their superintendence, cleanse and dress the ulcers and wounds. They shall distribute the diet to the patients as ordered, returning to the Housekeepers what may not be consumed.

37. The Nurses shall clean their wards every morning by seven o'clock, make the patients' beds, attend to their comfort in keeping them clean and removing all foul linen, &c., and assist them in all respects as they may stand in need, paying particular attention to the ventilation of the wards and to the bedding of the inmates generally.

38. The Nurses shall be very attentive to the state and symptoms of the patients, in order to be enabled to report them distinctly to the Medical Officers; and if alarming symptoms come on, to the Assistants, Dispensers or Housekeepers.

39. The Nurses shall be ready to attend in their respective wards, and wait upon the Medical Officers at the time of their visits.

40. The Nurses shall report to the Medical Officers, Assistants or Housekeepers all infringement of the rules by, or disorderly conduct on the parts of any of the patients or inmates, and shall not permit any of them to receive food or drink of any kind from any of their friends or visitors or permit to be taken out of the Hospital any portion of the diet they are unable to consume. In the event of an inmate dying during the night the Nurse shall immediately report the fact to the Assistant.

I N M A T E S.

41. Every inmate, previous to admission, may be required, at the discretion of the Medical Officers, to have either a warm or a cold bath.

42. All inmates shall be decent and regular in their conduct, and shall not curse, or swear, or use improper language; neither shall they use any spirituous liquor, or smoke or chew tobacco, without the express permission or direction of the Medical Officers.

43. The Inmates generally, and such of the patients as are able, shall make and keep in order their own beds, and render such assistance otherwise as they can, obeying at all times the directions of the Medical Officers, Assistants, Dispensers, Housekeepers, and Nurses and in no way wasting or abusing any article belonging to the Establishments.

44. The male inmates shall not go into the female wards, nor the female inmates into the male wards; neither shall any inmate go from his or her apartment without permission.

45. Any inmate who has cause of complaint shall state the same to the Medical Officers, Assistants, or Housekeepers, when the same shall be promptly and properly investigated.

46. Friends shall be allowed to visit inmates from 12 to 3 o'clock on Wednesdays and Saturdays, and shall not be admitted at any other time, except by special permission of the Medical Officers. But they shall not be permitted to carry to them any article of food or drink, or anything whatever, without the express sanction of the Medical Officers.

47. Such of the inmates as the Medical Officers think fit to put to work must be employed regularly, as follows, namely:—Male Inmates, in weeding and cleansing the walks, grounds, and yards of the Establishments, in sweeping and lime-washing the walls, and in such other light jobs as the Medical Officers, Assistants or Dispensers may direct; and Female Inmates, in making and mending clothes, washing and scouring, assisting the cook, sweeping and dusting the wards and corridors, and such like occupations as may be required by the Housekeepers.

48. Any inmate behaving disobediently or disorderly, quitting the Establishment without leave, or infringing any of the rules of the Establishment, may be discharged.

GENERAL.

49. A statistical account of the Patients treated in the Hospitals shall be forwarded quarterly to the Governor.