

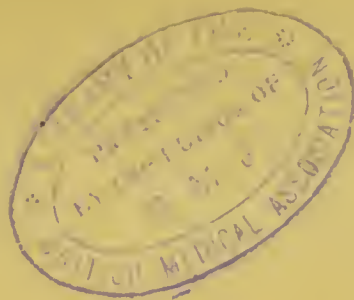
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MANAGEMENT AND CONSTRUCTION OF  
POORHOUSES AND ALMSHOUSES

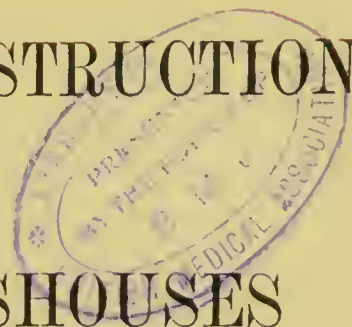
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*January 1908*

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MANAGEMENT AND CONSTRUCTION  
OF  
POORHOUSES AND ALMSHOUSES

CONTAINING MODEL PLANS OF A POORHOUSE AND OF  
ALMSHOUSES DESIGNED BY NINIAN MACWHANNELL,  
F.R.I.B.A., I.A., GLASGOW; AND SPECIMEN PLANS OF  
EXISTING POORHOUSE BUILDINGS BY  
DIFFERENT ARCHITECTS

BY  
GEORGE A. MACKAY  
*Of the Local Government Board for Scotland*

EDINBURGH  
WILLIAM GREEN & SONS  
1908

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## P R E F A C E.

FOR some years past I have daily been meeting persons interested in poorhouses. In every instance our conversation has had reference to some difficulty or defect in administration or construction, and I have often been asked why no one had written a handbook on this subject. For this reason I have thought it desirable to take advantage of the opportunities afforded by my official experience and to place on record the details of our Scottish system.

In dealing with some of the more technical parts of the subject I deemed it wise to obtain the aid (readily granted) of experts. For example, Dr. John Macpherson, one of the Commissioners in Lunacy, has written for me a valuable chapter on the policy of his Board in licensing poorhouses for lunatics. Dr. J. M'C. Johnston, Medical Superintendent of the District Hospital of the Parish of Glasgow, has supplied diet tables and a useful chapter on the medical functions of poorhouses; and Mr. Maxwell, of the Local Government Board, has generously supplemented my notes on poorhouse book-keeping. I am also indebted for information to many officials, and especially to the Governor and the Secretary of the Buchan Combination Poorhouse.

But my largest debt has been incurred to Mr. Ninian Macwhannell, Architect, Glasgow, who designed the new poorhouse of Renfrewshire Combination. I was so impressed by the excellence and economy of Mr. Macwhannell's work that I asked him to help me in preparing

the architectural part of this book. At my suggestion he designed the "MODEL" POORHOUSE, of which the plans are contained at the beginning of this volume. He also wrote the ninth chapter, which describes those plans. Of course neither Mr. Macwhannell nor I anticipate that our "Model" is by any means perfect, but we have endeavoured to put ourselves in the place of those who have to administer poorhouses and poorhouse hospitals, and to design an institution that will adequately fulfil every function of a poorhouse. The briefest glance at the plans will reveal the care and skill that Mr. Macwhannell has lavished on them.

I have included a chapter dealing with parish almshouses, as I believe that in future such almshouses will play an important part in Scottish Poor Law administration. Mr Macwhannell has illustrated this chapter with several plans.

The volume also contains the newly-issued Rules of the Local Government Board for the Management and Regulation of Poorhouses. I trust that Governors, Medical Officers, and House Committees will find the very complete notes and explanations appended to those Rules of use in the practical work of administration.

It would be unfair to issue a book of this kind without reference to the excellent work that eminent architects have bestowed on poorhouses. Accordingly, I have placed in the Appendix a number of plans (with descriptive notes) which seem worthy of special attention. I am indebted to the architects for permission to illustrate their work, and to Mr. Macwhannell for the manner in which he has prepared those plans for reproduction.

In conclusion, I may perhaps be permitted to state that I have

endeavoured to prepare this book so that it may be of use to Governors, Medical Officers, and Auditors of Poorhouses, to Inspectors of Poor, Parish Councillors, and members of House Committees, and last, but by no means least, to those architects who may be called upon to design new, or to amend existing, poorhouses and almshouses.

GEORGE A. MACKAY.

EDINBURGH, *January* 1908.



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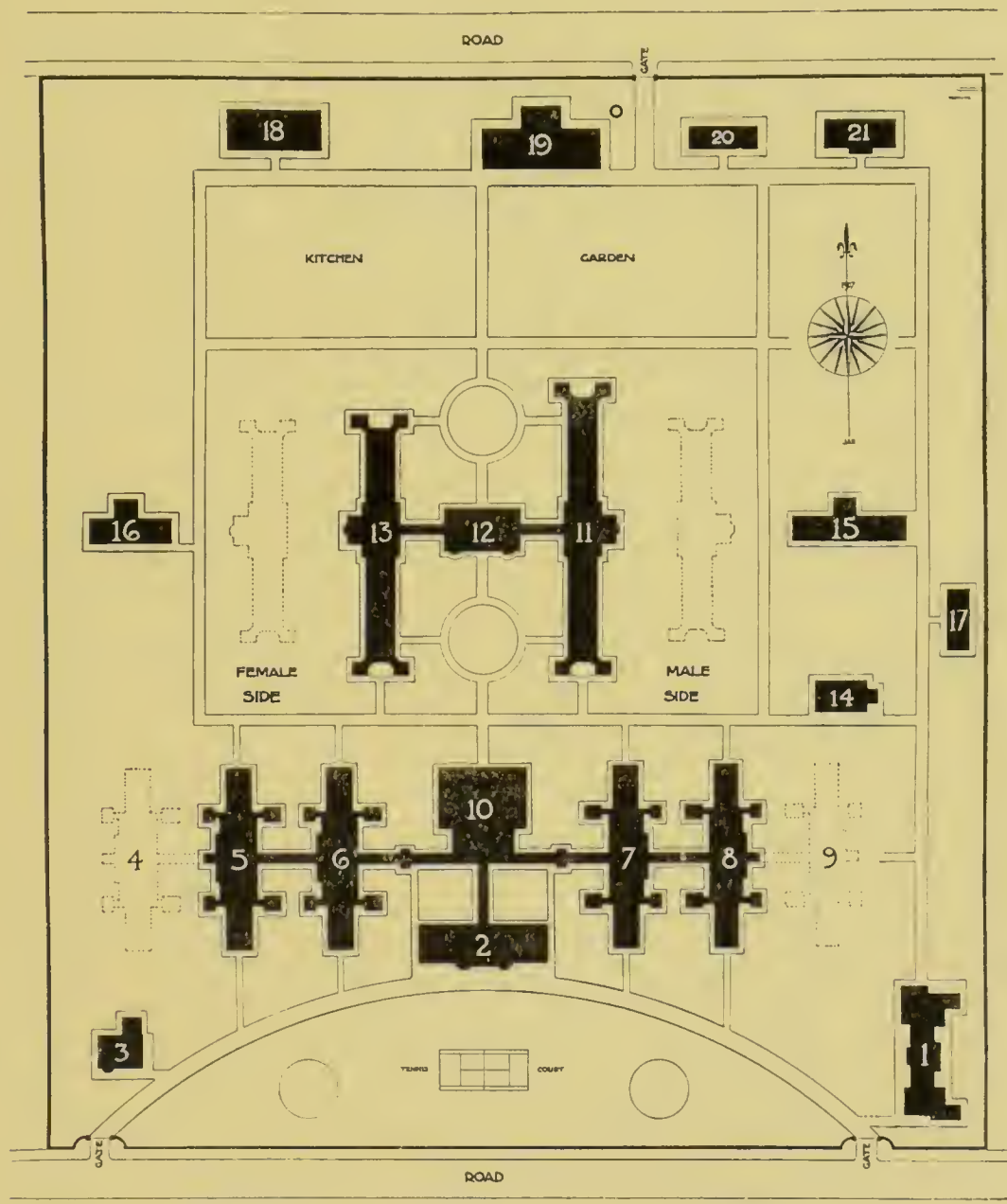
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# "MODEL" POORHOUSE FOR 400 INMATES



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4. FUTURE EXTENSION
5. 6. FEMALE INMATES DORMITORIES
7. 8. MALE INMATES DORMITORIES
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## BLOCK PLAN

## REFERENCE

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16. FEMALE ISOLATION 17. MORTUARY
18. LAUNDRY ETC. 19. DOILER HOUSE ETC.
20. STABLE & STORES 21. DIGGERS

SCALE OF 100 200 300 400 500 FEET

Designed by Ninian Macwhannell, F.R.I.B.A., I.A., Glasgow.

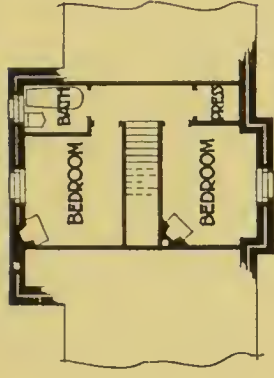




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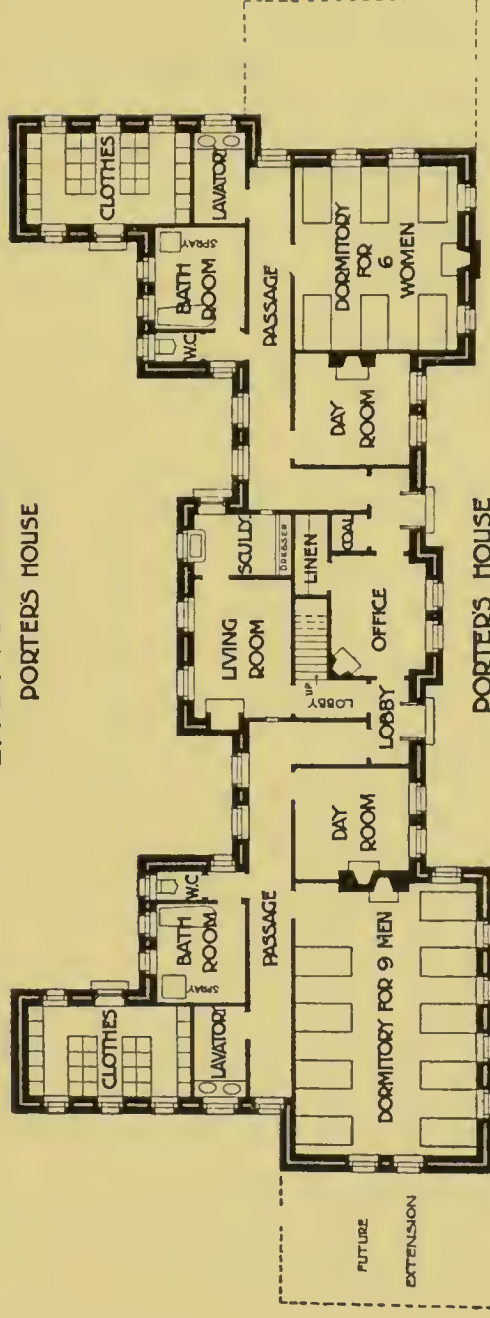
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## PROBATIONARY BLOCK



## PORTER'S HOUSE

### UPPER FLOOR PLAN PORTER'S HOUSE



### GROUND FLOOR PLAN



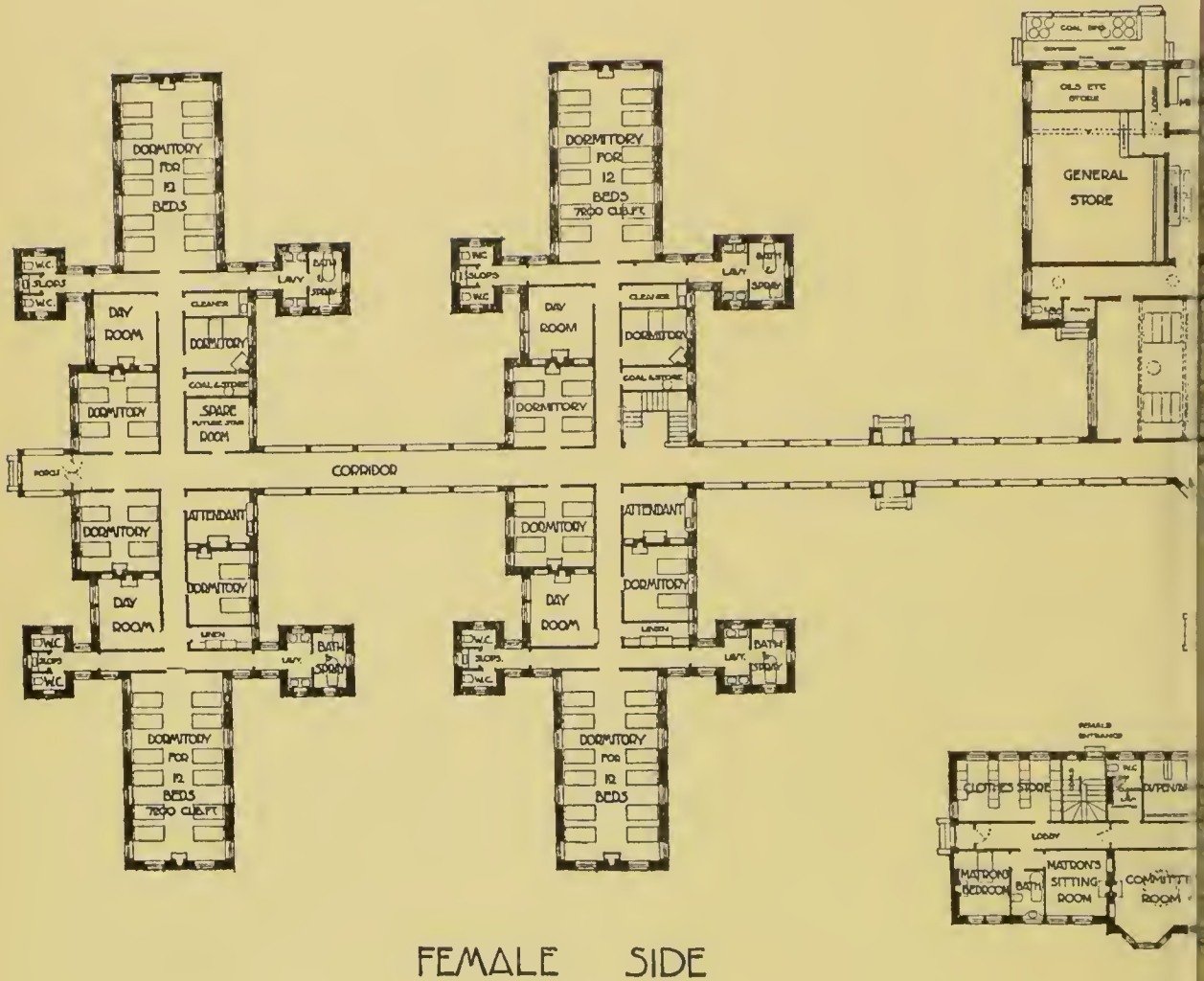






# "MODEL" POORHOUSE

## ADMINISTRATIVE &



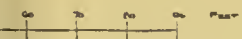
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## DORMITORY BLOCKS



MALE SIDE

## OR PLAN

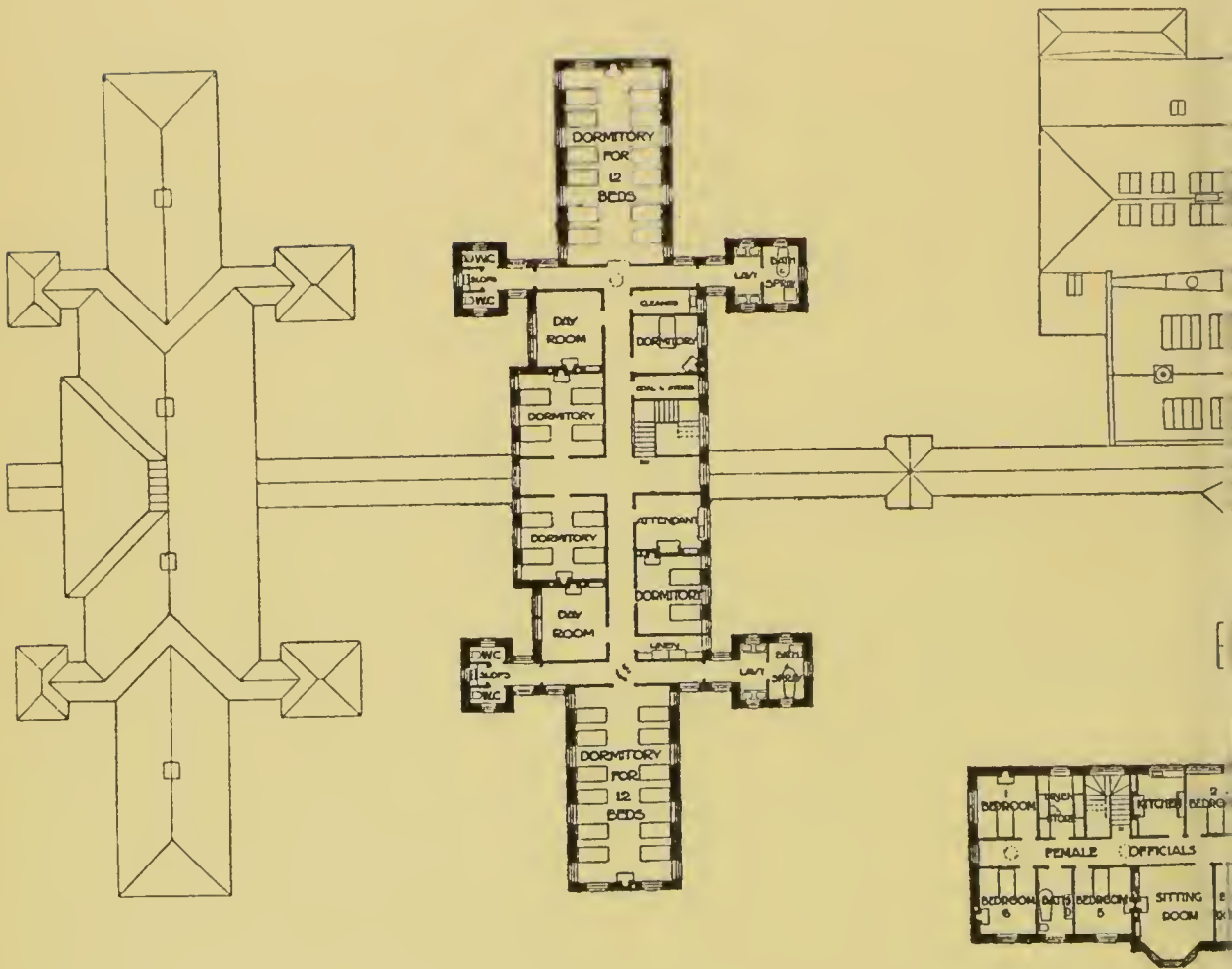






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## ADMINISTRATIVE & D



UPPER FL

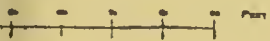


# FOR 400 INMATES

## DORMITORY BLOCKS



## OFFICIALS' QUARTERS PLAN

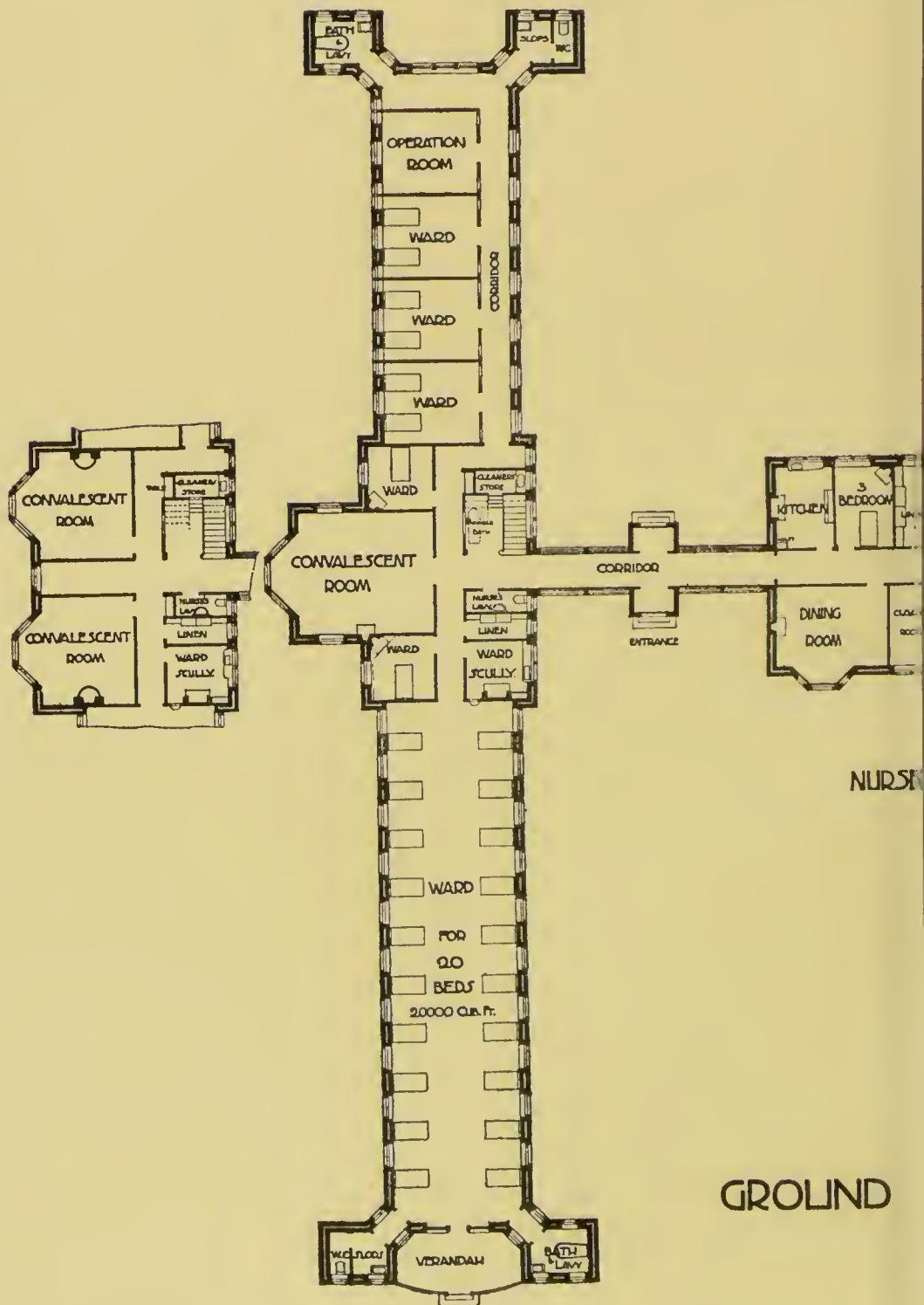




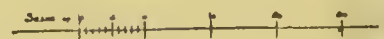




# "MODEL" POORHOUSE HOSPITAL

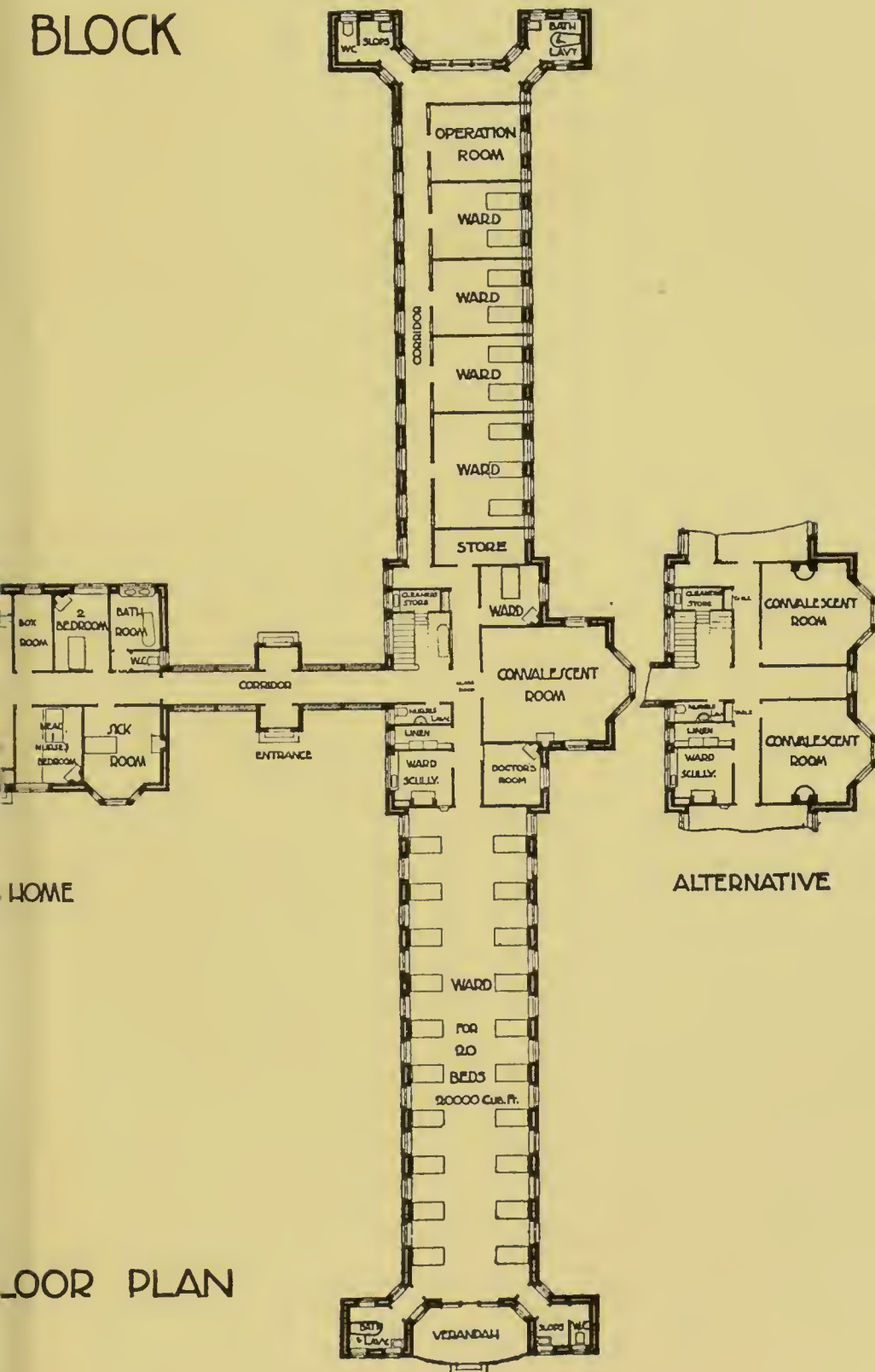


GROUNDS



# FOR 400 INMATES

## BLOCK



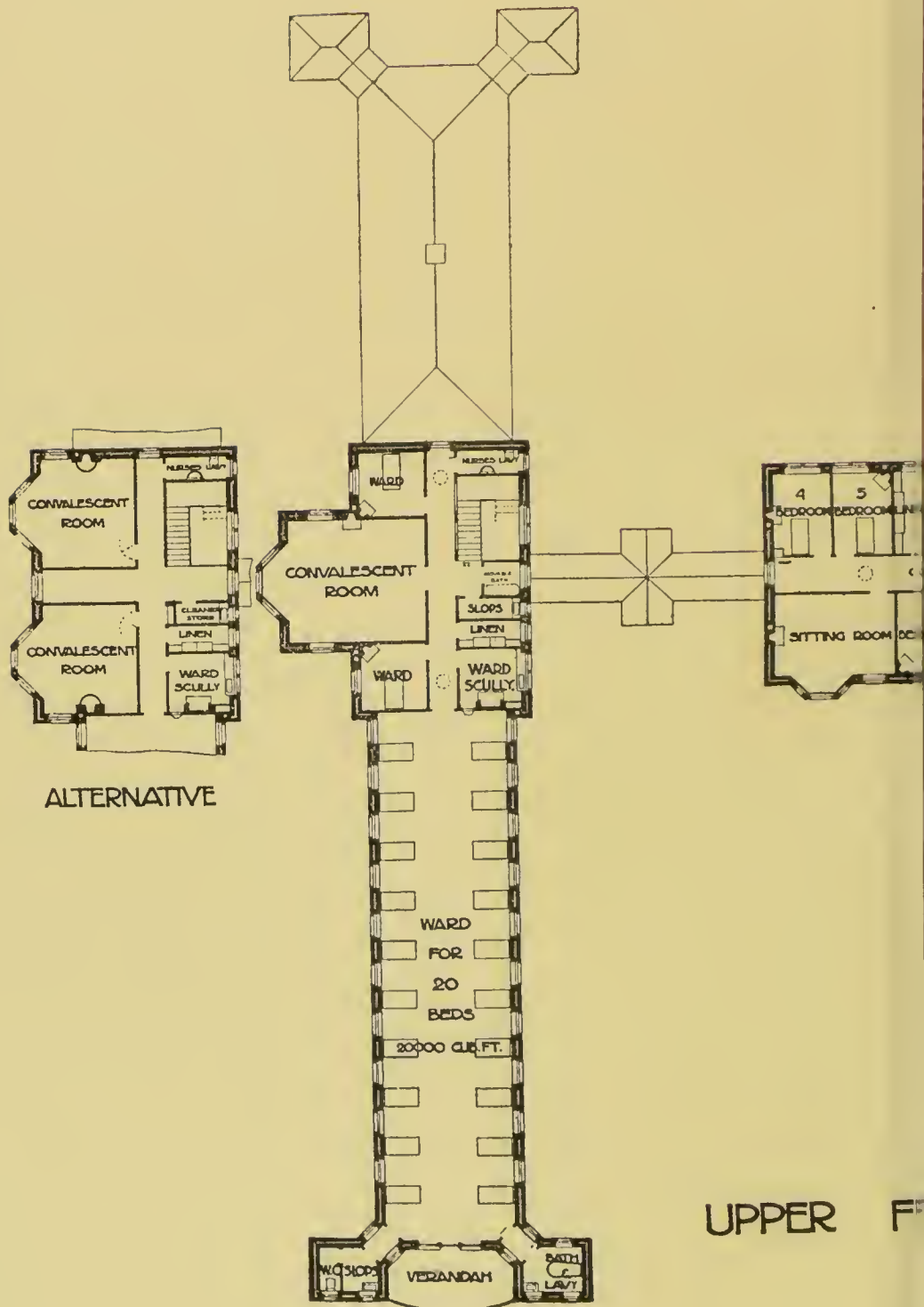
FLOOR PLAN







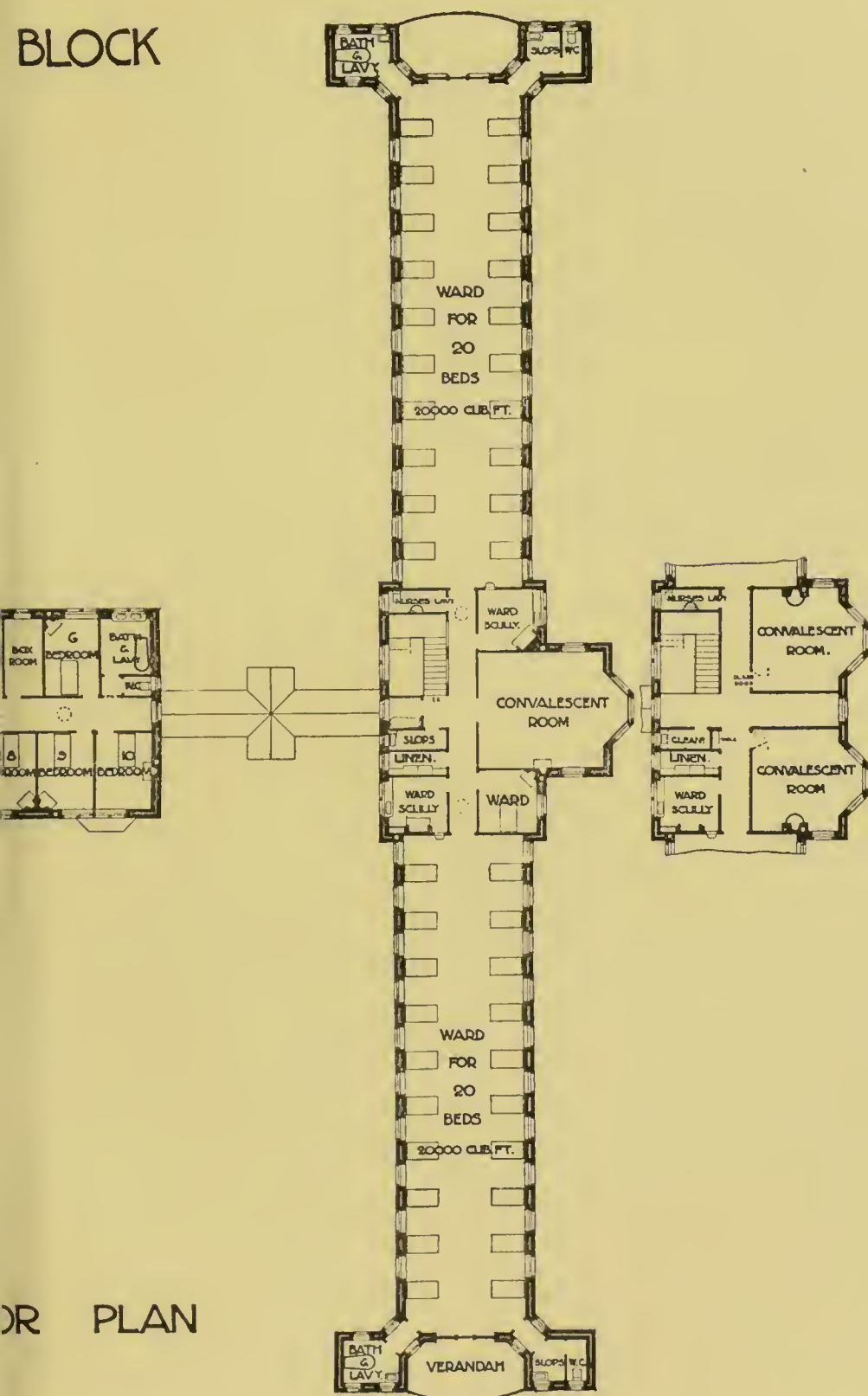
# "MODEL" POORHOLIS HOSPITAL



UPPER F

SCALE OF 10 5 0 10 10 10

# BLOCK



OR PLAN

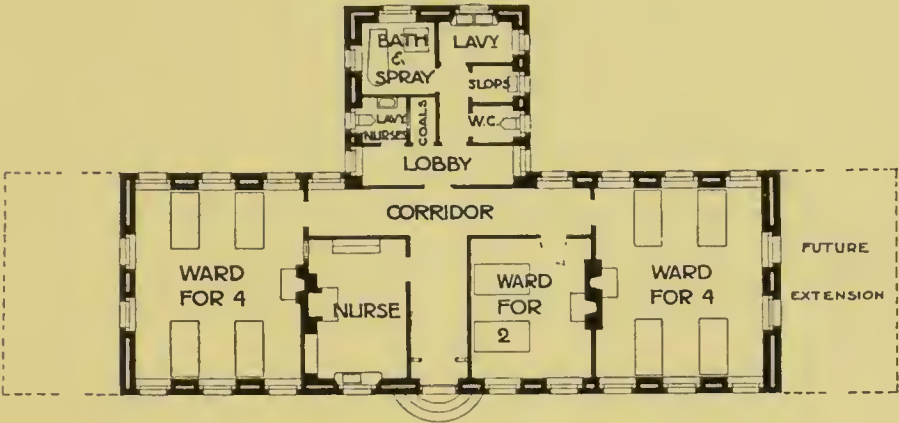




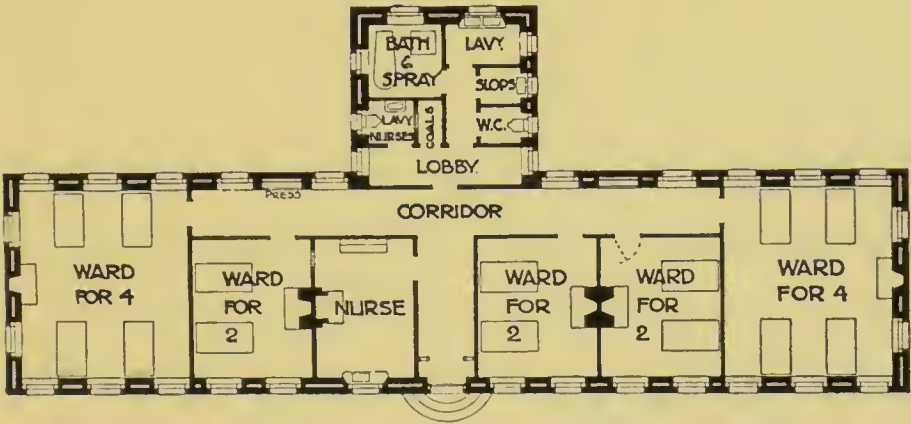


"MODEL" POORHOUSE FOR 400 INMATES

ISOLATION BLOCKS



PLAN OF FEMALE BLOCK.



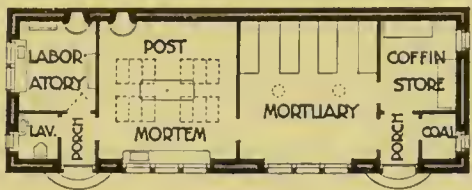
PLAN OF MALE BLOCK.



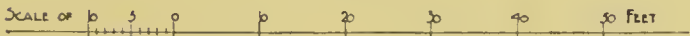


"MODEL" POORHOUSE FOR 400 INMATES

MORTUARY BLOCK

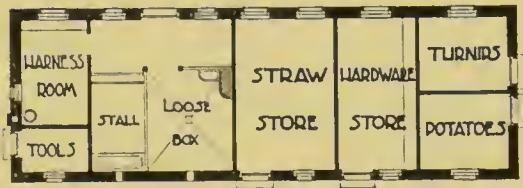


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"MODEL" POORHOUSE FOR 400 INMATES

STABLE AND STORES



PLAN

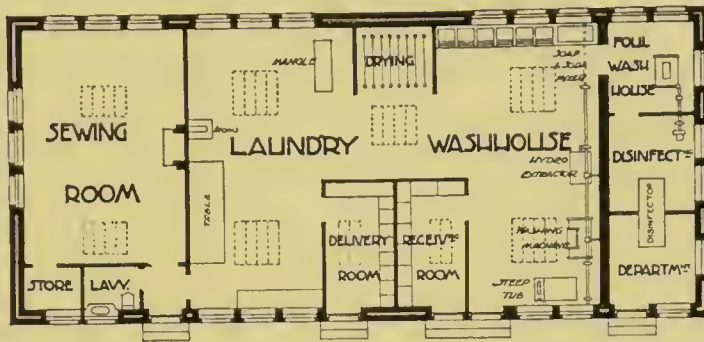




# "MODEL" POORHOUSE FOR 400 INMATES

LAUNDRY

BLOCK



PLAN

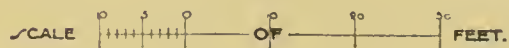


## "MODEL" POORHOUSE FOR 400 INMATES.

GOVERNOR'S HOUSE .

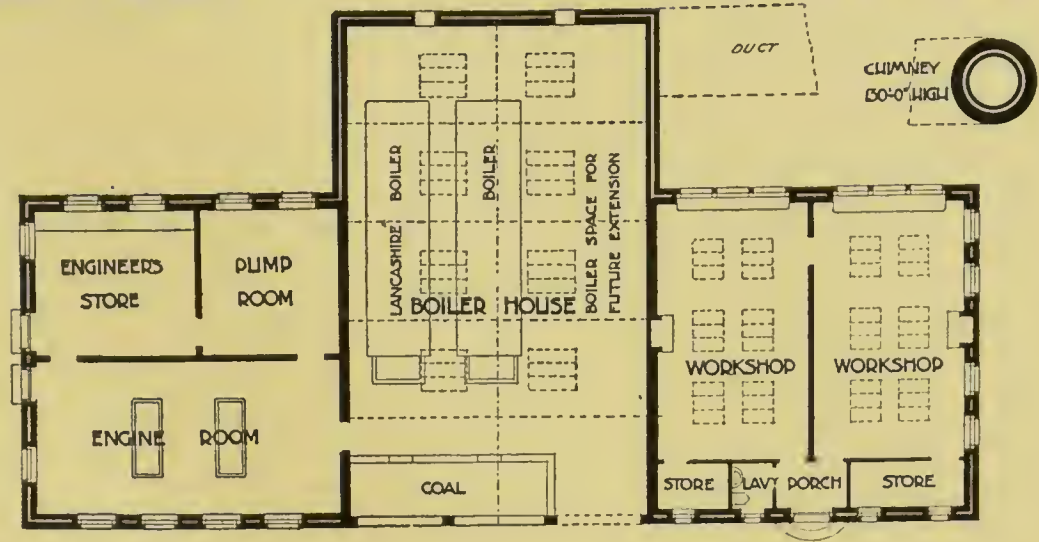


PLAN.





"MODEL" POORHOUSE FOR 400 INMATES  
BOILER HOUSE AND WORKSHOPS

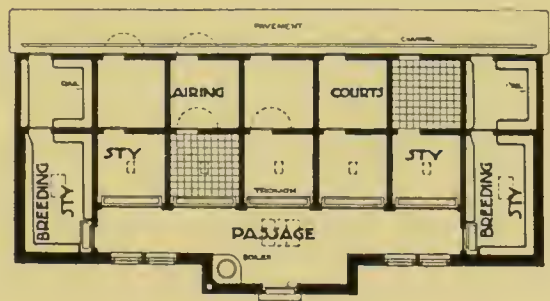


PLAN



"MODEL" POORHOUSE FOR 400 INMATES

PIGGERY



PLAN







# SCOTTISH POORHOUSES.

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## CHAPTER I.

### FORMATION, MANAGEMENT, AND OFFICIALS OF POORHOUSES.

#### FIRST STATUTORY PROVISION OF POORHOUSES.

HOUSES of Refuge for the Poor are an ancient institution, peculiar to no time, country, or race. In the Middle Ages the great monasteries and abbeys largely served this purpose. The Scottish Act passed in 1579 "For Punishment of Strang and Idle Beggars, and Reliefe of the Pure and Impotent," endeavoured thus to take account of the charitable institutions then existing: "and seeing charitie wald that the pure, and aged, and impotent persons, suld be als neecessarilie provided, as the vagaboundes and strang beggars repressed, and that the aged, impotent, and pure people, suld have ludgeing and abiding plaees, throught the realme to settle themselves intil: It is, therefore, thoecht expedient, statute, and ordained, that the Lorde Chaneellar, according to the direction of sindrie lovabil Actes of Parliament heirtofore maid, sall call for the erectiones of all hospitalles to be produed befor him, and enquire and consider the present extent theirof, reducing them, as far as is possible to the first institution, as may best serve, for the help and reliefe of the saidis aged, impotent, and pure people."

The intention of this elause appears to have been to secure that all institutions designed by the donors for the support of poor persons should be restored to their proper use.

### CORRECTION HOUSES.

In 1672 an Act (c. 18) was passed "for Establishing Correction Houses for Idle Beggars and Vagabonds," . . . "for whose entertainment the saids heritors shall cause contributions, and appoint a quarter's allowance to be sent along with them, with cloathes upon them to cover their nakedness."

It is difficult to ascertain the extent to which these Acts were applied. Probably they were of little practical value; but it is evident that they contain—fully elaborated—the idea of the present Scottish poorhouse, which is at once a hospital and refuge for the sick, infirm, and aged; and a "test" or "correction" house for persons whose title to relief is doubtful.

### ESTABLISHMENT OF MODERN POORHOUSES.

The Poor Law Act of 1845, to which poorhouses as now constituted owe their being, ignored the principle of "correction." In section 60 it thus defines the purpose for which poorhouses are to be provided: "And whereas for more effectually administering to the wants of the aged and other friendless impotent poor, and also for providing for *those poor persons who from weakness or facility of mind, or by reason of dissipated and improvident habits, are unable or unfit to take charge of their own affairs*, be it enacted, That in every case in which a parish or combination of parishes contains more than 5000 inhabitants . . . it shall be lawful for the Parish Council of any such parish or combination to take into consideration the propriety of erecting a poorhouse for such parish or combination, or of altering or enlarging any existing poorhouse; and if . . . the said Parish Council . . . shall come to a resolution to that effect, such resolution shall be forthwith reported to the Local Government Board, and, if approved of by the Local Government Board, the same shall be carried into execution by the said Parish Council."

### COMBINATION OF PARISHES FOR THE ERECTION AND MAINTENANCE OF A POORHOUSE.

But it is evident that it will benefit many parishes whose population is under 5000 if they can send to a poorhouse the class of poor persons referred to. Accordingly, by section 61 of the same

Act, it is made lawful for the parish councils of two or more *contiguous*<sup>1</sup> parishes to agree to build a poorhouse for their common use. The cost of erection and maintenance is to be borne by the parishes concerned in such proportions as may be agreed upon. A parish, having once joined a combination, is not entitled to withdraw without the consent of the Local Government Board. As a rule, the Contract of Agreement makes it imperative for a parish desiring to withdraw from a combination to obtain also the consent of the other parishes in the combination.

### CONTRACT OF COMBINATION.

Where parishes combine to erect and maintain a poorhouse a contract of agreement is essential. The contract must (1) define the intention of the contracting parties, (2) state the proportion of the cost of erection and maintenance that each parish must bear, (3) specify the number of beds that each parish is entitled to use, (4) prescribe the terms on which a parish can purchase more beds or sell part of its original allotment, (5) provide for the appointment of a House Committee, (6) fix the representation of each parish on the House Committee, (7) define the powers of the House Committee, (8) arrange for the admission of new parishes into the combination, and (9) provide for the settlement of disputes.

In framing a contract of agreement, care should be taken to fix only essentials. Sometimes the agreement embraces matters that are quite outwith its scope, such as the number and kind of officials who are to be appointed and the manner of their appointment. It should be kept in mind that the management of the poorhouse is the function of the House Committee, and that their discretion should not in any way be restricted or stereotyped. The following is a specimen of a contract of agreement:—

#### SPECIMEN CONTRACT FOR THE ERECTION AND MAINTENANCE OF A COMBINATION POORHOUSE.

It is contracted and agreed upon by the Parish Councils of the Parishes Parties.  
of [ ], in the

<sup>1</sup> The Local Government Board have held that the term “contiguous” means that the parishes in a poorhouse combination must touch each other; but it is doubtful whether the framers of the Act intended the word to be interpreted so literally. The Board have also decided that separation by an arm of the sea does not prevent contiguity.



Narrative. County of [ ], to build a common Poorhouse for such Parishes in terms of sections 60 to 66 inclusive of the Poor Law Act of 1845.

*And Whereas* it has been deemed expedient that a common Poorhouse should be erected at or near [ ], in the County of [ ], for the benefit and accommodation of the poor of the Parishes before named, and full time and opportunity having been given for the deliberate consideration of the subject by each of the said Parish Councils, *and* the resolution to erect a common Poorhouse, as aforesaid, having been reported to the Local Government Board for Scotland, and sanctioned by that Board; it is now hereby *agreed* and *declared* that the following shall be the Rules and Constitution of the aforesaid combination:—

Owners. *First.* All the property acquired and to be acquired for the purposes of the said Combination Poorhouse shall belong to and be held for behoof of the Parish Councils of the said Parishes in proportion to the number of shares allotted to each Parish.

Allocation of expenses. *Second.* The price of any land purchased, or the feu-duty or other consideration given therefor; all preliminary expenses, legal or otherwise; and the whole expense of erecting, maintaining, and repairing the necessary buildings; of making alterations thereon; furnishing the buildings; insuring the same and the furniture and fittings therein against fire; the expense of management, including salaries and all other expenses whatsoever, attending the said scheme, shall be borne and defrayed in the said proportions, viz.:—

[*Here should be stated the number of shares held by each Parish.*]

But this proportion is subject to alteration in the event of the Poorhouse being enlarged in terms of the following clause:—

Future extensions. *Third.* Should any additional expense hereafter be incurred in consequence of the necessity of increasing the number of beds, such expense shall be defrayed by the several Parishes in the Combination in the proportion of the shares held by each Parish at the date when such extension is required, and the shares of the several Parishes in the scheme shall be increased in like proportions, each additional bed provided being reckoned equivalent to an additional share. And if a majority of the Parishes agree to alter, repair, or extend the Poorhouse, every Parish in the Combination shall be bound to contribute towards the cost thereof, in proportion to the number of shares which it holds.

Parishes entitled to have one pauper received and boarded for each share. *Fourth.* Each of the said [ ] Parishes shall be entitled to send one pauper to the Poorhouse for each share which the Parish shall hold, and to have each pauper so sent boarded and maintained at such rate for

maintenance (including food, fuel, clothing, light, and other necessities) as shall be ascertained and fixed by the House Committee hereinafter established, who shall also have power to fix a separate rate of maintenance for inmates who may require hospital treatment.

Hospital charges.

*Fifth.* Each Parish Council shall pay the expense of removing its own paupers to and from the Poorhouse, and of the burial of any of them who may die therein, or while they are recognised as inmates thereof.

Removal and burial of paupers.

*Sixth.* In case a greater number of paupers is sent by any Parish than corresponds to the number of shares held by that Parish, the Parish so sending an extra number of paupers shall pay for every day such extra number is maintained in the Poorhouse such higher rate as shall be fixed by the House Committee; and if a Parish not belonging to the Combination, shall in terms of the sixty-fifth section of the Poor Law Act of 1845 wish to send paupers to the Poorhouse, and these shall be admitted, there shall be paid for such paupers such higher rates as shall be fixed by the House Committee, with the approval of the Local Government Board; and in either of these cases the extra charges over and above the cost rate of maintenance charged for the ordinary paupers shall be held for the benefit of the Parish or Parishes having unoccupied shares or billets in the House in the proportion of the unoccupied shares or billets held by each on the days for which such extra charges are made, and shall be periodically carried to their credit or paid over to them as may be found most convenient.

Extra number of paupers from combining Parishes, or of paupers from other Parishes.

Extra charges to be paid to Parishes having unoccupied beds.

*Seventh.* The Poorhouse shall be styled the “[ ] Combination Poorhouse,” and a House Committee or Board of Management shall be and hereby is established for the superintendence, conducting, management, and control of all the affairs of the Poorhouse; this Committee shall consist of members apportioned among the Parishes in the Combination as follows:—

Constitution of House Committee.

*[Here state the scheme of representation, and the principle on which the number of members allowed to each Parish is based.]*

The said Parish Councils at a meeting to be held in December of each year, shall, from their own number, appoint the House Committee according to the numbers for each Parish fixed in this Article; and the members so appointed shall continue in office for one year, but shall be eligible for re-election; and if any vacancy arises in the said Committee during the currency of the year, the Parish Council whose member's place has been so vacated shall have power to fill up the same; and if any Parish Council fail to nominate or elect a member or members of the House Committee, the parties nominated by the other Parish Councils shall

Election of House Committee.



constitute the House Committee, and shall have full power to conduct all the business of the Poorhouse Combination.

Title-Deeds.

The title-deeds, charters, or other writs of the land on which the said Poorhouse shall be built shall be taken in the names of the members of the House Committee and their successors in office.

Meetings of House Committee.

*Eighth.* The House Committee shall meet from time to time for the dispatch of business, at such time and place as may be fixed by the House Committee. The House Committee may frame Standing Orders for the conduct of their business.

Chairman and Vice-Chairman of House Committee.

*Ninth.* The House Committee shall at the first meeting after each new House Committee is appointed, elect a Chairman from their own number, and also a Vice-Chairman, who shall perform the duties of Chairman in case of the Chairman's absence or inability to act, and the term of office of such Chairman and Vice-Chairman shall be one year; and should a vacancy occur in the office of Chairman or Vice-Chairman during the tenure of office, it shall be supplied by a new appointment; and should the Chairman and Vice-Chairman be both absent from any meeting, the members present shall appoint one of themselves to be Chairman of the meeting. The quorum of the House Committee shall be one-fourth of the whole number of the Committee; and in all cases of difference of opinion the majority of the votes of the members present shall decide the question at issue; and at every meeting the Chairman shall have a deliberative, as also, in case of equality, a casting vote.

Quorum.

Majority and casting vote.

Officers.

*Tenth.* The House Committee shall appoint all the officers and servants necessary for the proper administration of the Poorhouse.

Powers of House Committee.

*Eleventh.* The House Committee shall (subject always to the terms of this Contract, and, when required, to the approval of the Local Government Board), have power to purchase, feu, or lease land, and to build thereon a Poorhouse and all other necessary offices, with power to make additions thereto or alterations thereon from time to time; further, the Committee shall have the entire management, direction, control, and superintendence of everything connected with the building and fitting up of the Poorhouse, with power to prepare and adjust plans, enter into contracts, calculate, adjust, and levy the proportions of expense of all kinds falling to be paid by each Parish Council, and shall also have power to decide the number of paupers to be admitted from time to time, and the sum to be charged for each pauper, and to frame rules and regulations for the management of the Poorhouse. Provided always that, should the Committee find it necessary or expedient to purchase more land than is required for the purposes of the Poorhouse, they shall have power to sell or feu any parts of such lands, and at such prices as they may deem expedient.

Rules for Management of Poorhouse.

*Twelfth.* It shall not be in the power of any of the contracting Parishes to withdraw from the Combination without obtaining not only the consent of the Local Government Board, but also the consent of a majority of the House Committee at a meeting to be specially convened for the purpose of considering the subject. Withdrawal of Parish Councils from Combination.

*Thirteenth.* In case at any time hereafter any other Parish or Parishes shall wish to join the Combination, and shall apply to be admitted thereto, it shall be in the power of the House Committee, with the consent of the Local Government Board, to admit and receive such additional Parish or Parishes, and to fix the terms of admission and the number of shares to be held by the said Parish or Parishes, the number of members which such Parish or Parishes shall appoint to serve on the Committee, and all other relative matters; and in case it shall be found expedient for any one or more of the Parishes herein named, after the Poorhouse is built and inhabited, to limit the number of paupers which the Parish or Parishes are to have the power of sending to the said Poorhouse, as hereinbefore provided, and thus to limit the number of shares to be held by them, they shall have full power to do so, provided that the shares which are thus given up are transferred either to Parishes in the Combination desiring the same or to new Parishes applying to be admitted to the privileges thereof. The representation of the respective Parishes on the House Committee shall be adjusted in accordance with the principle of representation laid down in Article Seventh, when any transfer or reduction of shares is effected. Admission of other Parishes to Combination. Alterations in number of shares.

*Fourteenth.* All disputes or differences regarding the true intent and meaning of these presents, or the due implement thereof, shall be settled by arbitration, and the respective parties hereto hereby bind themselves and their respective successors, when called upon to do so, to refer all matters in dispute to [*here state arbiter to be selected*]. Arbitration.

*Lastly.* All the parties hereto bind and oblige themselves and their successors to perform their respective parts of these presents to each other under the penalty of Five Hundred Pounds Sterling, to be paid by each of the parties failing to the parties performing or willing to perform the same. Penalty.

In witness whereof, &c.

### THE HOUSE COMMITTEE.

The House Committee is not a body prescribed by statute; but is so obviously necessary that the Local Government Board have defined its constitution and functions in their model rules for the management of poorhouses. The House Committee derives all its



powers from the parishes that own the poorhouse. When the poorhouse is owned by one parish there is no contract of combination defining the powers and functions of the House Committee, which is then appointed by the Parish Council, with such powers as the Parish Council choose to delegate.

The Parish Council sometimes reserve the right to make important appointments—a reservation which, though competent, is to be deprecated.

The House Committee of a combination poorhouse is in a different position. It is obviously impossible for the Parish Councils in a combination to participate directly in the administration of the poorhouse; accordingly—as in clauses Tenth and Eleventh of the Specimen Contract—they must delegate to their representatives on the House Committee full powers to deal with everything relating to the management of the poorhouse; otherwise the House Committee could not perform its work. All appointments are made by the House Committee, and no official can be dismissed without its sanction.

The contract of combination invests the House Committee of a combination poorhouse with full power to manage every detail of the administration.

All questions of expenditure are dealt with by the House Committee of a combination poorhouse, and each of the parishes in the combination must pay its share of the cost in accordance with the principles stated in the contract of agreement. Borrowing is an exception to this rule. By section 33 of the Local Government Act of 1894, a Parish Council cannot delegate its borrowing powers to a committee; consequently the House Committee cannot borrow unless it is acting as the agent for the parishes in the combination. But, if the contract of agreement provides that a resolution of a majority of the parishes to expend money in altering or enlarging the poorhouse shall be binding on every parish in the combination, then every parish, whether it approves or disapproves of the resolution, must contribute its share of the expenditure, raising the money in whatever way it finds most convenient—presumably by loan.

When the poorhouse belongs to one parish, the proceedings of the House Committee in regard to finance are regulated by the Parish Council, without whose consent no exceptional expenditure can be incurred. In practice, it is usual for the Parish Council to



give the House Committee power to spend money up to a certain limit upon minor alterations and repairs.

When it is necessary to borrow for a combination poorhouse, the borrowing is usually undertaken by the House Committee as a matter of convenience. This course is simpler and more economical than if each parish in the combination were to raise and pay over to the House Committee its proportion of the proposed loan. In borrowing, the House Committee acts as the authorised agent of the parishes.

The Board have expressed the opinion that only Parish Councillors are eligible for election to a House Committee; but a House Committee may appoint persons who live near the poorhouse to act as a Visiting Committee.

The House Committee is responsible for the welfare of the inmates, and for the maintenance of the poorhouse in a state of efficiency. It is also responsible for the proper performance of duty by every official of the poorhouse.

The members of House Committee must specially guard against apathy. Their functions must not be permitted to devolve on the officials. It is desirable that the individual members of the House Committee should be familiar with every part of the administration. They should take a kindly and sympathetic interest in the inmates. The contracts for provisions, clothing, and furnishings, and all repairs and alterations should be their special care. Experience will suggest many ways in which the management of the poorhouse may be rendered efficient and economical; lack of interest usually results in the poorhouse becoming a useless, if not intolerable, burden whose existence is resented by the community.

### STANDING ORDERS.

With a view to securing the orderly conduct of its proceedings, it is usual for a House Committee to frame and adopt Standing Orders. The following is a specimen of Standing Orders suitable for the House Committee of a combination poorhouse:—

#### STANDING ORDERS FOR THE REGULATION OF THE PROCEEDINGS AND BUSINESS OF THE HOUSE COMMITTEE.

##### I.—MEETINGS OF THE HOUSE COMMITTEE.

1. The ordinary meetings of the House Committee shall be held once in every month, viz., on the second Thursday of each month.

2. The Chairman of the House Committee or the Delegates of any three Parishes may requisition the Clerk to call a special meeting.

3. The circulars calling all general meetings shall be posted not less than a week before the day of meeting, and shall specify the items of business to be brought up.

4. At all meetings the Chairman shall have both a deliberative and a casting vote.

## II.—MEETINGS OF SUB-COMMITTEES.

1. The Chairman shall, *ex officio*, be a member of every Sub-Committee.

2. The Convener and Vice-Convener of each Sub-Committee shall be appointed at the time of appointing the respective Committees.

3. Every Sub-Committee shall meet for despatch of business as often as occasion may require.

4. The Convener or any three members of a Sub-Committee may at any time requisition the Clerk to call meetings.

5. The circulars calling such meetings shall be posted not less than three days before the day of meeting, and shall specify the items of business to be brought up.

6. The Convener or Chairman of such meetings shall have both a deliberative and a casting vote.

## III.—ORDER OF BUSINESS.

The order of business at every meeting of the House Committee shall be as follows:—

- (1.) The Chairman shall take the chair; if absent, the Vice-Chairman shall preside; if the Vice-Chairman also is absent, the members of the House Committee shall appoint a Chairman for the meeting.
- (2.) The Clerk shall read the circular calling the meeting.
- (3.) The sederunt shall be taken.
- (4.) The minutes of the last meeting of the House Committee and of the Committee Meetings held since that time shall be read with a view to confirmation, and, if confirmed, they shall be signed by the Chairman.
- (5.) Business expressly specified by the Contract of Combination to be transacted at the meeting.
- (6.) Business remaining from the last meeting (if any).
- (7.) Reports of Committees and by officials.
- (8.) Notices of Motion in the order in which they have been received.

- (9.) Any correspondence, communications, or other business specially brought forward by direction of the Chairman.
- (10.) Any other competent business.
- (11.) The draft minutes shall be read at the end of the meeting, and signed or initialled by the Chairman before he leaves the chair.

The Chairman may at any meeting vary the foregoing order of business, so as to give precedence to any business which he may deem to be of special urgency.

#### IV.—NOTICE OF MOTIONS.

1. Every notice of motion shall be in writing, signed by the member of the House Committee giving the notice, and countersigned by at least one other member; it shall be given to the Clerk of the House Committee, and shall be entered in a book to be kept in his office, which book shall be open to the inspection of every member of the House Committee. A notice of motion which shall not have been lodged prior to, or at the preceding quarterly meeting, shall not be specified in the circular of business for the succeeding quarterly meeting.

2. If a motion, notice of which is specified in the circular, be not moved either by the member who has given the notice, or by some other member on his behalf, when it comes on in due course, it shall, unless postponed by leave of the House Committee, be considered as dropped, and shall not be again raised without fresh notice.

3. No motion to rescind any resolution that has been passed within the preceding twelve months, nor any motion to the same effect as any motion that has been negatived within the preceding six months, shall be in order, unless the necessary notice thereof shall have been given and specified in the circular, and the notice shall bear, in addition to the name of the member who proposed the motion, the names of two other members; and when any such motion has been disposed of by the House Committee, it shall not be competent for any member to propose a similar motion within a further period of twelve months.

4. These rules shall not apply to motions which are moved by the Chairman or other member of a committee, in pursuance of the report of the committee of which he is a member.

#### V.—ORDER OF DEBATE.

1. Every motion or amendment shall be moved and seconded, and put in writing, and shall be read by the Chairman or Clerk, before it is further discussed or put to the meeting.



2. A member of the House Committee shall stand when speaking, and shall address the Chair. If two or more members rise together, the Chairman shall call upon one to speak.

3. A member who speaks shall direct his speech strictly to the motion under discussion, or to a motion or amendment to be proposed or which is supported by himself, or to a question of order.

4. A member shall not address the House Committee more than once on any motion or amendment; but the mover of an original resolution may reply, and in his reply shall strictly confine himself to answering previous speakers, and shall not introduce any new matter into the debate. Provided always, that a member may speak to a point of order, or in explanation of some material part of a speech made by him which he believes to have been misunderstood, but then only on permission being granted by the Chairman.

5. After the mover of a motion has been called on by the Chairman to reply, no other member shall speak to the question.

6. A motion or amendment once made and seconded, shall not be withdrawn without the consent of the mover and seconder thereof.

7. On all questions of relevancy the decision of the Chairman shall be final.

8. When an amendment upon a motion has been moved and seconded, no other amendment shall be moved until the first amendment has been disposed of; but notice of any number of amendments may be given.

9. If an amendment is rejected, other amendments may be moved, on the original motion.

10. If an amendment is carried, the motion as amended shall take the place of the original motion, and shall become the question upon which any further amendment may be moved.

11. A member moving that the House Committee do now adjourn may speak for not more than five minutes, and if the motion be seconded it shall be seconded without a speech, and put by the Chairman without a debate.

12. A member moving that the House Committee do now proceed to the next business, or that the debate be now adjourned, may speak for not more than five minutes, and if the motion be seconded it shall be seconded without a speech. The Chairman shall then call on the mover of the resolution under discussion to speak to the motion just moved, and, subject thereto, the motion shall forthwith be put to the vote.

13. A second motion, that the House Committee do now adjourn, or do now proceed to the next business, or that the debate be now adjourned, shall not be made within a period of half an hour, unless it be moved by the Chairman.

## VI.—VOTING.

1. Every question shall be determined by a show of hands unless *five* members demand a division, in which case the names for and against the motion or amendment may be taken down in writing and entered in the minutes.

2. The Chairman or Clerk shall count the votes.

## VII.—PRINTING AND INSPECTING OF REPORTS AND MINUTES.

1. All proceedings, resolutions, reports, and recommendations of every Committee, unless the Committee, for reasons specified in a resolution, direct to the contrary, as well as the minutes of any previous meetings shall be open to the inspection of every member of the House Committee, and shall be printed, and a copy thereof posted to every member of the House Committee previous to the meeting at which they are to be submitted for approval.

2. Copies of the minutes of all General and Committee Meetings may be sent to each Parish Council of the Combination, but not till they have been approved and signed by the Chairman.

## VIII.—APPOINTMENT OF OFFICERS.

1. Whenever a vacancy in any office shall occur, the Committee having special charge of the duties attached to such office, or a special Committee appointed for such purpose, may, if they think fit, temporarily appoint some person to carry on the duties of the office until a successor is appointed, and may fix the remuneration to be paid to such person until the decision of the House Committee is obtained.

2. The testimonials sent in by candidates for any appointment for which an election has been ordered shall be deposited with the Clerk or Chairman of the House Committee, for the inspection of the members of the House Committee at least six days before the day of election.

3. When there are more than two candidates, and the first voting does not produce an absolute majority of votes in favour of any candidate, the candidate having the least number of votes shall be struck off the list and a fresh voting shall take place, and so on till an absolute majority of the members of the House Committee present and voting shall be obtained in favour of one candidate who shall thereupon be appointed. In case of a final equality of votes, the Chairman of the meeting shall have a second or casting vote.

## IX.—SUSPENSION OF STANDING ORDERS.

1. Any one or more of the Standing Orders, in any case of urgency, or upon a motion made on notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that two-thirds of the members of the House Committee present and voting shall so decide.

**BORROWING.**

When the population of a parish is under 100,000, the power of the Parish Council to borrow "for the purpose of erecting new poor-houses, and for enlarging, altering, or repairing any existing poor-house," is limited. By section 62 of the Poor Law Act of 1845, a Parish Council cannot borrow more than "three times the amount of the assessment raised for the relief of the poor during the year immediately preceeding that in which the money is borrowed." The debt must be repaid by annual instalments of not less than one-thirtieth of the sum so borrowed, exclusive of interest. The annual instalments may be larger if the Parish Council so desire. *No new debt must be incurred until all debt previously contracted has been paid* (section 62 of the Act of 1845). These provisions apply equally to a poorhouse owned by one parish and to a combination poorhouse. So far as borrowing is concerned, the share of a parish in a combination poorhouse is equivalent to a poorhouse owned by that parish.

When the population of a parish exceeds 100,000, the requirement that all debt previously incurred must be repaid before any further sums can be borrowed is repealed by section 2 of the Poor Law Loans and Relief (Scotland) Act, 1886. That is to say, a parish whose population exceeds 100,000 can keep on borrowing until the amount borrowed, together with the outstanding debt, is equal to three times the amount of the "assessment raised for the relief of the poor during the year immediately preceeding that in which any money is so borrowed."

This extension of the power to borrow applies only to single parishes with a population exceeding 100,000, and not to a group of parishes forming a poorhouse combination.

While debt remains unpaid, before a parish whose population exceeds 100,000 can borrow afresh, it must obtain from the Local Government Board a certificate that due provision has been made for charging the assessments with the amount of debt outstanding.



This certificate the Board are bound to grant on being satisfied that the facts are as stated (section 3 of Act of 1886).

The House Committee of a Combination Poorhouse cannot borrow except in so far as it acts as agent for the parishes in the combination. In connection with this see page 8.

### OFFICIALS.

The House Committee are required by the rules of the Local Government Board to appoint the following officials:—

- (1) Governor.
- (2) Medical Officer.
- (3) Chaplain.
- (4) Matron.
- (5) Trained Nurses.
- (6) Porter.
- (7) Domestic Servants.

In the larger poorhouses many other officials may be necessary, such as assistant-governor, clerk, assistant-matron, superintendent of nurses, labour-master, male and female attendants, cook, gardener, &c.

In making minor appointments, the House Committee are, as a rule, largely guided by the advice of the Governor. In appointing nurses, it is usual to obtain the advice of the Medical Officer and of the Superintendent of Nurses.

Every official, except the Medical Officer, holds office at the pleasure of the House Committee, or in terms of such agreement as the House Committee make with him. The Medical Officer can be dismissed only with the sanction of the Local Government Board. The rules provide that no official can be dismissed without the consent of the House Committee or of the Chairman. The Governor may suspend an official for misconduct or neglect of duty, but has no power to dismiss.

It is necessary to consider in detail the position and duties of the officials, beginning with:—

### THE GOVERNOR.

The Governor is the chief administrative official of the poorhouse. Upon his character and capacity for affairs depends in great measure

the value of the poorhouse, and the House Committee should be especially careful to select a fit person for this post. It is desirable that the Governor should have had experience in the work of an institution. He should be well educated; able to write a good letter or report; familiar with the keeping of books; conversant with the principles of heating, lighting, ventilation, and disinfection. He should also have a sufficient knowledge of diet, hygiene, and physiology to be able to co-operate intelligently in these matters with the Medical Officer. In the smaller poorhouses it is eminently desirable that the Governor should have some knowledge of the commoner handicrafts, and some skill in the use of tools, as constant attention must be given to the buildings and furniture, and it is not always convenient to obtain the services of a tradesman.

Economy and the welfare of the inmates are usually promoted if a farm is worked in connection with the poorhouse. Farm or garden work should be profitable financially, and it is more likely to restore an inmate to mental and physical health than the ordinary forms of test labour. The successful management of a farm or large garden requires special knowledge on the part of the Governor or of a subordinate official.

#### *Appointment of Governor.*

For a combination poorhouse the Governor is appointed by the House Committee. The appointment of Governor is not prescribed by the statute, and the post is really a creation of the Local Government Board. Of course, the need for such an officer is self-evident; and if any attempt had been made by the Act of 1845 to regulate poorhouses, it is certain that the appointment would have been prescribed. From the point of view of the Governor the omission is unfortunate, as it is probable that, if his appointment had been specified by the Act, removal from office would—as in the case of the Medical Officer—have been made subject to the approval of the Local Government Board. At present, the office is held at the discretion of the House Committee.

In three poorhouses the duties of Governor and Medical Officer are conjoined. This arrangement has much to commend it in the case of a large poorhouse, where, although the number of sick is



scarcely sufficient to justify the appointment of a resident medical officer, it is rather more than a visiting medical officer can overtake. By combining the two offices, it is possible, without extravagance, to pay a salary that will command the services of a good medical superintendent. The advantages of a medical head to an institution in which all the inmates are, in a measure, either physically or mentally incapacitated, and which usually employs a staff of trained nurses, are obvious.

When the poorhouse is owned by one parish, it is in the discretion of the Parish Council whether the Governor shall be appointed by the House Committee or by the Parish Council. The correct course is for the House Committee to make the appointment, but sometimes the Parish Council prefer to retain the chief appointments at the poorhouse in their own hands. The result is, that the House Committee are deprived of what is both a duty and a privilege, and naturally such interference in their functions is apt to make them lose that active interest in affairs on which the successful management of the House depends.

The House Committee have no power to superannuate a Governor. One unfortunate result of this restriction is that officials who, from age, have become unfit for their work, are frequently retained in office out of compassion. It is not uncommon, however, to solve the difficulty by appointing an aged Governor to the post of Assistant-Governor with a salary and such nominal duties as the House Committee may prescribe. This arrangement applies to all poorhouse officials, and is invariably a more economical course than the retention in office of incapable persons.

### *Duties of Governor.*

#### (A.)—APPOINTMENTS AND DISMISSALS.

The responsibility for making all appointments at the poorhouse rests on the House Committee, and the Governor cannot make any appointment unless the House Committee choose to delegate power to him. In practice, however, the House Committee are usually guided by the advice of the Governor in making minor appointments. The position is similar as regards dismissals. The Governor has no power to dismiss. But he is authorised, if there be sufficient cause,

to suspend any official (other than the Medical Officer, Chaplain, Matron, and Superintendent of Nurses), and to report his reasons for so doing to the House Committee, who determine what final action shall be taken. No person, except the Governor, has power to suspend any minor official, and all complaints against officials must be made to the Governor. In an emergency the Governor may consult the Chairman of the House Committee, and act upon his instructions. The Chairman is responsible to the House Committee for any action that he may authorise.

(B.)—RELATION OF GOVERNOR TO MEDICAL OFFICER.

Where the Medical Officer is resident, the Governor will not interfere in the medical administration of the hospital wards. He is, however, responsible for the poorhouse as a whole, and must satisfy himself that in all essentials the wards are being properly managed, and that the officials are doing their duty. The Medical Officer is responsible for only the medical treatment of the inmates; for all matters of general administration and discipline he should regard the Governor as responsible. Complaints relating to the conduct of persons employed in the sick wards should be addressed by the Medical Officer, or Superintendent of Nurses, to the Governor, who will decide as to the action that should be taken. Any other course will tend to weaken the authority of the Governor. But it should be clearly recognised that the Medical Officer is in no sense the subordinate of the Governor, and that in all that relates to the medical treatment and classification of the inmates the Medical Officer is supreme. The position may be stated thus: in the general wards of the poorhouse the Governor is at once the administrative and the executive head; in the hospital wards he is simply the executive head, the Medical Officer being the administrative head.

(C.)—RECEPTION AND CARE OF THE INMATES.

It is the Governor's duty to receive poor persons into the poorhouse at any hour of the day or night. As a rule, persons seeking admission to the poorhouse will be furnished by the Inspector of Poor to whom they have applied for relief, with an admission order in the subjoined form:—

COUNTERFOIL.

(To be retained by the Inspector  
of Poor.)

No.....  
Name.....  
.....Age.....

DEPENDANTS.

Name.....Age.....  
Do. ....Do.....  
Do. ....Do.....  
Do. ....Do.....  
Settlement .....

Admission Order granted.....19...

ORDER OF ADMISSION TO POORHOUSE.

Parish of.....19.....

*The Governor of the Poorhouse is requested to admit*

Name,.....  
Age,.....*Birthplace,*.....  
Occupation, .....  
*Married or Single, Widow or Widower,*.....  
*Religious Profession,*.....  
*Parish of Settlement,*.....*Record No.*.....  
*Disability,*.....  
*Nature of treatment desired to be applied,*.....

DEPENDANTS.

NAMES.	AGES.	PLACES OF BIRTH.

.....*Inspector.*



FORM OF MEDICAL CERTIFICATE PRINTED ON THE BACK  
OF THE ORDER OF ADMISSION.

Parish of.....

Name of Pauper (or Applicant)\*.....

I HAVE this day examined the above-named.....  
and hereby certify, on soul and conscience, the particulars under-written  
to be true, to the best of my knowledge and belief.

(Signed).....

*Medical Officer.*

(Date).....

Is the.....in good health?.....

Is the.....able to do any work?.....

Nature of.....sickness or infirmity.....

NOTE.—Where the circumstances are such as to give rise to a suspicion of the possible  
development of some form of infectious disease, special attention should be directed  
to the case.

If.....has dependants, state whether they, or any of them,  
suffer from sickness or infirmity.....

Nature of sickness or infirmity of dependants.....

Does the condition of.....or dependants require imme-  
diate attention and medical advice? †.....

Is.....or any dependant “lunatic, insane, idiot, or of  
unsound mind”? ‡

Are.....and dependants able to be removed to the  
Poorhouse of.....without injury to their health?.....

If so, state the manner in which they are capable of removal without  
risk of injury to their health §.....

\* The Inspector will erase one or other of the words, and fill up the blanks  
in the Certificate with the designation applicable.

† If this question is answered in the affirmative in the case of a person to be  
removed to a Poorhouse not having a resident Medical Officer, the certifying  
Medical Officer should give all needful suggestions as to the immediate treatment  
of the patient on admission.

‡ No person so certified can be legally sent to or received in a Poorhouse,  
unless it possesses licensed lunatic wards, and then only with the sanction of the  
General Board of Lunacy.

§ The Medical Officer will note specially any precautions which he deems  
necessary in conducting the removal,—in particular whether the patient can walk  
to the vehicle prepared for him or whether he should be carried and, if so, whether  
a stretcher is necessary; whether a nurse should accompany the patient; whether  
any preparation of the patient by the administration of food, stimulant, &c., is  
required; and any other matters to which attention should be directed.

The Governor is authorised to admit on his own authority any applicant whose destitution and physical incapacity appear to justify admission. This will apply specially to a mother with young children. Any such admission should at once be reported to the Inspector of Poor of the parish in which the poorhouse is situated, who will accept liability and advise the Governor what further action should be taken. If the Inspector is instructed by his Parish Council to admit the case to the Roll of Poor, he will—if the settlement is not in his own parish—endeavour to ascertain the parish of settlement, and claim against it in the usual way.

It may be that the Inspector will, after inquiry, be of opinion that the poor person or persons admitted to the poorhouse by the Governor are not entitled to relief. In these circumstances, he will regard the application made to the Governor as made to himself, and the relief given in the poorhouse as temporary relief afforded by himself, until such time as he was able to make full inquiry. In refusing to continue relief, the Inspector must give the applicant the usual note of refusal, and inform him of his right to appeal to the Sheriff. But the Board's rule requires the Inspector to homologate the action of the Governor until such time as he has had an opportunity of inquiring into the case.

The Governor is responsible for the welfare of the inmates, and should avail himself of every possible means to make their residence in the poorhouse of benefit to them. A difficulty arises from the combination of irreconcilable functions in one institution. It was not intended originally that the Scottish poorhouses should be workhouses, but their appropriation for this purpose was a natural reflection of the experience of the English Poor Law administrators, who found that a strict application of the workhouse test at once relieved the rates of a burden caused partly by imposture and laziness, and partly by a system that permitted parish relief to be given in aid of wages. No doubt, in the more populous parts of Scotland, the application of the poorhouse test effected a similar good result; the mistake lay in not having different types of poorhouses, as frequently the attempt to reconcile opposite functions has rendered the poorhouse suitable for neither.

For the type of poorhouses prescribed by the Act of 1845, no administrative development is possible. They are simply havens of refuge for the sick, aged, and infirm. The course to be followed with



an inmate of one of these poorhouses is plain. If sick, he is, if possible, to be cured, and sent forth once more into the world to earn a living. If suffering from an incurable disease, he is to be relieved, so far as possible, by skilled medical treatment, and kept comfortable until the end comes. If old and infirm, he is to receive kindly and sympathetic treatment, and the poorhouse is to be his home for the remainder of his life.

But the Poor Law must take account of many persons whose malady is not purely physical. For those men and women who have become derelicts at an age when they should be hale and working, a different sort of treatment is necessary. So far, nothing has been done, except to give them very plain fare and disagreeable tasks, with a view to driving them out of the poorhouse. But once out of the poorhouse, they cannot obtain, or have not sufficient moral and physical fibre to retain, employment; and, in consequence, they are obliged to return to the poorhouse. They become chronic, intermittent inmates,—“ins and outs.”

Our industrial system facilitates the manufacture of such derelicts. A man loses employment, and goes on tramp in search of work. He soon discovers that it is better to be a tramp and to subsist on charity and casual relief than to return to the hard, ill-paid labour that was formerly his lot. After a man has ceased to work for some time he becomes incapable of resuming work without a special course of discipline and treatment. *That* the poorhouse should be able to give him—but not by means of a system, which consists in setting a man a disagreeable task and, with a threat of punishment in the event of failure, leaving him to pursue it in sullenness of spirit. Such treatment makes a man worse rather than better. The proper “test” poorhouse would be a scientifically-conducted institution for the treatment of all persons whose mental and moral condition unfitted them for industrial employment and civil life. Experience has shown that, by adoption of the proper methods, a cure may be effected in a majority of cases. The selection of suitable work and diet, attention to physical health, regular exercise, and daily bathing form the essential part of the treatment that in labour colonies has been found successful in reclaiming industrial “inefficients.” It should be taken as axiomatic that healthy men and women prefer work to idleness, provided that the work is not repulsive, and that they are able to do it. But one very marked defect of our

present system requires to be remedied. There is no sense in giving a man a course of regenerative treatment, and then simply sending him out of the poorhouse to sink or swim. Employers of labour look askance at such men; and these, if they can obtain only the lowest and most disagreeable kinds of employment, are almost certain to return to their former habits. The poorhouse would require to be worked in connection with a scheme of outside employment or emigration that would effectually prevent a man, on whose reclamation care and expense had been lavished, from being necessarily sucked back into the vortex of vagrancy.

The Governor and Medical Officer should jointly interest themselves in the reclamation of social derelicts. It should be kept in mind that the work given to such persons is really a species of treatment, and that the whole design of their residence in the poorhouse is the acquisition of moral and physical stamina. Too often the work is of a kind calculated to degrade the inmates in their own estimation, and to confirm their dislike to work. Accordingly, in the earlier stages of their training, those inmates should not be given degrading menial tasks, nor dull mechanical work, such as stick-breaking or bunching. Farm or garden work is infinitely preferable, and the tasks set should not be too exacting or prolonged, nor should the inmate be hastily reproofed, because his work is not of the best. The utmost patience and forbearance are called for in dealing with such persons; but, if treated rightly, the results should justify the care spent on them; and if the farm or garden attached to the poorhouse be sufficiently large, their labour should, after a time, result in a profit to the Poorhouse. After working hours the inmates should be encouraged to read good literature, newspapers, and magazines. Religious and reform literature should, as a rule, be avoided, as it is desirable that a submerged man or woman should be made to feel less, rather than more, conscious of his condition. If the inmate is unable to read or write, pains should be taken to teach him. It is certain that a number of the inmates will possess a really good education, and these could be most usefully employed in teaching the others. The officials must get rid of the idea that good can be achieved by punishing such inmates. The poorhouse is essentially a place in which they are to be treated for a certain purpose, that purpose being their restoration to society as good citizens.

The Governor's task is exceedingly difficult, and involves the



exercise of infinite tact. He must maintain discipline, and yet cultivate the most kindly relations with his staff. He should endeavour to gain the respect and confidence of the inmates. He must be absolutely impartial in his actings, and incapable of being swayed by an impulse of anger or excitement. His treatment of all classes of inmates should be kindly and courteous.

### THE MEDICAL OFFICER.

The appointment of the Medical Officer is prescribed by section 66 of the Poor Law Act of 1845. Every poorhouse is required to make proper and sufficient arrangements for dispensing and supplying medicines to the sick poor, and to provide proper medical attendance for the inmates. "For that purpose it shall be lawful . . . to nominate and appoint a properly qualified medical man, who shall give regular attendance at such poorhouse, and to fix a reasonable remuneration to be paid to him." This is the only poorhouse appointment prescribed by the Poor Law Act. The section goes on to say: "Provided always that if it shall appear to the Local Government Board that such medical man is unfit or incompetent or neglects his duty, it shall be lawful for the Local Government Board to suspend or remove such medical man from his appointment."

There is a similar provision authorising the Board to remove from office an Inspector of Poor who is unfit for his duties, and the Court have held that the effect of this provision is that only the Board can dismiss an Inspector of Poor. (*Board of Supervision v. Dull*, 1855, 17 D. 1827; *Board of Supervision v. Old Monkland*, 1880, 7 R. 469; P. L. M. 1880, 141; *Seaton v. Arbroath*, 1896, 23 R. 763; P. L. M. 1896, 352.) The Board have been advised that the Medical Officer of a poorhouse similarly cannot be removed from office without their consent.

The Medical Officer of a combination poorhouse is appointed by the House Committee; the Medical Officer of a single-parish poorhouse is appointed by either the Parish Council or the House Committee. One of the rules of participation in the Medical Relief Grant requires a vacancy in the medical officership to be advertised once in each of three consecutive weeks in a newspaper circulating within the county.

The Medical Officer's salary (as part of the cost of the medical



relief afforded by the poorhouse) forms a claim against the Medical Relief Grant. Accordingly, it should be for poor law work alone. If the Medical Officer grants a certificate of lunacy, he should be paid for that by a fee in addition to his salary. The usual fee is £1, 1s. Medicines and medical appliances should be obtained at wholesale rates. The medicines should be dispensed in the poorhouse by the Medical Officer.

Upon the Medical Officer falls the duty of determining the class in which every newly-admitted inmate shall be placed. As a rule, the inmates should be detained in the probationary ward until the Medical Officer has examined and classified them. The chief reason for this is that it is not considered safe to admit an inmate to the body of a poorhouse until the Medical Officer has certified that the inmate is free from infectious disease. Persons suffering from itch or scabies should be placed in wards reserved for such ailments. Cases of cancer, phthisis, and venereal disease should be isolated as far as practicable.

The Medical Officer is expected to examine from time to time every inmate of the poorhouse, with a view to ascertaining whether the original classification still holds good. The Board's detailed instruction in regard to re-classification is thus stated in the following circular:—

#### MEDICAL INSPECTION OF POORHOUSE INMATES.

SIR,

I am directed by the Board to explain that doubt has recently been thrown on the methods of classification of inmates in certain of the Poorhouses into "Sick," "Infirm," and "Ordinary." I am accordingly to suggest, for the consideration of the Committee, the expediency of an effort to secure a measure of uniformity in this respect by the institution of a thorough medical inspection of all the inmates at such regular intervals as they may prescribe, with a view to correcting the classification from time to time where circumstances or changed conditions of health seem to render revision advisable.

I am further to suggest the preservation of a formal record of the medical opinion in each case.

I am, &c.,

(Signed) G. FALCONAR-STEWART,  
*Secretary.*

When the Medical Officer is of opinion that any person employed in the hospital or sick wards is unfit for his duties, he should report the same to the Governor, upon whom is placed the responsibility of deciding whether such official should be suspended from duty pending the decision of the House Committee. While such graver matters fall within the jurisdiction of the Governor, it is, of course, within the right of the Medical Officer to warn or to admonish any official guilty of fault in the performance of his duties.

The Medical Officer will be expected to advise the House Committee in regard to the appointment or dismissal of all nurses and probationer nurses. No probationer should be engaged unless the Medical Officer, after careful examination, certifies that she is physically qualified for the work.

Where the Medical Officer is resident, he will be expected to train the probationer nurses in accordance with the following syllabus issued by the Local Government Board:—

#### MEMORANDUM FOR THE GUIDANCE OF THE MEDICAL OFFICERS OF POORHOUSES IN WHICH PROBATIONER NURSES ARE TRAINED.

1. No nurse shall be engaged as a probationer whose age is under 20 or over 35 years.

2. No probationer shall be engaged unless she has produced evidence (1) that she is of good character, (2) that her health is good, and (3) that she has received a fair general education. The Medical Officer and Lady Superintendent of the Hospital will satisfy themselves as to the candidate's character and health. In order to test the candidate's education, the Local Government Board will from time to time, as required, send an officer to the Hospital to examine applicants in the following subjects:—

- (a) Spelling, to be tested by dictation.
- (b) Handwriting, to be judged from written papers.
- (c) English, to be tested by easy questions in grammar and by ability to write a short essay.
- (d) Arithmetic, including vulgar and decimal fractions and weights and measures.

(*Note*.—Candidates possessing a Leaving Certificate will be exempted from this examination.)

No fee will be charged for this examination. The Board will arrange the time and place of these examinations, having special regard to the convenience of the candidates.

After examining the papers, the Board will inform the House Committee of the names of the candidates who have passed the examination. A probationer should not be formally engaged until she has had a three months' trial of the work and has satisfied the Lady Superintendent and Medical Officer that she is in every way fitted for the profession of nurse.

3. A nurse's training will extend over a period of three years, including the period of probation. During that time she will be required to attend regularly lectures by the medical staff of the poorhouse. There shall be at least two hours of systematic instruction in each week during seven months of the year. The lecturer shall prescribe book-work to accompany and supplement the lectures, and shall periodically set written tests, based on the book-work and lectures jointly. In addition to these tests, he shall, at the end of each session, prescribe one or more papers designed to test thoroughly whether the probationer has gained adequate knowledge of the subjects taught during the session.

4. With a view to granting each qualified nurse a parchment certificate of efficiency, the Local Government Board will, at the end, or during the currency, of the period of training, examine the probationers in the following subjects:—

(a) ELEMENTARY ANATOMY AND PHYSIOLOGY.

(1) *Anatomy*.—Histological description of the tissues of the body. Description of the bones, joints, muscles, heart, blood-vessels, lymphatic vessels, brain, spinal cord, nerves, organs of sense, and the viscera.

(2) *Physiology*.—Mechanism of the skeleton. Properties and mode of action of muscular tissue. Secretion. Functions of the organs of secretion. Excretion. Functions of the organs of excretion. The chemistry of the body. Digestion. Physiology of the blood, and of the circulation of the blood. Physiology of respiration. Functions of the nervous system and of the organs of special sense.

(b) HYGIENE AND DIETETICS.

Air in relation to health: its composition and impurities. Principles of ventilation. Heat in relation to health. Modes of heating and measurement of heat. Water in relation to health. Supply and impurities of water. Effects of impurities in air and in water on the health. Effects of exercise, rest, and occupation. Drainage of houses in relation to health. Effects of bad drainage. Clothing in relation to health. The



causes of infection. Microbes; their activities and effects on health. Modes of infection. Prevention of infection. Modes of disinfection.

Classification of foods—proximate principles. Composition of foods and dietaries. Rationale of food-taking. Nutritive value of the common articles of diet. The preparation of simple articles of diet for invalids.

### (c) MEDICAL AND SURGICAL NURSING.

1. *Medical Nursing*.—General management of the sickroom and hospital ward.

Hospital ethics, and the position of nurses relative to medical practitioners.

Drugs: their administration and action.

First aid in cases of poisoning and in emergencies generally.

An elementary knowledge of the symptoms of diseases, including infectious diseases and diseases of children, with treatment and management.

An elementary knowledge of the types of insanity, with treatment and management of the insane.

(2) *Surgical Nursing*.—The principles of, and appliances used in, anti-septic surgery. The principles of aseptic surgery and the methods of sterilisation. The management of a surgical operation. A knowledge of surgical instruments and their uses. Treatment before and after operation. An elementary knowledge of the common surgical cases, with treatment and nursing appropriate to each. Nursing of special surgical cases, *e.g.*, head cases, tongue and mouth cases, tracheotomy cases, surgical chest cases, abdominal cases, and rectal cases. Bandaging, splints, and other immobilising apparatus.

### (d) MIDWIFERY.<sup>1</sup>

The bony pelvis and its contents. Organs of generation in the female. Ovulation and menstruation. Signs and symptoms of, and uterine changes in, pregnancy. Diseases of pregnancy. Abnormal pregnancy. Abortions. The fœtus; diameter of head, presentations, and positions. Phenomena of labour. Mechanism of labour. The management of normal labour. Asepsis and antisepsis. Care of mother and child during puerperium. Causes of precipitate and of tardy labour, with treatment. The complications of labour, hæmorrhages, etc. Obstetric operations. Complications of the puerperium. Accidents during delivery. Abnormalities and diseases of the newly born. Infant feeding.

<sup>1</sup> Candidates who have obtained the certificate of the Central Midwives Board are exempted from examination in this subject.

(e) ORAL AND PRACTICAL.

The practical examination will embrace such work as bed-making ; cooking of simple dishes for invalids ; arranging instruments and appliances for surgical use ; preparing splints and dressings ; bandaging ; preparing fomentations, poultices, baths, packs, steam-tents, enemata, and hypodermic injections ; taking temperatures and pulse and respiration rates ; testing urines ; dressing ulcers and bedsores ; and administering medicines.

The oral examination will include all the subjects of study.

5. A nurse will be permitted to divide the examination into two parts. Any two of the above sections may be taken at the end of the second year and the remainder at the end of the nurse's period of training. A fee of 10s. will be required for the complete examination. If a nurse fail to pass the examination, she shall be permitted to enter again on payment of a further fee of 5s. for each subsequent examination. Failure in one or more subjects will not necessitate re-examination in subjects in which the nurse may have satisfied the examiners.

6. Where there is more than one medical officer in the Poorhouse Hospital, the principal Medical Officer may allocate the duty of lecturing between himself and his assistants. Such allocation, or changes therein, should be intimated to the Local Government Board. The Board suggest the following scheme of lectures, which, may, however, be modified to suit the special requirements of each hospital :—

FIRST YEAR.

*Lecture.*—One hour each week on Elementary Anatomy and Physiology ; one hour each week on Medical and Surgical Nursing.

*Text-books.*—Physiology for Beginners : Foster and Shore (Macmillan, price 2s. 6d.).

Elementary Anatomy : Murché (Blackie & Son, price 2s.).

Elementary Anatomy : Clarke (Blackie & Son, price 5s.).

Medical and Surgical Nursing. Humphry (Griffin & Co., price 3s. 6d.).

Practical Nursing : Stewart and Cuff (Blackwood & Sons, price 5s. nett).

A Complete System of Nursing : Honnor Morten (Dent & Co., price 7s. 6d. nett).

General Nursing : Lückes (Kegan Paul, price 2s. 6d.).

SECOND YEAR.

*Lecture.*—One hour each week on Midwifery ; one hour each week on Medical and Surgical Nursing.

*Text-books.*—A Course of Lectures to Midwives and Maternity Nurses : Fothergill (Wm. Green & Sons, Edinburgh, price 4s. 6d.).  
 Manual of Midwifery : Fothergill (Wm. Green & Sons, Edinburgh, price 9s.).  
 A Short Practice of Midwifery for Nurses : Jellett (Churchill, price 6s.).  
 Textbook of Midwifery : Jardine (Kimpton, price 6s.).  
 Obstetric Nursing : Haultain and Ferguson (Pentland, price 5s.).  
 Handbook for Attendants on the Insane : Medico-Psychological Association (Baillière, Tindall & Cox, price 2s.).

### THIRD YEAR.

*Lecture.*—One hour each week on Medical and Surgical Nursing ; one hour each week on Hygiene and Dietetics.

*Text-books.*—Practical Domestic Hygiene : Notter and Firth (Longmans, price 2s. 6d.).

Hygiene : Wakefield (Blackie & Son, price 2s.).

7. The lecturer will advise probationers as to the text-books that they should use. He may supplement these text-books by any others that he may think specially applicable to the phase of the subject under consideration. He should, as far as possible, illustrate his lectures by diagrams, drawings, lantern slides, models, specimens, and actual cases.

The Lady Superintendent will make it her special care to secure that probationers receive adequate training in the practical use of all medical and surgical appliances proper to their work. The nurses should be encouraged to independent reading and study in connection with their work. A small library containing books likely to assist them in their studies should be entrusted to the Lady Superintendent for the use of the nurses.

8. The Board will periodically intimate when and where examinations will be held. Application forms will at the same time be forwarded to the Medical Officer, who will see that a form is supplied to any nurse that may wish to present herself for examination. The form of application, when filled up, should be transmitted to the Secretary of the Local Government Board. Postage need not be paid.

9. Those examinations will not meantime affect the system under which the Board place on their Register the names of nurses qualified by two years of training in a hospital in which there is a resident medical officer. But parchment certificates will be granted only to those nurses that pass the Board's examination, and it is expected that all nurses in parochial service will endeavour to obtain this certificate.

LOCAL GOVERNMENT BOARD,  
 EDINBURGH, 10th January 1907.



## SURGICAL OPERATIONS.

The hospital of the larger poorhouses is expected to be as well equipped for surgical work as a general hospital or infirmary of similar size. Even the smaller poorhouses should be capable of dealing with cases that require minor surgical operation. The House Committee should provide, as part of the necessary medical equipment of the poorhouse, all surgical instruments and appliances that the Medical Officer may reasonably consider necessary.

## THE MATRON.

The duties of the Matron vary according to whether she has charge of the Hospital, as well as of the ordinary wards, or whether her work is limited to the ordinary wards. Where there is no Superintendent of Nurses the Matron will, as a rule, have charge of the hospital wards. This, of course, pre-supposes that the Matron is herself a trained nurse. The Board have repeatedly expressed the opinion that, in every poorhouse which does not have a sufficient number of sick to justify the employment of a head-nurse, the Matron should be a trained nurse eligible for registration. In such circumstances a grant equal to one-fourth of her salary will be paid to the House Committee. It is not usually satisfactory to require a Matron who is not a trained nurse to supervise nurses. In some of the smaller poorhouses the Matron is the Governor's wife. This is not a desirable arrangement, as usually the needs of the Governor's own household require all his wife's energies. It is also found to be in the interests of harmonious discipline that the Matron should be an independent official. Unless the poorhouse is very large, the Nurse-Matron should have charge of the domestic arrangements of the poorhouse as a whole. This is more satisfactory than the employment of two officials—a superintendent of nurses for the hospital and a lay-matron for the ordinary wards. As a further reason for this, it should be kept in view that nearly every inmate of the poorhouse requires a certain amount of medical care.

To the Matron is usually entrusted the appointment of all female servants, subject to the approval of the Governor and House Committee. She also supervises their work and, when necessary,

may admonish or reprove them. Cases of serious fault, involving suspension or dismissal, she will report to the Governor.

### SUPERINTENDENT OF NURSES.

A separate Superintendent of Nurses is employed only in those poorhouses in which there is a large staff of trained nurses, and where, on account of the large number of ordinary inmates, it is necessary that the Matron should be a separate official. The duties of the Superintendent of Nurses are numerous and exacting. She must secure (1) that the sick wards are kept in perfect order; (2) that the nurses begin duty at the proper hours, and give undivided attention to their work; (3) that the instructions of the doctor in regard to the treatment of patients are carried out; (4) that surgical cases are properly prepared for operation; (5) that the food of the patients and staff is suitable and properly served; (6) that the nurses are able to attend the class-lectures and demonstrations of the medical staff; (7) that the weekly and annual leave of the nurses is so arranged that the interest of the patients does not suffer. The Superintendent of Nurses should also see that the work is so arranged that the probationers have reasonable facilities for study and recreation. The professional life of a nurse is a fairly severe discipline, and in a poorhouse hospital (unlike a general hospital) it is rarely relieved by the high character or pleasant disposition of the patient. A large hospital is in a sense comparable to a factory run at high pressure day and night, and it is the duty of the Superintendent to see that all the arrangements work smoothly and well. Neglect or error may lead to the death of a patient, and to the scandal and ignominy of a criminal inquiry at the instance of the Crown.

The House Committee are, as a rule, guided by the advice of the Superintendent of Nurses in appointing or dismissing nurses and probationers.

The Superintendent of Nurses may reprove or admonish a nurse or a servant whose conduct is at fault; but serious fault, involving suspension from duty or dismissal, should be reported to the Governor.

Where it is necessary to employ a Superintendent of Nurses it will also, as a rule, be necessary to have a resident Medical Officer.





KITCHEN OF EASTERN DISTRICT HOSPITAL, GLASGOW.



The Superintendent will, of course, receive from the Medical Officer instruction and guidance in all that relates to the purely medical administration of the hospital. But in matters of general administration, such as furnishings, stores, clothing, servants, &c., she will be guided by the instructions of the Governor.

A Government grant equal to one-half of the salary, and three shillings per week in respect of rations and uniform, is paid to the House Committee in respect of a Superintendent of Nurses whose name is on the Board's Register of Trained Nurses.

### TRAINED SICK NURSES.

There should be a trained nurse in every poorhouse, however small. In small poorhouses it will suffice if the Matron is a nurse. A Government grant, amounting to one-half of the salary, and three shillings per week in respect of rations and uniform, is paid to the House Committee in respect of every trained sick nurse whose name is on the Board's register. The conditions that must be complied with in order to obtain this grant are:—

1. An Extract Minute of the House Committee, certified by the Chairman, agreeing to fulfil the conditions, shall be transmitted to the Local Government Board, accompanied by a statement showing:—

- (a) The average daily number of sick persons in the sick wards or hospital of the poorhouse during the last two years.
- (b) The number of trained sick nurses employed, or proposed to be employed, and the amount of their respective salaries.
- (c) The number of untrained sick nurses, and the amount of their respective salaries.
- (d) The number of assistants, other than nurses, employed in menial duties.

2. *A trained sick nurse should have been not less than two years in a Public Hospital, being a training school for nurses, and maintaining a resident Physician or House Surgeon, and she must not be under twenty-two years of age, nor over forty-five, when first registered.*

3. If the arrangements for the nursing of the sick as shown in



the above statement, or by special inquiry if necessary, appear to be satisfactory, a Schedule, which will then be furnished, shall be filled up by each trained nurse in her own handwriting, and transmitted to the Local Government Board, in order that her name may be entered in the Register of Trained Nurses.

4. No claim to participate in the Grant will be allowed in respect of any trained sick nurse whose name is not entered in such Register.

5. The Governor shall intimate to the Local Government Board the death, resignation, suspension, or dismissal of any trained sick nurse whose name is entered on the Register, and also the appointment of a successor.

6. It shall be in the power of the Local Government Board, if they see fit, to remove the name of any trained sick nurse from the Register, and no claim in respect of such nurse shall be allowed from the date of the removal of her name from the Register.

7. In every poorhouse where the average daily number of sick amounts to twenty, there should be one trained nurse in addition to the Matron, and this proportion should be maintained where the number does not exceed sixty.

8. In every poorhouse where the average daily number of sick exceeds sixty, there should be a trained head nurse or lady superintendent, in addition to the number of trained nurses required by Rule 7; but the proportion of trained nurses to the sick above sixty may be as one in thirty.

9. All claims to participate in the Medical Grant in respect of the cost of trained sick nursing during the year ended 15th May shall be made by the Governor of the poorhouse where the nurse is employed, in the annexed form,<sup>1</sup> and shall, with the necessary vouchers, be transmitted to the Local Government Board as soon as possible.

10. The claim will be made for the year ended 15th May, and no claim will be allowed for the cost of trained sick nursing which has not been incurred during the financial year from 16th May to 15th May immediately preceding the date of the claim.

11. It shall be in the power of the Board to allow a smaller proportion of the cost, or to withhold the whole Grant, if the circumstances appear to them to require it.

<sup>1</sup> The form of claim is not printed here, as in practice it is supplied to the Governor of the poorhouse by the Local Government Board towards the end of each financial year.

*Proportion of Nurses to Sick.*

It will be observed that the proportion of nurses to sick required by these Rules is one nurse for every twenty sick up to sixty; and where the number of sick exceeds sixty, one nurse to thirty, in addition to a head nurse. It is now generally considered, however, that this proportion is too small. The Departmental Committee of the Local Government Board in their report say: "In our opinion, the rules allow too many sick to each nurse. Taking night nursing and intervals for recreation into account, there is, we think, little doubt that it is impossible for one nurse adequately to look after twenty or, it may be, thirty patients. The number of sick is considerably above what would be entrusted to a single nurse in a general hospital. . . . Roughly, the proportion of nurses (including probationers) to sick should be about one to ten."

Where the average number of patients exceeds sixty, one of the nurses should be appointed head nurse.

The Board deprecate the nursing of the sick by pauper inmates. They are also opposed to nursing by untrained persons.

*Appointment of a Trained Nurse.*

The procedure in appointing a trained nurse is usually carried out by the Governor. As it is somewhat exacting, it may be useful to state the process in detail:—

*First.* The situation is advertised. The advertisement should specify salary and necessary qualifications.

*Second.* The House Committee consider the applications and select the most suitable.

*Third.* The Governor writes to the Local Government Board, stating the qualifications of the nurse whom the House Committee propose to appoint, and inquiring whether she is eligible for registration. The qualification for registration is stated in No. 2 of the conditions of Grant.

*Fourth.* Being satisfied that the nurse selected by the House Committee is eligible for registration, the Governor

## REGISTRATION OF NURSES

requests her to fill up the following form,<sup>1</sup> which he forwards to the Local Government Board:—

Form A.

INFORMATION to be furnished to the Local Government Board with each application for the Registration of a Trained Sick Nurse.

The Answers will be filled up by the Nurse for whom application is made.

POORHOUSE OF.....

1. Full Name.....
2. Age last Birthday.....
3. Single or Widow\*.....
4. Occupation previous to training as a Nurse.....  
If widow, the occupation of late husband.....

	Hospital.	Period.
5. Names of Hospitals where training was obtained, with period of residence in each Hospital.		

6. Date of completion of training.....
7. Date of assuming present duties.....
8. Occupation between date of completion of training and date of assuming present duties.....
9. Place where last employed.....
10. Salary (exclusive of rations), £.....
11. Can you read and write well?.....
12. Are you strong and healthy?.....

(Signature of Applicant).....

Date.....19.....

\* If widow, a Certificate of Marriage should be produced.

<sup>1</sup> All forms relative to Trained Sick Nursing are kept by the Local Government Board, and supplied free on application.



CERTIFICATES.

From the Matron or Lady Superintendent of Nurses of the Hospital where training was obtained.

Name..... Date of Certificate.....  
Address.....

*[Here should follow a copy of the certificate in question.]*

Copy  
Certificate.

From the Resident Medical Officer of Hospital where training was obtained.

Name..... Date of Certificate.....  
Address.....

*[Here should follow a copy of the certificate.]*

Copy  
Certificate.

From a Clergyman of the denomination to which Nurse belongs.

Name..... Date of Certificate.....  
Address.....

*[Here should follow a copy of the certificate.]*

Copy  
Certificate.

I hereby certify that I have compared the preceding copy Certificates with the original Certificates granted in favour of Nurse..... and have found them to be true copies.

(Signed).....  
Governor.

Date.....

*Fifth.* If the preceding form is in order, the Board inform the Governor that the nurse's name has been placed on their Register.

*Sixth.* But if the nurse's name is already on the Board's Register, the preceding form is unnecessary, and her appointment is simply intimated to the Board on the following form:—

Form B.

INTIMATION of APPOINTMENT of Nurse whose Name is already on the Board's Register (to be made immediately after the Nurse has assumed her duties).

- 1. Name of Nurse.....
- 2. Poorhouse *in Scotland* where last employed.....
- 3. Date of leaving said Poorhouse.....
- 4. Poorhouse to which Nurse has now been appointed.....
- 5. Date of assuming present duties.....
- 6. \*Particulars as to employment and conduct in interval between dates in Nos. 3 and 5.....

Signature.....  
Governor.

Poorhouse of.....  
Date.....

\* Before engaging a nurse inquiries should be made as to her conduct and the manner in which she has performed her duties not only in the poorhouse hospitals where she has been employed, but also in the interval since last employed in a poorhouse hospital.

*Seventh.* The resignation or discharge of a nurse is intimated to the Board on the following form:—

Form C.

RESIGNATION OR DISCHARGE OF TRAINED SICK NURSE.

FORM to be filled up by the Governor of Poorhouse, and transmitted to the Secretary of the Local Government Board with letter intimating Resignation or Discharge of a Trained Sick Nurse. In the case of Nurses “dismissed,” “called on to resign,” or who have not performed their duties satisfactorily, or whose conduct has not been approved, this form should be transmitted as early as possible, and (except where the Nurse is summarily dismissed) before she leaves the Poorhouse, in order that inquiry may, if necessary, be made with the view of determining whether the Nurse’s name may be retained on the Board’s Register.

Poorhouse of.....  
Name of Nurse.....  
Date of leaving Poorhouse.....  
New appointment or destination of Nurse.....

\* Cause of leaving.....

\* Conduct while in Poorhouse.....

\* Manner in which duties were discharged.....

Other particulars which Governor may have to state, and which will  
be treated as "confidential" if desired.....

(Signature).....

Governor.

Date.....

\* It is assumed that the Governor will communicate with the Head Nurse and with the Medical Officer before completing these answers.

By reason of the Grant, a trained nurse costs no more to the House Committee than a good domestic servant. With a view to attracting a good type of nurse to poorhouses (which are not popular among nurses) House Committces should see that each nurse has at least one good apartment, with access to a bath, lavatory, and water-closet other than those used by the inmates. The number of hours in a nurse's working week should not exceed sixty, and she should receive from three weeks to a month of holiday in each year. These conditions approximate to, but do not exceed, what is usual in a good general hospital.

There is a tendency to overwork nurses in poorhouses on the plea that, though the hours are long, the work is not hard. Experience has shown, however, that a nurse's work is sufficiently fatiguing to make an unduly long day very injurious to health. It also acts as a deterrent to the best class of nurses, who find more attractive situations elsewhere.

The following time-table, taken from a municipal hospital, gives what may be regarded as average conditions of work:—

Called	.	.	.	6.30 A.M.
Breakfast	.	.	.	7.30 „
Wards	.	.	.	7.45 „
Dinner	.	.	.	1 to 1.30 P.M.
Tea	.	.	.	4 to 4.30 „
Supper	.	.	.	8.30 „

Three hours off duty every day—afternoon and evening alternately—2 to 5 or 5 to 8 P.M. One whole day off once a fortnight,

and one-half day off once a fortnight (whole and half day to be in alternate weeks). One month's holiday in every year.

The salary paid to a trained nurse varies from £30 to £40 per annum, with apartments, rations, and uniform.

Every poorhouse that has a resident Medical Officer is expected to train a number of probationer nurses. The Board have prescribed a syllabus of study for probationers (see page 26), and hold examinations half-yearly. The examination is not limited to probationers. A certificate of efficiency in the following terms is granted to those who pass the examination:—

#### LOCAL GOVERNMENT BOARD FOR SCOTLAND.

##### *Nurse's Certificate.*

THIS IS TO CERTIFY THAT \_\_\_\_\_, having been trained for three years in a Hospital approved by the Board, and having passed a written and oral Examination in the following subjects, viz.:—

Medical and Surgical Nursing;  
Anatomy and Physiology;  
Hygiene and Dietetics;  
Midwifery;

and having satisfied us of her general capacity and efficiency, is, in our opinion, qualified to undertake the duty of Sick Nursing; and her name has accordingly been placed on our Special Register of Certificated Nurses.

.....*Vice-President.*

.....*Secretary.*

EDINBURGH, .....

.....*Examiner.*

.....*Examiner.*

#### OTHER OFFICIALS.

The position of these officials is indicated in the Rules, and does not call for much comment. The House Committee are required by the Rules to appoint, in addition to the officers that have been dealt with, a chaplain and a porter. Neither appointment is statutory; but in a sense the appointment of a chaplain is suggested by the Poor Law Act which requires the House Committee to admit to the



poorhouse "any known minister of the religious persuasion of any inmate . . . for the purpose of affording religious assistance to such inmate."

The appointment of other officials will be determined by the character and size of the poorhouse. But even in small poorhouses it is advisable to place a male attendant in charge of the men and a female attendant in charge of the women. This measure is essential in the interests of the frailer inmates, and is not without profit to the House Committee. The work of the abler inmates is directed by the attendant into useful channels, and the appearance and health of the inmates is maintained at a higher standard. As a rule, there should be an attendant for every thirty or forty inmates, exclusive of sick.

In most poorhouses it is essential that the Governor should have clerical assistance. In some poorhouses a lady is employed for this purpose. Too much care cannot be given to the book-keeping and accounting, and, if the Governor is required to devote himself to this work, he cannot give sufficient attention to the general details of administration. Neither is he so free to use his hands in actual labour which an energetic Governor often finds inevitable.

Poorhouses possessing a large garden or farm will generally find it beneficial to employ a person specially skilled in this form of work, unless the Governor is able to devote to it a large portion of his time. Without skilled direction, the labour of the inmates is apt to give no adequate result in the form of produce. Every poorhouse should have a large garden, which, under proper direction, will materially contribute to the maintenance of the establishment.



## CHAPTER II.

### TREATMENT OF MENTAL DISEASES IN POORHOUSES.

#### I.

#### WARDS FOR HARMLESS LUNATICS.

By sections 3 and 4 of the Lunacy (Scotland) Act of 1862, pauper lunatics who are not dangerous and who do not require curative treatment in an asylum, may be detained in wards of a poorhouse specially licensed for that purpose by the General Board of Lunacy.

Patients are admitted to the lunatic wards of poorhouses according to a prescribed form (see page 48), consisting of an application by the Inspector of Poor, a statement by the Inspector of Poor of facts relating to the lunatic's history and character, a statement by the Medical Officer of the parish or establishment from which the patient has been removed, giving such particulars with regard to the patient's mental and bodily state, conduct, and habits, as throw light upon the question of his fitness for such wards, and a medical certificate which must certify that the patient is "of unsound mind," and further, that he "is not dangerous, is incapable of deriving benefit from treatment in an asylum, has no habits or infirmities which render care difficult, and is in a sufficiently good state of bodily health to be removed to the lunatic wards" named in the application.

If the General Board of Lunacy are satisfied with the facts stated in the papers laid before them, sanction to the patient's reception is appended upon a simple form (see page 51).

If when removal to such wards is proposed, the patient is not already a certified lunatic, a second medical certificate is required. The great majority of the patients received into such wards are, however, removed to them from asylums, or from private houses where they have been residing as certified patients under sanction of the Board.

The conditions that require to be fulfilled to enable the Lunacy Board to license a poorhouse for the reception of lunatics are:—

## RULES AND CONDITIONS PRESCRIBED BY THE GENERAL BOARD OF LUNACY.

### I.

THE consent of the Local Government Board<sup>1</sup> to the appropriation of portions or wards of poorhouses for the accommodation of Pauper Lunatics must be obtained before such wards are licensed.

<sup>1</sup> In the event of an application being addressed to them, the points on which stress would probably be laid by the Local Government Board are :— (1) Whether sufficient accommodation is reserved for the ordinary inmates ; (2) whether the appropriation of wards or the erection of new wards for lunatics would interfere with the amenity of the poorhouse as a whole ; (3) whether the staff is sufficient ; and (4) whether the administrative arrangements (kitchen, laundry, &c.) are adequate. Both the Local Government Board and the General Board of Lunacy are willing to advise House Committees who contemplate the creation of wards for lunatics.

### II.

With every original application for license there shall be laid before the General Board of Lunacy (hereinafter termed the Board) a plan, upon such scale and in such form as shall satisfy<sup>1</sup> the Board, of those portions or wards of poorhouses for which their license is desired. The application for license shall state the greatest number of Lunatics of each sex proposed to be received. A statement shall at the same time be made as to the quantity and quality of the water supply, and the Board shall be satisfied that the extent of land attached to the wards is sufficient for the adequate outdoor occupation and exercise of the patients.

<sup>1</sup> In a dormitory at least 60 square feet must be allowed for each bed. Day-rooms must give 30 square feet per inmate. Baths, water-closets, and lavatories should be provided in the ratio of, say, one bath, one water-closet, and three lavatory basins for every fifteen lunatics.

### III.

The accommodation for Lunatics must be entirely separate and distinct from that occupied by the ordinary paupers ; the fittings and

furniture<sup>1</sup> must be in accordance with the requirements of the Board; and separate grounds must be provided.

<sup>1</sup> The requirements of the Lunacy Board in the matter of furnishings are not exacting. In the dormitories there must be for each patient a good bed, with hair mattress, blankets, sheets, and coverlet. Bed and clothing complete cost from £3, 10s. to £4. For each bed there should be a bent-wood chair, costing about 3s. 6d. Strips of carpet should be placed between the beds, and a long strip of matting should run up the centre of the wards. The walls should be tastefully papered or painted. A few bright pictures are desirable. The day-rooms should have a plentiful supply of chairs, and one or two small tables, suitable for games, newspapers, &c.; a few arm-chairs should be provided for those inmates who are frail. The floor should be covered with linoleum, and the walls should be painted or papered. These furnishings represent the minimum of what is necessary, and a House Committee careful of the reputation of the poorhouse will not hesitate to improve on them.

#### IV.

Whenever the number of Pauper Lunatics to be accommodated shall exceed sixty, unless the premises have been already licensed for a larger number, separate buildings, entirely detached from those occupied by the ordinary paupers, shall be provided.<sup>1</sup>

<sup>1</sup> This does not apply to the kitchen, laundry, and other administrative offices.

#### V.

No additions to or alterations in the external or internal structure of Lunatic Wards which have received the license of the Board shall be made without the written consent of the Board,<sup>1</sup> and without the plans therefor receiving their sanction.

<sup>1</sup> The sanction of the Local Government Board is not required for structural alterations limited to the Lunatic Wards.

#### VI.

The license shall be in the name of the Governor of the poorhouse, and a new license shall be procured whenever a change of Governor takes place.

#### VII.

The entire responsibility of the management and treatment of the inmates of the Lunatic Wards shall rest with the licensee, subject to the provisions of Rule XV.



## VIII.

The license of the Board will not be granted or renewed unless competent and properly paid attendants<sup>1</sup> be provided in such numbers as shall from time to time be prescribed by the Board.

<sup>1</sup> Generally speaking, one attendant is required for every twenty-five inmates—a male warder for male lunatics, a female warder for females.

## IX.

The admission of patients into the Lunatic Wards shall take place only on the sanction of the Board, in accordance with the Schedule in Appendix A. of these Rules (see page 48). The interim detention of a patient for a period not exceeding seven days may be carried out, without the sanction of the Board, on a Medical Certificate granted in terms of the form for the purpose attached to the Schedule; but such Interim Certificate shall not be used except in cases where the necessity for the removal of the patient to such wards is urgent.

## X.

Application for the renewal of the license shall be made in December of every year, and if the license has not been renewed before the expiry of January following it shall be regarded as cancelled. The application shall be made by the Chairman of the Parish Council in the case of poorhouses belonging to single parishes, and by the Chairman of the House Committee in the case of poorhouses possessed by parishes which have combined for poorhouse purposes. The Board retain the power to recall their license at any time, should circumstances arise to render this course in their opinion desirable.

## XI.

Whenever, in the opinion of the Governor, a patient in the Lunatic Wards of a poorhouse becomes from any cause an unsuitable inmate of such wards, he shall immediately direct the attention of the Medical Officer to the case, and shall report to the Board that he has done so; and if the Medical Officer certifies the patient to be an unfit inmate of the wards the Governor shall call upon the Inspector of Poor of the parish to which he is chargeable to carry out his immediate removal to an asylum; and if in the opinion of

the Medical Officer danger would be incurred by delaying the removal of the patient until action can be taken by the Inspector of the Poor of the parish to which he is chargeable, the Governor shall obtain a Certificate of Emergency, and shall himself sign the Request for Reception and remove the patient to the asylum; and he shall further at once notify to the Inspector of Poor that he has done so, and that unless steps are taken to complete the papers authorising the detention of the patient, the Superintendent of the asylum will be unable to detain him for more than three days.<sup>1</sup>

<sup>1</sup> The parish of the lunatic's settlement is liable for any costs incurred through the operation of this rule.

## XII.

The diet shall be regulated by the Tables in Appendix B to the present Rules, or by Tables sanctioned by the Board for the Lunatic Wards of individual poorhouses, and the requirements of the Board with regard to the clothing, bedding, cleanliness, efficient supervision, and kindly treatment of the patients, and the fittings, furniture, good order, and cleanliness of the wards, shall be complied with.

## XIII.

Whenever the number for which the wards are licensed exceeds one hundred, the Medical Officer shall reside on the premises. Wards licensed for more than fifty patients, and less than one hundred, shall be visited daily by the Medical Officer; and wards licensed for fifty or less than fifty patients shall be visited at least twice a week by the Medical Officer.

## XIV.

The responsibility for the good order and management of the wards shall rest upon the House Committee; but subject to their control, the Governor shall be responsible for the condition of the house, clothing, and bedding, the preparation and quality of the food, and the proper serving of the meals; he shall appoint and discharge the attendants, and be responsible for the manner in which they perform their duties; and he shall conduct all correspondence with the friends of patients, and shall be responsible for the keeping of the Registers and the transmission to the Board of all notices,



letters, and documents the transmission of which is required by the Board's Rules or by the provisions of the law.

<sup>1</sup> In the ordinary wards of the poorhouse all appointments are made by the House Committee, and no official can be dismissed without their consent.

## XV.

The Medical Officer shall, subject to the control of the House Committee, direct the mental and bodily treatment of the patients, and regulate their occupations,<sup>1</sup> amusements, and exercise; and he shall keep the Case Book, and, if non-resident, the Medical Attendant's Book, referred to in paragraphs 10 and 11 of Appendix C to these Rules.

<sup>1</sup> See Rule II. in regard to the provision of land suitable for field or garden work. The Lunacy Commissioners prefer this to any other form of work for the inmates.

## XVI.

The Medical Officer who has once been appointed to the charge of the patients in the Lunatic Wards of a poorhouse shall not be removed from office without the concurrence of the Board;<sup>1</sup> and no Medical Officer shall be appointed to the charge of Lunatic Wards or any system of rotation unless with the express concurrence of the Board.

<sup>1</sup> In terms of section 66 of the Poor Law Act, a Medical Officer who is unfit, or incompetent, or neglects his duty, can be removed by the Local Government Board.

## XVII.

On at least one day of every week, which day shall be named on a board placed in a conspicuous position outside the entrance to the poorhouse, the friends or relatives of the patients shall be admitted to see them unless special reasons exist for refusing admission. In every case of refusal of admission, whether of friend, relative, or clergyman, the fact of the refusal shall be entered in a book kept for the purpose, with the names of the applicant and patient, and a statement of the reason of refusal; and a copy of such entry shall be transmitted to the Board within three days; and no person shall be refused admission without such entry being made in his presence.

## XVIII.

The Registers to be kept in Lunatic Wards of poorhouses shall be in accordance with the list in Appendix C (see page 54); and all notices required to be given to the Board or to other parties by Superintendents of asylums shall be given by Governors of poorhouses.

## XIX.

All letters addressed by the inmates of Lunatic Wards of poorhouses to the Board, and all letters from the Board to patients, shall be delivered unopened or unread; except in those cases in which, for special reasons, the Board have sanctioned a departure from this rule.

## APPENDIX A.

I. FORM OF APPLICATION FOR THE LICENCE  
OF THE BOARD.

I, the undersigned, Chairman of the Parish Council [*or of the Poorhouse Committee, in the case of a Combination Poorhouse*] of        hereby make application to the General Board of Lunacy for their sanction to receive [*or to continue to receive*]<sup>1</sup>        pauper lunatics, of whom <sup>1</sup>        shall be males and <sup>1</sup>        females, into the Lunatic Wards attached to the Poorhouse of        subject to the Rules and Conditions issued by the Board for regulating the reception of Pauper Lunatics and the Lunatic Wards of Poorhouses.

*Signature*.....

Dated at        this        day of        One  
thousand nine hundred and        .

II. FORMS FOR SANCTIONING THE RECEPTION  
OF A PATIENT (FORM C).

*Form of Application to the Board of Lunacy to sanction the Reception of a Pauper Lunatic into the Lunatic Wards of a Poorhouse.*

As it appears from the subjoined Statement and accompanying Medical Certificate, that A B, a Pauper Lunatic of the Parish of C, is of unsound

mind, is not dangerous, does not require curative treatment, and is a proper person to be placed in the Lunatic Wards of the Poorhouse; May it therefore please your Honourable Board to sanction admission into the Lunatic Wards of the said Poorhouse.

*Signature.....*

*Inspector of the Poor of the Parish of*

Dated at                      this                      day of                      One  
thousand nine hundred and                      .

---

STATEMENT BY INSPECTOR OF POOR.

*If any of the particulars in this Statement be not known, the fact to be so stated.*

1. Christian Name and Surname of Patient at length.
2. Date of becoming Chargeable.
3. Sex and Age.
4. Married, Single, or Widowed.
5. Condition of Life, and previous Occupation (if any).
6. Religious Persuasion, as far as known.
7. Previous Place of abode.
8. Place where Found and Examined.
9. Length of Time Insane.
10. Whether first Attack.
11. Age (if known) on first Attack.
12. When and where previously under Treatment.
13. Duration of Existing Attack.
14. Supposed Cause.
15. Whether any Relative known to be or to have been Insane.

I certify that, to the best of my knowledge, the above particulars are correctly stated.

*Signature of Inspector applying.....*

*Date.....*

---

STATEMENT BY MEDICAL OFFICER.

1. Whether Deformed, or affected with Bodily Disease.
2. Whether able to Speak and Walk, Dress and Feed Self.
3. Whether capable of Employment.
4. Whether subject to Epilepsy.



- 5. Whether Paralytic.
- 6. Whether of Uncleanly Habits by Day or Night.
- 7. Whether Violent or Noisy.
- 8. Whether refusing Food.
- 9. Whether of Obscene Conduct, or offensive to Public Decency.
- 10. Whether Suicidal.
- 11. Whether Dangerous to Others.

I certify that, to the best of my knowledge, this Statement is correct

*Signature of Medical Officer*.....

*Designation\**.....

*Date*.....

\* Medical Officer of Asylum of , or Poorhouse of , or Parish of , as the case may be, or acting in either of these capacities.

*Medical Certificate.\**

[This Certificate *cannot be* signed by the Medical Officer of the Poorhouse in which the Patient is to be placed.]

I, the undersigned , do hereby certify, on soul and conscience, that I have this day at , in the county of , personally examined and believe to be of unsound mind, and a proper person to be placed in the Lunatic Wards of Poorhouse. I have formed my opinion of the patient's insanity upon the following grounds, viz. :—

- 1. Facts indicating Insanity or Idiocy observed by myself :
- 2. Facts indicating Insanity or Idiocy communicated to me by others :
- 3. I hereby further certify that the patient is not dangerous, is incapable of deriving benefit from treatment in an asylum, has no habits or infirmities which render care difficult, and is in a sufficiently good state of bodily health to be removed to the Lunatic Wards of the poorhouse named.

*Name and Medical Qualification*.....

*Place of Abode*.....

Dated this day of One thousand nine hundred and .

\* A second Medical Certificate is necessary when the patient is not already a duly certified lunatic. The second Certificate of Lunacy may be signed by the Medical Officer of the poorhouse in which the patient is to be placed, or other qualified practitioner.

*Certificate for Interim Detention.*

[This Certificate authorises the detention of a Patient in the Lunatic Wards of a poorhouse for seven days, without the sanction of the Board. *It should not be used except in circumstances which make the removal of the Patient to the Wards urgent.*]

I, \_\_\_\_\_, having already granted the Certificate of Insanity here annexed, hereby certify that, in my opinion, the said \_\_\_\_\_ may be removed, without risk of injury, to the Lunatic Wards of \_\_\_\_\_ Poorhouse, and may be properly received for interim detention, pending the decision of the Board of Lunacy.

*Signature*.....

Dated this \_\_\_\_\_ day of \_\_\_\_\_ One thousand nine hundred and \_\_\_\_\_

---

*Sanction by the General Board of Lunacy.*

The Board, having had submitted to them the foregoing application and relative documents, hereby sanction the Admission of \_\_\_\_\_ into the Lunatic Wards of \_\_\_\_\_ Poorhouse.\*

....., *Secretary.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_ One thousand nine hundred and \_\_\_\_\_

\* This sanction must be renewed unless acted upon within fourteen days from its date.



## APPENDIX B.

## DIET TABLES FOR LUNATIC WARDS OF POORHOUSES.

BREAKFAST.		DINNER.	SUPPER.	
MALES.	FEMALES.		MALES.	FEMALES.
6 oz. of oat-meal made into porridge, with $\frac{3}{4}$ pint butter milk or skimmed milk, or $\frac{1}{2}$ pint new milk. Or 8 oz. bread, $\frac{1}{2}$ oz. butter, with tea or coffee.	5 oz. of oat-meal made into porridge, with $\frac{3}{4}$ pint butter milk or skimmed milk, or $\frac{1}{2}$ pint new milk. Or 6 oz. bread, $\frac{1}{2}$ oz. butter, with tea or coffee.	On three days in the week— $1\frac{1}{2}$ pint barley broth. 4 oz. of cooked meat, exclusive of the meat in the broth. 8 oz. bread, or 1 lb. potatoes. The potatoes and meat shall once weekly be served as Irish stew, with the proper quantity of onions; or as meat and potato pudding.  On one day in the week— The preceding dinner with pea soup instead of broth.  On one day in the fortnight— $1\frac{1}{2}$ pint pea soup or broth. 12 oz. meal pudding or suet dumpling for males, 10 oz. for females, 4 oz. bread.  On one day in the fortnight— $1\frac{1}{2}$ pint pea soup or broth, 12 oz. fresh fish (dressed) or 6 oz. dried fish, and 8 oz. bread. A sauce made with butter or fat and flour should be served with salt fish.  On one day in the week— 1 lb. potatoes or 4 oz. rice. 8 oz. sweet milk. 2 oz. cheese. 6 oz. bread.  On one day in the week— 6 oz. cooked meat. $\frac{1}{2}$ lb. vegetables. $\frac{1}{2}$ lb. potatoes. 6 oz. bread.	6 oz. of oat-meal made into porridge, with $\frac{3}{4}$ pint butter milk or skimmed milk, or $\frac{1}{2}$ pint new milk. Or 8 oz. bread, $\frac{1}{2}$ oz. butter, with tea or coffee.	5 oz. of oat-meal made into porridge, with $\frac{3}{4}$ pint butter milk or skimmed milk, or $\frac{1}{2}$ pint new milk. Or 6 oz. bread, $\frac{1}{2}$ oz. butter, with tea or coffee.

Broth, on days when boiled beef is not served, shall be made with 2 oz. of meat exclusive of bone, 2 oz. of barley,  $\frac{1}{2}$  oz. of peas,  $1\frac{1}{2}$  oz. of carrots, turnips, or other vegetables, for each ration of  $1\frac{1}{2}$  pint.

Pea soup shall be made from 2 oz. of meat, exclusive of bone, and shall contain, in each ration of  $1\frac{1}{2}$  pint, 2 oz. of whole or split peas,  $1\frac{1}{2}$  oz. pease flour, 1 oz. vegetables, and seasoning.

12 oz. of meal pudding shall contain 6 oz. oatmeal,  $2\frac{1}{2}$  oz. suet,  $\frac{3}{4}$  oz. onions.

12 oz. of suet dumpling shall contain 6 oz. flour and  $2\frac{1}{2}$  oz. suet. The pudding must contain fruit or be seasoned.

The ration of coffee shall contain  $\frac{1}{4}$  oz. coffee,  $\frac{1}{2}$  oz. sugar, 1 oz. new milk.

The ration of tea shall contain  $\frac{1}{8}$  oz. tea,  $\frac{1}{2}$  oz. sugar, 1 oz. new milk.

Patients should receive one porridge meal daily, but it is recommended that as a rule more than one such meal daily should not be given, unless at a patient's request.

Out-door workers shall receive an extra allowance of 1 oz. of cheese, with 2 oz. of bread and half a pint of milk or beer. These extras to be given as a luncheon and not with an ordinary meal.

Fresh vegetables, rhubarb, apples or other fruit should occasionally be given when in season.

Should the scarcity of any articles of diet render it advisable to depart temporarily from the scale laid down in the Table, the Medical Officer shall take care that substances of equally nutritive value are supplied in their stead.

The Medical Officer may prescribe extra diet or alter the diet in the case of any patient for whom it appears to him to be necessary.

---

N.B.—*The Board, being of opinion that a satisfactory Dietary constitutes a most important element in the successful management of the insane, strongly recommended that special consideration should be given to the preparation of the food, and the comfortable serving of the meals. Not only should the food be well cooked and served in season, but the manner of cooking it should be varied, and the arrangements of the table should be neat and attractive. Table-cloths should be used, and knives and forks, salt-cellars, pepper-boxes, mustard-pots, and tumblers or drinking mugs should be supplied. The free use of succulent vegetables, such as cabbage, cauliflower, beetroot, carrots, and turnips, will, as a rule, exercise a very beneficial influence on health. Patients must be allowed a reasonable time for their meals.*

*The foregoing Table has been submitted to Dr. James Craufurd Dunlop, Joint Medical Adviser to the Prison Commissioners for Scotland, and has been approved of by him.*

## APPENDIX C.

LIST OF REGISTERS<sup>1</sup> to be kept in Lunatic Wards of Poorhouses:—

1. The Statutory Register of Admissions.
2. The Statutory Register of Discharges.
3. The Statutory Register of Deaths.
4. A Daily Register according to the Form annexed.
5. A Register of Restraint or Seclusion, in which a record shall be made of every instance in which a patient is mechanically restrained, or is placed by day alone in a room with locked doors.
6. A Register of Visitors to Patients, in which shall be made an entry of every refusal to admit a visitor. Notice of such refusal shall be sent within two days to the Board.
7. A Register of Accidents, in which shall be entered an account of every accident occurring in the establishment, whether to a patient, officer, or attendant, within twenty-four hours after its occurrence. A copy of every such entry shall be transmitted to the Board within the same twenty-four hours.
8. A Register of Escapes of Patients.
9. A Register of Attendants, in which shall be recorded the dates of entering and leaving the service of the establishment, the capacity in which employed, the amount of wages, and the cause of leaving or dismissal of every attendant, within three days of the commencement and cessation of duty. A copy of every such entry shall be transmitted to the Board within the same three days.
10. A Case Book, kept by the Medical Officer, in which shall be entered an account of the physical condition of every patient, founded on medical examination, made whenever possible immediately after admission, and in which the history of every patient shall from time to time be recorded, an entry being made by the Medical Officer soon after admission and at least once every six months thereafter. In every case a copy of the report of the first examination shall be transmitted to the Board by the Governor within three days after the admission of the patient; but whenever any evidence of injuries, or previous neglect or maltreatment, is apparent, the notice shall be sent immediately.
11. A Medical Attendant's Book, in which Medical Officers who are non-resident shall record their visits to the wards, with any remarks

<sup>1</sup> All schedules, notices, books, and registers required in connection with the Lunacy Statutes are issued by Messrs. T. & A. Constable, Printers, 11 Thistle Street, Edinburgh, under the direction of the General Board of Lunacy, and by an arrangement with Messrs. Constable all such schedules, notices, books, and registers are submitted to the Board for Revision and for such alteration as may be thought desirable, on each occasion on which it becomes necessary to print a fresh supply for public use.



which may be thought desirable on the condition of the wards and the treatment of the patients.

12. A Book, kept by the Governor, recording Investigations into Complaints of Ill-usage and Reports of the Forcible Control or Compulsion of Patients by Attendants, when they relate to occurrences not calling for record in the Register of Accidents.

DAILY REGISTER.

Return for the day of 19

	Pauper Patients.		
	Male.	Female.	Total.
Number resident at completion of previous Return .			
Admitted . . . . .			
Brought back after absence on probation . . . . .			
Do. do. on prolonged pass . . . . .			
Do. do. by escape . . . . .			
Total . . . . .			
Discharged . . . . .			
Died . . . . .			
Left on probation . . . . .			
Left on pass (not including passes for the day) . . . . .			
Escaped . . . . .			
Total . . . . .			
Number remaining resident . . . . .			
Alone in locked room at any time from 10 a.m. till 6 p.m. .			
In mechanical restraint . . . . .			
Wearing special kind of dress . . . . .			
Confined to bed for the day . . . . .			
Number on parole {beyond the grounds . . . . .			
{restricted to the grounds . . . . .			
Number whose beds were wet during the night . . . . .			
Total engaged in work . . . . .			
Refusing to work . . . . .			
Not working because of mental feebleness, depression, or excitement . . . . .			
Not working because of physical weakness or infirmity . . . . .			



DETAILS OF THE OCCUPATIONS OF PAUPER PATIENTS.

	Male	Female.		Male.	Female.
Employed <i>only</i> at Cleaning and Household Work in the Wards			As Painters . . .		
As Garden or Field Labourers .			As Joiners . . .		
As Farm Servants . . .			As Plumbers . . .		
As Clerks . . . . .			As Masons . . .		
As Storekeepers . . . .			In Kitchen . . .		
As Messengers . . . .			In Laundry . . .		
As Stokers . . . . .			In Officers' Quarters .		
As Bakers . . . . .			At Needlework . .		
As Tailors . . . . .			At Knitting . . .		
As Shoemakers . . . .					
As Upholsterers . . . .					

II.

OBSERVATION WARDS.

The need for a special form of Hospital Ward outside of an asylum capable of dealing with cases of mental disease has frequently been felt by the larger parishes. When a case of alleged lunacy cannot be certified for lack of sufficient information, it is necessary to detain and observe such case until accurate diagnosis becomes possible. Without an Observation Ward, it is evident that medical men will incline to protect themselves, and to avoid the risk of accident, by sending all such cases to a Lunatic Asylum. The idea of these wards has widened on the lines of a curative institution for cases of mental disease in which the symptoms are not violent and cure seems probable within a short period. It is quite impossible that two medical men will always coincide in their diagnosis of a case of alleged lunacy. While one doctor is certain that lunacy is present and is likely to continue for a considerable period, another may take a more hopeful view. The medical man accustomed to observe and to treat such cases in a Hospital Ward is better qualified to form an accurate opinion than the man who sees them only in their ordinary environment. Accordingly the Local Government Board have authorised the detention of cases of mental disorder in an Observation Ward for a period of six weeks.

Another function of these wards was thus stated by a witness<sup>1</sup>

<sup>1</sup> Mr. Miles M'Innes, Inspector of Poor of Dumfries.

before a Departmental Committee of the Local Government Board: "It is my experience that once a person has been in an asylum, people have a strong objection to employing him or her afterwards. I have seen that occurring in the case of females who have been out of an asylum for some time and who were quite well; they get into service, but the moment their employer finds out about the asylum they are dismissed."

In order to obtain the sanction of the Local Government Board, Observation Wards must conform to the following rules:—

1. Observation Wards, when not in a building specially reserved for them, are to be separated from the other wards of the poorhouse, and no inmate who is not medically certified as suitable for treatment in an Observation Ward shall be lodged therein. These wards should resemble ordinary hospital wards modified to suit their special purpose. They should form part of, or be as near as possible to, the poorhouse hospital.

2. At least 1000 cubic feet of air space and 100 square feet of floor space should be allowed per bed. There should be small single rooms in proximity to the main ward for those patients whom for any reason it is desirable to place by themselves. Where a comparatively large number of patients are received, the wards should be so arranged as to admit of the inmates being grouped in accordance with their mental condition.

3. Such wards should provide accommodation for not fewer than four patients of each sex.

4. No patient shall remain in an Observation Ward for a longer period than six weeks. If in any exceptional case the Medical Officer is of opinion that retention for a further period is necessary or advisable, he shall transmit to the Local Government Board a certificate to that effect, stating the grounds of his opinion, and the period of further retention required.

5. Registers, for the accuracy of which the Medical Officer in charge of the Observation Wards shall be responsible, shall be kept in the annexed four Forms (see pages 58-59).

6. Where the Observation Wards contain sixteen beds or upwards there must be at least one Medical Officer resident in the poorhouse.

7. The patients shall be treated upon hospital lines and, as far as requisite, in bed.

8. In the larger wards day nurses shall be provided in the proportion of at least one nurse to eight patients. In wards with not more than ten patients of either sex, one nurse to ten patients may be permitted, provided that the duties of the nurses are efficiently supervised by a responsible official and that extra nursing assistance shall always be available.

9. Night nurses shall be in the proportion of one nurse to ten or any smaller number of patients.

10. Where female nurses are employed for the nursing of male patients, either by day or by night, a male official should at all times be available in case of emergency.

11. The consent of the Local Government Board must be obtained before any portion of a poorhouse is set apart for the observation of cases of temporary mental disorder. The Board will have to be satisfied that the proposed medical and nursing arrangements are adequate and proper before they give their consent.

FORMS OF BOOKS TO BE USED IN CONNECTION WITH  
OBSERVATION WARDS.

I. REGISTER OF ADMISSIONS AND DISCHARGES.

Number of Case.	Name.	Age.	Sex.	Occupation.	Address.	Where Admitted from.	Nature of Mental Disorder.	Day and Hour of Admission.	Result of Treatment.	Where Discharged to.	Day and Hour of Discharge.

II. REGISTER OF CASES PUT UNDER RESTRAINT OR  
SECLUSION.

No. of Case. in Admission Register.	Name.	Nature of Restraint or Seclusion.	Duration.	
			Beginning: Day and Hour.	End: Day and Hour.



III. REGISTER OF ACCIDENTS.

No. of Case in Admission Register.	Name.	Date of Accident.	Short Account of Accident, naming Officials or other Persons who witnessed it.

IV. REGISTER OF DEATHS.

Reference Number of Case in Admission Register.	Name.	Date and Hour of Death.	Cause of Death.	Whether a <i>Post-mortem</i> Examination was made.	Result of <i>Post-mortem</i> Examination.

CLASS OF PATIENTS SUITABLE FOR OBSERVATION WARDS.

In order to assist the Medical Officer of those parishes that possess Observation Wards, the Local Government Board have issued the following memorandum as to the cases suitable for treatment in an Observation Ward:—

The Local Government Board feel that a wide discretion must be left the Medical Officers in charge of these wards, and to the Medical Officers who sign the Certificates of Admission. No doubt there will sometimes be diversity of opinion as to whether a patient sent to an Observation Ward should not more properly have been sent to an asylum as a certified lunatic. In such cases, the considerations to be kept chiefly in mind are the immediate cause, and the probable duration, of the mental disturbance. As a general rule, it is not intended that cases should be kept in an Observation Ward longer than six weeks. It is difficult to limit or to specify exactly the type of case for which Observation Wards are suitable, but the following may be mentioned:—



(a) Where the mental symptoms are a sequel to, or accompaniment of, diseases that in ordinary circumstances terminate within a definite time. The point specially to be kept in view here is the likelihood of the speedy disappearance of the symptoms of mental disturbance.

(b) Where, although the mental symptoms would seem to indicate lunacy, the Medical Officer is clearly of opinion that such symptoms are likely to be of short duration.

(c) Where the patient's mental state gives rise to apprehension, but where the symptoms are not sufficiently marked to enable the certifying physician to affirm either sanity or insanity.

(d) Where the mental disorder is associated with alcoholic abuse.

(e) Senile cases where there are temporary symptoms of mental derangement which make it undesirable that the patients should be treated in a General Hospital Ward.

(f) The presence of the following conditions should be regarded as contra-indicating suitability for such wards :—

- (1) Homicidal tendencies.
- (2) Dangerous violence.
- (3) Acute and persistent suicidal tendencies.
- (4) Long established insanity or known existence of chronic delusions.

It is intended that the Medical Officers of parishes entitled to send patients to a poorhouse that has Observation Wards should have a copy of this Memorandum.

### CERTIFYING MEDICAL OFFICER.

In a large parish possessing Observation Wards it is desirable that one Medical Officer should be responsible for all cases of lunacy. If possible, he should also have charge of the patients in the Observation Ward. In one parish the following rules for the guidance of the certifying Medical Officer have been adopted with marked success :—

1. When requested by the Inspector of Poor or by one of his assistants, the certifying Medical Officer shall visit and inquire into any case of alleged lunacy.

2. If, after examination, the certifying Medical Officer is of opinion that the case is suitable for the Observation Wards, he shall so certify, and inform the Inspector of Poor.

3. If the condition of the patient necessitates immediate removal to a Lunatic Asylum, the certifying Medical Officer shall fill up the

Certificate of Lunacy and the Emergency Certificate, and at once instruct removal.

4. If satisfied that the patient should be sent to the asylum, but that there is no special urgency, the certifying Medical Officer shall fill up the Certificate of Lunacy and inform the Inspector of Poor, who will then request the District Medical Officer to visit.

5. The certifying Medical Officer will, as a rule, visit every case of alleged lunacy before it is seen by the District Medical Officer; but if he should have occasion to send to the Observation Wards a patient certified insane by a District Medical Officer he shall inform the District Medical Officer of his reasons for so doing.

**FORM OF MEDICAL CERTIFICATE TO BE USED FOR PERSONS  
SENT TO THE OBSERVATION WARDS OF A POORHOUSE.**

[NOTE.—*This Certificate should be attached to the usual Admission Order  
(see page 19).*]

Parish of.....

Name of Pauper (or Applicant).....

I have this day examined the above-named.....and hereby  
certify, on soul and conscience, the particulars under-written to be true,  
to the best of my knowledge and belief.

(Signed).....  
*Medical Officer.*

(Date).....

Is the.....in good health?.....

Is the.....able to do any work?.....

Nature of.....sickness or infirmity.....

NOTE.—*Where the circumstances are such as to give rise to a suspicion of the possible  
development of some form of infectious disease, special attention should be  
directed to the case.*

If.....has dependants, state whether they, or any of them,  
suffer from sickness or infirmity.....

Nature of sickness or infirmity of dependants.....

Does the condition of.....or dependants require immediate

attention and medical advice ?.....

Is.....or any dependant "*lunatic, insane, idiot, or of unsound mind ?*".....

Are.....and dependants able to be removed to the Poorhouse of.....without injury to their health ?.....

If so, state the manner in which they are capable of removal without risk of injury to their health.....

The Medical Officer is requested to state the grounds that have led him to conclude that.....is suitable for treatment in the Observation Wards of the Poorhouse.....

### FITTINGS OF OBSERVATION WARDS.

Any fittings that would facilitate suicide by an inmate with such tendencies should be eliminated from Observation Wards. There should be no roof pendants or wall brackets, to which it would be possible to attach a cord, a scarf, or even trouser-braces. The windows should be inaccessible (the sill some six feet from the floor), and should have no cords for opening or shutting. It is not desirable that the bathroom, water-closet and lavatory should have doors, as there should be no place in which an inmate can—for a prolonged period—screen himself from the observation of the attendant or nurse. It should be impossible to fill the bath with water unless by the use of a special key, which should constantly be in the personal custody of the attendant. If the wards are heated by open fires, each fire should be screened by a large, strong guard secured by lock and key.



## CHAPTER III.

### CONSTRUCTION OF POORHOUSES.

#### EVOLUTION OF MODERN POORHOUSE.

It is clear that the intention of those who built the older poor-houses was that—by presenting relief in its most disagreeable form—they should effectually discourage applicants. At the same time, it was necessary to provide a refuge for decent old paupers unable to look after themselves in their own homes, and with no relatives able or willing to assist them. At a later date, poor persons suffering from acute or chronic disease began to gain access to the poorhouses, the public hospitals and infirmaries (themselves subsisting wholly on charity) being unable to undertake the permanent care of such persons.

The visible effect of these conflicting motives as seen in some of the older poorhouses, is curious. The poorhouse, as a whole, has been designed for little other than a common lodging-house. The element of comfort has been eliminated from the rooms reserved for inmates, and any separation of the sheep from the goats is practically impossible. At a later period more humane ideas begin to appear in the treatment of the sick. An effort has been made to convert the crude dormitories into a species of hospital ward; but one is impressed by the simplicity of the means usually adopted: a few of the usual plethora of beds are removed, a strip of carpet is run up the middle of the floor, a table with a flower on it is introduced. Chronic and infirm cases do not receive so much attention. At one end of their dormitory there is usually a good fire for those who can get out of bed. The administrative arrangements for those old poorhouses (except for the fact that the Medical Officer visits regularly) are in no way better than what is necessary in a good lodging-house. The staff consists of a Governor, a Matron, and two or three domestic servants. A large part of the house-work is done by the inmates; and, generally speaking, the paid staff is so small that, without assistance from the



inmates, it would be impossible to keep the house in order. A few poorhouses board lunatics, usually to the great benefit of the institution, as a majority of the lunatics, apart from their mental fault, are strong and do excellent work, both in the house and in the field. At one well-conducted poorhouse the Governor, with the aid of the lunatics, works a small farm, and, by using the produce, reduces the cost of maintenance per head to some 3s. 6d. a week. The officials set a high value on those able-bodied women who are sent to the Poorhouse because of an unfortunate tendency to have children without the preliminary of marriage. Such women, when they recover from their unique disability, do yeoman service.

In the large towns the original model lodging-house structure has been more scientifically developed. In Glasgow, which usually leads in practical administration, a bold step was taken some years ago. It was evident that the charitable hospitals and infirmaries were unable to meet the pressure of patients seeking admission. Those who could not be received in the infirmaries had recourse to the poorhouses. In Glasgow, there were then two very large poorhouses of the older type. But it was felt to be impracticable to combine in one institution a system of "deterrent administration" with humane and skilled treatment of the sick and infirm. Accordingly, one poorhouse was reserved chiefly for the typical poorhouse inmates—the "test" class, as they are sometimes called, because the treatment given to them is meant to be a test of pauperism: that is, it is so unpleasant that, unless the person receiving it is actually destitute, he does not usually remain in the poorhouse. Two district hospitals, built and equipped in accordance with the best medical standards, were provided for poor persons suffering from acute sickness or accident. Another hospital (or home) for the infirm and chronic sick poor and for children was erected in the outskirts of the city. These institutions have materially raised the tone of Poor Law administration in Glasgow. But, so far, no other parish has followed this example, and the result is that the typical poorhouse (although in many cases the structural arrangements are now excellent) is the characteristic jumble that makes it difficult to determine whether it is a factory, a hydropathic, or a hospital.

The anomalies that we find in the construction of poorhouses have their parallel in the system of administration usually adopted. As indicated, the poorhouses were staffed originally on the principle

that they were simply large reception wards of the model lodging-house type, with this difference, that the keepers, instead of being the same to all comers, were instructed to be reasonably kind to the sick, but to exact as much labour as possible from those who were not sick. This theory still permeates the organisation of the average poorhouse, and the Governor is supposed to be by turns a terror to evildoers, and a stay and comfort to the sick and decent poor. Of course, in the larger town poorhouses, the hospital is a separate building, and is usually under the charge of a resident Medical Officer with an efficient nursing staff.

### THEORY OF POORHOUSE CONSTRUCTION.

In most poorhouses the dormitories, the day-rooms, the sick-wards, the dining-hall, the kitchen, the public offices, and the officials' quarters, occupy a single block. The laundry, workshops, and probationary wards, are usually, but not invariably, detached. The result is that, when additions or alterations are made, the original design is altered, confused, and frequently becomes exceedingly intricate. This renders administration more difficult and costly, while a good system of classification is almost impossible. There is now, happily, a tendency to build poorhouses on the pavilion principle. Excellent illustrations of this are to be seen in the poorhouses of Stobhill, Omoa, and Crookston. The adoption of the pavilion principle secures perfect classification and isolation. The alteration of individual wards is not usually necessary, and additions are made simply by adding extra blocks. Each block should be complete in itself, with a day-room (or sitting-room) proportionate to the size of the dormitories, and with the requisite number of baths, water-closets, and lavatories. In the model poorhouse (designed by Mr. M'Whannell, the architect of Crookston Poorhouse), of which plans and specifications are given in these pages, the best administrative and architectural ideas are carefully worked out.

The essential structural requirements of a poorhouse are:—

I. A **Probationary Block** in which new inmates can be detained until they have been medically examined and assigned to their respective classes in the body of the poorhouse. The Probationary Block should contain, for each sex, a dormitory, a day-room, a bath-room, a lavatory, and a water-closet. There should also be rooms for an attendant (usually the porter and his wife) conveniently near,



and in such a position as to effectually separate the sexes. In addition to the model Probationary designed by Mr. M'Whannel, a plan of the Probationary at the new Poorhouse of Aberdeen is given in the Appendix.

II. An **Administrative Block**, which should be placed between the Probationary and the body of the poorhouse. This block should contain: (1) Governor's office; (2) Clerks' office; (3) lavatory and water-closet for Governor and Clerks; (4) Committee-room; (5) cloakroom for Committee; (6) water-closet and lavatory for Committee; (7) bedroom, sitting-room, bathroom, and water-closet for Matron; (8) bedrooms, with bathroom and water-closet, for female servants; (9) bedrooms, with bathroom and water-closet, for male officials; (10) stores for new clothing, &c.

If the Medical Officer is resident, and is a male, he should also have rooms in this block. If a female, the Medical Officer should have rooms in the block in which the nurses are lodged. The Medical Officer's apartments should be similar to those assigned to the Matron.

III. An **Isolation Block**, in which inmates suffering from infectious or contagious or offensive diseases, such as itch, favus, cancer, erysipelas, whooping-cough, syphilis, &c., can be lodged and treated. This block should contain a number of small wards for both sexes, with a liberal provision of baths, lavatories, and water-closets; also suitably placed duty-rooms for one or two nurses, according to the number of inmates.

*Note.*—The cubic space to be allowed for every type of ward is dealt with fully on pages 68-70.

The greatest care must be taken to separate effectually the wards for males from the wards for females. So far as the Probationary is concerned, this is usually accomplished by placing the porter's house between the wards for the two sexes. But for every other block the correct method is that the wards should form part of the general system of separation adopted in the poorhouse; *i.e.*, the blocks or pavilions for females should be on one side of the poorhouse, and those for males on the other.

IV. **Detached Blocks for Ordinary Inmates.**—These blocks constitute the most important part of the poorhouse, as they will contain at least two-thirds of the inmates. Similar, but not equal, provision should be made for both sexes. In town poorhouses it is usually necessary to provide nearly twice as many beds for men as for women. In country poorhouses the numbers are usually about equal. The number of blocks to be provided for each

sex will vary according to the size of the poorhouse. Upon the number of blocks provided will depend the merit of the system of classification adopted. Each block should contain a large number of small dormitories holding not more than four or six beds. Several dormitories should contain from ten to twenty beds. A liberal provision of small dormitories makes it much easier to separate the inmates into groups of similar character. The small dormitories should be reserved for the better class of inmates. The sanitary provision should be liberal; say, one bath, two water-closets, and four lavatory basins for every twenty beds. An appropriate number of day-rooms should be provided; say, one day-room for every thirty inmates. Small, cheerful day-rooms also promote good classification. These views are well illustrated in the accompanying model plans.

V. The **Hospital Block**.—In every poorhouse there should be separate accommodation for the sick. Provision should, of course, be made for both sexes. As a rule, the number of sick inmates is about a third of the *total* number of inmates, or from a third to a half of the number of ordinary inmates. For purposes of nursing it is desirable that the wards in the Hospital should be large, containing, say, twenty beds. For each sick-ward there should be a separate bathroom, water-closet, lavatory, and slop-sink. It is convenient to have one or two movable baths. Each large ward should have attached to it a nurse's kitchen, with observation window. If possible, the kitchen should be placed so as to command two wards. The wards should be comfortably furnished, containing a small chair for each bed, and one or two large armchairs for patients who may wish to sit up, a chair on wheels, bed rests, a central bureau (glass covered) for the reception of medicines, dressings, &c. Suitable draught or isolation screens should be provided.

In addition to the large dormitories, the Hospital should contain a number of small rooms for the **isolation** of noisy or offensive patients. In each block a small **Day-room** or **Convalescent Ward** is also desirable.

A room should be set apart as a **Dispensary**, and provided with such medicines and medical and chemical appliances as the Medical Officer thinks necessary. This will vary greatly according to the nature of the cases treated in the Hospital. A well-lighted and large room should be set apart for operations. The **Operating-room** should be fitted with hot and cold water, and be furnished with an operating-table and steriliser, an instrument case, an adjustable



reservoir of sterilised water, &c. A separate ward fitted with lavatory and sink should be provided for **Maternity Cases**.

In the Appendix are printed several plans, together with descriptive notes, illustrating various types of poorhouse hospital. The plan adopted depends very much on the extent of the site available. The plan of the Eastern District Hospital of the parish of Glasgow is ingeniously contrived to get the maximum of ward space, light, and air in the minimum of space. This plan also shows a well-designed operating theatre; but, in the ordinary poorhouse hospital, surgical operations are not sufficiently frequent to justify such elaborate apartments.

VI. The **Kitchen** and **Scullery**, with the necessary stores, &c., should be attached to the dining-hall. The dining-hall should be conveniently situated for the ordinary wards. In the past it has been customary to make the **Dining-hall** serve also the purpose of **Chapel**, and to make the tables of the nature of pew book-boards. This is one of those measures of petty economy that discredit poorhouses. The pew book-boards are not satisfactory as dining-tables; neither is it in the interest of a religious service that it should take place in a room from which it is impossible to eradicate the smell of food. The decencies of poorhouse life would be promoted by having the chapel separate from the dining-hall. Instead of pew book-boards the dining-hall should contain a large number of small stone-topped tables.

VII. The **Chapel** should be a small and tastefully designed building.

VIII. The **Laundry** and **Workshops** should be built apart. In most poorhouses power will be necessary for the laundry.

IX. The **Governor's House** should be built separate from the poorhouse, and be of the ordinary villa type, with, say, four rooms and kitchen, bathroom, water-closet, coal-store, &c.

X. The **Nurses** should be lodged in a block built between the male and female wings of the hospital. This block should contain: (1) Bedroom and parlour for the Superintendent of Nurses; (2) a bedroom for each nurse; (3) a bath; (4) lavatory; (5) water-closet; (6) a dining-room; and (7) a parlour. If the Medical Officer is resident, and a lady, she should be provided with a bedroom and a parlour in this block.

### SPACE TO BE ALLOWED IN THE DORMITORIES AND DAY-ROOMS FOR THE DIFFERENT CLASSES OF INMATES.

The hygienic standard adopted by the Local Government Board is an approximation based on the data in the "Theory and Practice of

Hygiene" (Notter and Firth), which is recognised as an authority on this subject. The authors thus express the general theory of cubic space necessary in living-rooms: "If the renewal of air is carried on by what is termed natural ventilation, under the ordinary conditions of this climate, a change at the rate of six times per hour could not be attempted. Even five times per hour would be too much; for in barracks, with 600 cubic feet per head, the rooms are cold and draughty when anything approaching to 3000 cubic feet per head per hour are passing through; that is, a change of five times per hour for each 600 cubic feet of air space. A change equal to three times per hour is generally all that can be borne under the conditions of warming in this country, or that is practically attainable with natural ventilation; and, if this be correct, from 1000 to 1200 cubic feet should be the minimum allowance for the initial air space. . . . The amount of cubic space thus assigned for healthy persons is far more than most people are able to have."

The amount of fresh air required by healthy people during repose is thus stated:—

For adult males	.	.	3600 cubic feet per hour.
„ adult females	.	.	3000 „ „
„ children	.	.	2000 „ „
„ a mixed community	.	.	3000 „ „

Having regard to existing practice, and especially to the question of cost, it is obvious that, in dealing with the **ordinary** inmates of poorhouses, no effort can at present be made to bring the cubic space in poorhouses up to the hygienic standard. As regards the **sick**, however, it is generally recognised that they should have such conditions as will give them the best chance of regaining health. It must be taken into account that, unlike the healthy, they occupy the same wards day and night, and that, in addition to the sick, nurses or other officials are usually in the wards. The Departmental Committee appointed by the Local Government Board recommended a minimum for the sick of 800 cubic feet. This has been generally adopted; but where it is possible, in the erection or extension of a poorhouse, the standard of the Glasgow parish hospitals (1200 cubic feet) should be adopted.

The wall-space and floor-space of beds is an important factor in determining the arrangement of a ward. If a ceiling were sufficiently high, the necessary cubic space could be given, and yet the



beds be so close together that administration was impossible. The Cubic Space Commission suggest, and the English Local Government Board have adopted, the principle that the height of a room in excess of 12 feet should be disregarded in determining the cubic space. This is a very necessary provision; but it would be still better if the height above 10 feet were disregarded.

The ideal ward is long and narrow and lighted from both sides. It should contain only two rows of beds, one row against each wall. The inmates lie with their heads to the wall. In view of that arrangement, a wall-space of from 6 to 12 feet per bed is desirable.

The wards for healthy **children** should be spaced as for adults. From a hygienic point of view, the space allowed to adults by the Board's scale is not sufficient even for children; and it seems desirable that for children (as for sick) the conditions should, as far as possible, approximate to that which is scientifically correct.

The figures suggested as hygienically necessary for day-rooms are based on the hypothesis that these rooms are not continually occupied. The Board's standard, based on these considerations, is as follows:—

	Cubic Space.	Floor Space.
DORMITORIES AND SICK-WARDS.		
I. <i>Sick.</i>		
	Cub. ft.	Sq. ft.
1. Ordinary sick . . . . .	800	70
2. Cases of an offensive nature . . . . .	1200	100
3. Itch and venereal . . . . .	800	70
4. Lying-in women . . . . .	1200	100
5. Infectious cases . . . . .	2000	144
6. Infirm persons occupying the same room day and night . . . . .	800	70
7. Infirm persons able to leave their dormitories during the day . . . . .	500	45
8. Mental observation cases . . . . .	1000	100
II. <i>Healthy.</i>		
1. Ordinary inmates . . . . .	400	40
2. Women with infants . . . . .	800	70
3. Children . . . . .	400	40
DAY-ROOMS, WORKROOMS, &c.		
Inmate of day-room . . . . .	180	15
„ workroom . . . . .	400	36
„ nursery . . . . .	400	36

## CHAPTER IV.

### DIETARY OF THE INMATES OF POORHOUSES.

#### CHOOSING A SCALE OF DIET.

IN their Rules the Local Government Board do not prescribe a dietary for the inmates. Rule XLVII. says that "the dietary of the poorhouse shall be framed by the House Committee, with the advice of the Medical Officer, and approved by the Local Government Board." This means that the House Committee are expected to take the initiative in framing a scale of diet, and that the Board will sanction any suggested scale if it is sufficiently nutritive and is not extravagant. The ideal diet, even if known, is not easy to apply to such an institution as a poorhouse, in which a large proportion of the inmates are disposed, from past habits, to resent any diet that differs from their own views of hygienic rectitude. Accordingly, in framing a diet scale, House Committees have usually found it necessary to consider the habits of the people from whom the inmates of the poorhouse were drawn, and to prescribe a diet that would not cause too violent a revolution in the prejudices of the recipients. Fortunately the average human organism is sufficiently elastic to enable it to retain a measure of health under the most varied forms of diet—a consideration that distinctly simplifies the problem of the House Committee and their Medical Officer.

In 1898 the Local Government Board, acting under the advice of Dr. Aitchison, the Medical Officer of Craigleith Poorhouse, Edinburgh (who had devoted much study to the subject of poorhouse dietary), issued a model diet scale, which is to be regarded as the minimum diet necessary for the maintenance of health by the various classes of inmates. That is, the Board will not permit the use of any scale inferior to theirs in nutritive value. They have, however, repeatedly sanctioned dietaries superior to their published scale, and presumably will at all times be prepared to do so, provided that the new scale is not extravagant. Some House Committees have felt



that, while the Board's scale was more than adequate in quantity, it did not provide sufficient variety, and they have accordingly endeavoured to introduce a more varied dietary. This action has met with the Board's cordial approval, as it is recognised that the chief objection to a varied diet is the trouble that its preparation gives to the poorhouse officials. A varied diet has a most beneficial effect upon the health and spirits of the inmates, and it can be made nearly as economical as a stereotyped diet. At page 85 is printed a scheme drawn up by Dr. J. M. Johnston, the Medical Superintendent of the Glasgow Parish District Hospitals, which should be of great assistance to those House Committees who wish to give the inmates greater variety of food at each meal. Few House Committees now give any class of inmates butter-milk with their porridge, while a number have discarded even skimmed milk, substituting therefor an equal or slightly smaller quantity of sweet milk.<sup>1</sup> It is also repugnant to modern ideas to give an inmate in one day two meals (breakfast and supper) consisting of oatmeal porridge and milk. This diet would seem to be suitable only for

<sup>1</sup> *The Use of Milk in Poorhouses.*—There can be no question that there are many diseases that require nothing more than a properly regulated diet to secure their removal. Dealing with the under-fed debilitated class of cases that I have usually to treat in the poorhouse, I believe I would almost rather treat them without drugs and with unlimited power to order extra diet, than with drugs and without any power to order extras. The greater proportion of the extra milk used in this poorhouse is ordered for patients actually in hospital, or sent out of hospital convalescent but not quite well. The other cases are of two kinds. The first is the young children. I found that these were not thriving on the butter-milk, and they have latterly been getting sweet milk instead, with a very marked improvement in their health. That sweet milk is necessary for the healthy growth of children is not a point that admits of any dispute, and it is in the long run the truest economy so to feed the children that they may grow up strong and healthy and fit to take their part in the battle of life. It is the surest way of preventing them from returning in early life as permanent inmates. The other class of cases is really only this question of young children looked at from another point of view. It is the question of extra milk to nursing mothers. It is not in any way as an indulgence to the women that the extra milk is ordered. It is only secondarily for the sake of the mothers; primarily it is for the sake of the infants. No woman can keep her health and suckle a healthy child on the ordinary diet of the poorhouse. *It is a simple physiological impossibility.* Everyone knows that animals of all kinds require extra food when giving suck, and if they do not get it their health or the health of their offspring is sure to suffer, most usually both. The human female is no exception to this physiological law. The necessity of an extra allowance of some kind to women when nursing has always been recognised. It used to take the form of excessive quantities of stimulants, more

those engaged in hard physical toil. Accordingly, in many poor-houses, the inmates receive either tea with bread and butter for breakfast and porridge and milk for supper, or porridge and milk for breakfast and tea with bread and butter for supper. But it is for consideration whether a greater variety should not be introduced even into the single meal. A meal consisting exclusively of porridge and milk finds favour chiefly with those who are not called upon to illustrate their principles by personal practice. But, of course, the sound economic principle underlying all poorhouse dietaries is that the diet of the inmates should, in quantity and in kind, approximate, as far as possible, to what is common among the working-classes of the district in which the poorhouse is located. Thus, if fish and potatoes are a staple of the district, fish and potatoes should find an honoured place in the poorhouse bill of fare.

The diet of the sick should be left wholly in the discretion of the Medical Officer, and dealt with on generous lines. A specimen hospital dietary is printed at page 94.

particularly porter. Now medical men usually give among other things considerable quantities of milk, which is bound to agree in every way much better than porter, besides costing much less.

I think also that the time has come for considering whether it might not be possible to give up the use of butter-milk altogether, except perhaps occasionally. I have no hesitation whatever in saying that my opinion most decidedly is that butter-milk as a *habitual* article of diet is for the great majority of people unsuitable and unwholesome. However fresh it may be, butter-milk is milk that is beginning to undergo the process of fermentation or putrefaction; and while a strong man with a healthy digestion may take an occasional draught of it (especially if it is *quite* fresh) with impunity and perhaps even with benefit, yet its use by anyone not possessing a strong and healthy digestion is very generally followed by unpleasant results. It is becoming less used every day as an article of human food. The rules of the Board of Supervision say (LXVII. (5)): "The milk may be butter-milk where new milk or skimmed milk is not specified." This rule was probably meant to cover cases where there was a difficulty in procuring sweet or skimmed milk, and not as sanctioning a *constant* use of butter-milk. The fundamental principle laid down, and which underlies all their rules, that the ordinary diet of the inmates is not to be better than that of the ordinary labouring class, is one that everyone will endorse. But at the time these rules were drawn up, sweet milk was little used by the labouring class, and butter-milk was used a good deal. Now, I am glad to say, the reverse holds good. Sweet milk is within the reach of all, and the more sensible of the labouring classes are freely availing themselves of it, both for themselves and their children. The difference of expense is really inconsiderable, and I am well persuaded that the saving due to the improved health of the inmates would far more than compensate in the long run for the difference of cost.—*Extract Letter from Dr. Moodie, Medical Officer of Stirling Poorhouse.*



## COST OF DIET.

Cost of poorhouse dietary—always a very material consideration—varies greatly in different localities. The cost of diet for a healthy inmate should range from 2s. to 3s. per week.

In the following pages the cost of the scale of dietary issued by the Board in 1898 is calculated according to the rates charged in the Buchan Combination Poorhouse, which is honourably distinguished by the excellence and economy of its administration.

**SCALE OF POORHOUSE DIETARY ISSUED BY THE LOCAL GOVERNMENT BOARD IN 1898, TOGETHER WITH FIGURES TAKEN FROM THE ACCOUNTS OF BUCHAN COMBINATION POORHOUSE, SHOWING IN DETAIL THE COST OF EACH CLASS OF DIET.**

## CLASS A.

Adults, of either sex, who are not working, and who have not completed, from the date of their last admission, a fortnight's residence in the poorhouse. (The aged and infirm, and all women advanced in pregnancy, or who are suckling children, are to be exempted from this "entrance" diet.)

*Breakfast.*—Meal, four ounces; and butter-milk, three-fourths pint imperial.

*Dinner.*—Bread, eight ounces; and broth, one and a half pints imperial.

*Supper.*—Meal, four ounces; and butter-milk, three-fourths pint imperial.

This diet is rarely used. It is supposed to be for more or less able-bodied inmates whom it is desired by deterrent treatment to discourage from remaining in the poorhouse.

*Cost of Class A Diet per Week.*

	s.	d.
Oatmeal . . . .	0	3 $\frac{3}{4}$
Butter milk . . . .	0	4
Bread . . . .	0	3 $\frac{1}{2}$
Soup . . . .	0	7
Total cost . . . .	<hr/> 1	<hr/> 6 $\frac{1}{4}$ <hr/>

*Details of Cost :—*

Oatmeal costs 12s. 7d. per 140 lbs. (10 stones). An inmate receives  $\frac{1}{2}$ -lb. per day or  $3\frac{1}{2}$  lbs. per week, costing  $3\frac{3}{4}$ d.

Butter-milk costs 3d. per gallon. An inmate receives  $1\frac{1}{2}$  pints per day or  $10\frac{1}{2}$  pints per week, costing 4d.

Bread costs 4d. per 4 lb. loaf, or 1d. per lb. An inmate receives  $\frac{1}{2}$ -lb. per day or  $3\frac{1}{2}$  lbs. per week, costing  $3\frac{1}{2}$ d.

Soup is made thus :—

*For 60 Inmates (12 Gallons).*

	s.	d.
14 lbs. barley costing . .	1	0
20 lbs. mixed vegetables costing .	0	8
8 lbs. meat at $4\frac{1}{2}$ d. per lb. .	3	0
Total cost . .	<u>4</u>	<u>8</u>

This quantity of soup is sufficient for 60 inmates;  $4s. 8d. \div 60 =$  almost 1d. That is, the cost of soup per day, including 2 oz. of meat = 1d. per head, or 7d. per week.

*Note.*—Of course, it will be kept in view that these are contract prices obtained by a poorhouse with a permanent population of about 120 inmates, and drawing most of its supplies from Aberdeen, distant some 30 miles.

**CLASS B.**

Adults, of either sex, who are not working, and who are not aged persons, and who have been inmates for fourteen consecutive days.

*Breakfast.*—Meal, four ounces; and skimmed milk, three-fourths pint imperial.

*Dinner.*—Bread, eight ounces; and broth, one and a half pints imperial; four ounces of suet pudding (sweetened) twice weekly.

*Supper.*—Meal, four ounces; and skimmed milk, three-fourths pint imperial.

In most poorhouses this diet is used for purposes of discipline. When an inmate works he is given Class C diet, with meat; when he refuses to work, he is given Class B diet, without meat.



*Cost of Class B Diet per Week.*

	s.	d.
Oatmeal . . . .	0	3 $\frac{3}{4}$
Skimmed milk . . . .	0	6 $\frac{1}{2}$
Bread . . . .	0	3 $\frac{1}{2}$
Soup . . . .	0	7
Suet pudding . . . .	0	2
Total cost . . . .	1	10 $\frac{3}{4}$

*Details of Cost :—*

Oatmeal (as in Class A).

Skimmed milk costs 5d. per gallon. An inmate receives 10 $\frac{1}{2}$  pints per week, costing 6 $\frac{1}{2}$ d.

Bread (as in Class A).

Soup (as in Class A).

Suet pudding. A generous allowance of suet pudding for 60 inmates is made thus :—

	s.	d.
20 lbs. flour costing . .	2	8
1 lb. raisins and currants	0	6
3 lbs. suet at 6d. per lb.	1	6
1 lb. syrup . . . .	0	2
Total . . . .	4	10 ÷ 60 = 1d. per head.

1d. × 2 (days per week) = 2d.

**CLASS C.**

Adult persons, of either sex, who are working.

*Breakfast.*—Meal, four ounces; and skimmed milk, three-fourths pint imperial.

*Dinner.*—Bread, eight ounces; broth, one and a half pints imperial; and boiled meat, four ounces; four ounces of suet pudding (unsweetened) twice weekly, with the meat.

*Supper.*—Meal, four ounces; and skimmed milk, three-fourths pint imperial.

This, or an equivalent, is the diet usually given to all the inmates

of poorhouses, except the sick. Frequently, however, tea with bread and butter or preserves is given at one meal instead of porridge and milk. Sweet milk is sometimes substituted for skimmed milk.

*Cost of Class C Diet per Week.*

	s.	d.
Oatmeal . . . .	0	3 $\frac{3}{4}$
Skimmed milk . . . .	0	6 $\frac{1}{2}$
Bread . . . .	0	3 $\frac{1}{2}$
Suet pudding . . . .	0	2
Soup, with meat . . . .	1	2
Total . . . .	2	5 $\frac{3}{4}$

*Details of Cost :—*

Oatmeal (as in Class A).

Skimmed milk (as in Class B).

Bread (as in Class A).

Suet pudding (as in Class B).

Soup (as in Class A, with 21<sup>1</sup> lbs. of meat instead of 8 lbs. Total cost of soup for 60 inmates per day is thus 9s. 6 $\frac{1}{2}$ d. = 2d. each, or 1s. 2d. per week).

**CLASS D.**

Infirm persons of either sex.

*Breakfast.*—Meal, four ounces; and skimmed milk, three-fourths pint imperial.

*Dinner.*—Bread, six ounces; rice soup or broth, one and a half pints imperial; and four ounces of beef may be allowed when a member of Class D is able and willing to work.

*Supper.*—Bread, six ounces; butter, half an ounce; and tea, half-pint imperial.

In practice there is usually no distinction between Class D and Class C diets, except that the infirm inmates usually eat rather less than the workers.

<sup>1</sup> When an inmate is to receive 4 oz. of boiled meat, 5 $\frac{1}{2}$  oz. is allowed per head among the soup, as the meat loses weight in boiling.

*Cost of Class D Diet per Week.*

	s.	d.
Oatmeal . . . .	0	2
Skimmed milk . . . .	0	3 $\frac{1}{4}$
Bread . . . .	0	4
Soup . . . .	1	2
Butter . . . .	0	4 $\frac{1}{2}$
Tea . . . .	0	1 $\frac{1}{4}$
Sweet milk . . . .	0	1
Sugar . . . .	0	2
Total . . . .	2	8

*Details of Cost :—*

Oatmeal (one-half of quantity in Class A).

Skimmed milk (one-half of quantity in Class A).

Bread (60 oz., nearly 4 lbs. per week, at 1d. per lb.).

Soup (as in Class C).

Butter,  $\frac{1}{2}$ -lb. per week at 9d. per lb. = 4 $\frac{1}{2}$ d.

Tea, 1 oz. per week at 1s. 7d. per lb. = 1 $\frac{1}{4}$ d.

Sweet milk,  $\frac{1}{8}$ -pint per day at 10d. per gallon.

Sugar, 2 oz. per day at 2 $\frac{1}{2}$ d. per lb.

**CLASS E.**

Children, above five, and not above fifteen years of age.

*Breakfast.*—Meal, four ounces; and new milk, three-fourths pint imperial.

*Lunch.*—Beef-tea or new milk, one-quarter pint; and bread, two ounces.

*Dinner.*—Bread, six ounces; and broth, one pint imperial; two ounces of meat four days in the week, and on the other days suet or other pudding may be substituted.

*Supper.*—Meal, three ounces; and new milk, half-pint imperial. Bread, four ounces; and new milk, three-fourths pint imperial may be substituted for the porridge and milk.

*Cost of Class E Diet per Week.*

	s.	d.
Oatmeal . . . .	0	3½
Sweet milk . . . .	1	1¼
Bread . . . . .	0	3½
Soup . . . . .	0	5
Suet pudding . . . .	0	3
Total . . . . .	2	4¼

*Details of cost :—*

Oatmeal, 7 oz. per day = 49 oz. per week, at 12s. 7d. per 140 lbs. = 3½d.

Sweet milk, 1½ pints per day = 10½ pints per week, at 10d. per gallon = 1s. 1¼d.

Bread, ½ lb. per day = 3½ lbs. per week, at 1d. per lb. = 3½d.

Soup, two-thirds of quantity, made as in Class A.

Suet pudding, three days, as in Class B = 1d. per day = 3d.

**CLASS F.**

Children, above two, and not above five years of age.

*Breakfast.*—Meal, three and a half ounces; and new milk, half-pint imperial.

*Lunch.*—Bread, two ounces; and new milk (hot), one-fourth pint imperial.

*Dinner.*—Bread, five ounces; and broth or other soup, three-fourths pint imperial; one ounce of meat daily.

*Supper.*—Meal, three ounces; and new milk, half-pint imperial. Bread and new milk may be substituted for the porridge and milk.

*Cost of Class F Diet per Week.*

	s.	d.
Oatmeal . . . .	0	3¼
New milk . . . .	0	11
Bread . . . . .	0	3¼
Soup . . . . .	0	3½
Total . . . . .	1	9

*Details of cost :—*

Oatmeal, 6½ oz. per day = 45½ oz. per week, at 12s. 7d. per 140 lbs. = 3¼d.



New milk,  $1\frac{1}{4}$  pints per day =  $8\frac{3}{4}$  pints per week, at 10d. per gallon = 11d.

Bread, 7 oz. per day = 49 oz. per week, at 1d. per lb. =  $3\frac{1}{4}$ d.

Soup, half quantity, prepared as for Class A.

### CLASS G.

Infants not above two years of age.

Not less than eight ounces of white leavened bread, or seven ounces of meal, and one pint imperial of new milk, daily; to be prepared in such manner, and given at such times, as the Medical Officer shall recommend.

#### *Cost of Class G Diet per Week.*

	s.	d.
Bread . . . . .	0	$3\frac{1}{2}$
New milk . . . . .	0	9
	<hr/>	
Total . . . . .	1	$0\frac{1}{2}$
	<hr/>	

#### *Details of cost :—*

Bread,  $\frac{1}{2}$  lb. per day =  $3\frac{1}{2}$  lbs. per week, at 1d. per lb. =  $3\frac{1}{2}$ d.

New milk, 1 pint per day = 7 pints per week, at 10d. per gallon = 9d.

### CLASS H.

The privileged inmates deemed deserving of a more varied diet.

*Breakfast.*—Meal, three ounces; skimmed milk, three-fourths pint imperial; or tea, half a pint imperial; butter, half an ounce; bread, four ounces. (See *Note*.)

*Dinner.*—Bread, six ounces daily, along with the following:—One day in week—Rice soup (without the meat with which it is prepared), one and a half pints imperial; suet pudding (sweetened), two ounces. (Occasionally apples may be used in making this pudding.) Two days in week—Broth, one and a half pints imperial. One day in week—Lentil or pea soup, one and a half pints imperial. One day in week—White fish, eight ounces, with plain butter sauce (one-quarter of an ounce butter to each person). Two days in week—Minced meat, two ounces; with four ounces of potatoes one of the days, and two ounces of suet pudding (unsweetened) the other day.

*Tea, at 4 o'clock.*—Tea, half a pint imperial; bread, three ounces;

butter, half an ounce, four days in the week; and marmalade (or other preserve), half an ounce, on the remaining three days.

*Supper.*—Skimmed milk, three-fourths pint imperial; meal, three ounces, four days in the week; and bread, four ounces (instead of porridge), the remaining three days.

*Note.*—To the members of Class H who prefer a tea, bread-and-butter diet to a porridge-and-milk one, it is recommended that the tea diet be allowed on the four mornings in which they partake of porridge and milk for supper, *i.e.*, three breakfasts and four suppers of porridge and milk in the week, ensuring one such diet daily. It is recommended that Class H be allowed to dine earlier and to sup a little later than the ordinary inmates.

*Cost of one form of Class H Diet.*

	s.	d.
Oatmeal . . . . .	0	2 $\frac{3}{4}$
Bread . . . . .	0	4
Skimmed milk . . . . .	0	6 $\frac{1}{2}$
Soup . . . . .	0	7
Suet pudding . . . . .	0	1
Fish . . . . .	0	1 $\frac{1}{4}$
Mince . . . . .	0	2 $\frac{1}{4}$
Potatoes . . . . .	0	0 $\frac{1}{2}$
Tea . . . . .	0	1 $\frac{1}{4}$
Sweet milk . . . . .	0	1
Sugar . . . . .	0	2 $\frac{1}{4}$
Butter . . . . .	0	4 $\frac{1}{2}$
Total . . . . .	2	10 $\frac{1}{4}$

*Details of cost :—*

Oatmeal, 6 oz. per day = 42 oz. per week, at 12s. 7d. per 140 lbs. = 2 $\frac{3}{4}$ d.

Bread, 9 oz. per day = 63 oz. per week (4 lbs.) at 1d. per lb. = 4d.

Skimmed milk, 1 $\frac{1}{2}$  pints per day = 10 $\frac{1}{2}$  pints per week, at 5d. per gallon = 6 $\frac{1}{2}$ d.

Soup (as in Class A).

Suet pudding (half quantity in Class B) = 1d.

Fish,  $\frac{1}{2}$ -lb., at 23s. per cwt. = 1 $\frac{1}{4}$ d.

Potatoes, 4 oz. =  $\frac{1}{2}$ d.

Mince, 4 oz., at 9d. per lb. = 2 $\frac{1}{4}$ d.

Tea (as in Class D).

Sweet milk (as in Class D).

Sugar (as in Class D).

Butter (as in Class D).

### SUMMARY OF WEEKLY COST PER INMATE.

		s.	d.	
Class A (probationary)	.	1	6 $\frac{1}{4}$	per inmate.
Class B (non-workers)	.	1	10 $\frac{3}{4}$	„
Class C (workers)	.	2	5 $\frac{3}{4}$	„
Class D (infirm)	.	2	8	„
Class E (children)	.	2	4 $\frac{1}{4}$	„
Class F ( „ )	.	1	9	„
Class G ( „ )	.	1	0 $\frac{1}{2}$	„
Class H (privileged)	.	2	10 $\frac{1}{4}$	„

As already stated, these figures are not hypothetical, but taken from the accounts of the Buchan Combination Poorhouse. The contract price of supplies has been stated in every instance. In certain localities the price here quoted for oatmeal (12s. 7d. for 10 stones), for flour (15s. per cwt.), for sugar (20s. 3d. per cwt.), for beef (4 $\frac{1}{2}$ d. per lb.), may vary, but it should be easy to calculate the differences, and to explain in every case why the cost varies from the figures now shown. It is quite evident that a good and varied diet can be provided for less than 3s. per week. This is also shown in the tables framed by Dr. Johnston. In practice it is found that, if the inmates are not given definite portions of food, but permitted to eat according to appetite, the quantities prescribed in the Board's scale are more than what is actually used. When a fixed quantity of food is placed before every inmate, he either eats it or leaves part. In the latter case the food, having been handled, has to be given to the pigs. This wasteful practice might easily be prevented by giving out smaller quantities in the first instance, with extra helpings to those who wished more. After a few days' experience it would be found that a much smaller quantity of food would suffice. In fact, the practical way of looking at a diet scale in an institution such as a poorhouse is this: an inmate is entitled, if he so wishes, to consume a certain quantity of food; but the appetite of the inmates, as a whole, is the factor which will determine the quantity of food to be prepared for each meal. Large quantities of waste imply bad



kitchen administration. Economy of food would be further promoted by placing the inmates at small tables, and giving the food in large dishes to a reliable inmate at each table, whose function it would be to help the others to what they required. The present system of serving out specific rations of bread, soup, meat, potatoes, &c., to inmates seated at church-pew book-boards is not only unpleasant to see, but wastes both the food and the time of the officials.

### VARIATIONS OF DIET PROVIDED BY THE BOARD'S SCALE.

1. The suet pudding shall be made with one ounce of suet to every three ounces of flour. It should be sweetened when eaten as a pudding, and unsweetened when partaken of with the meat.<sup>1</sup>

2. The bread, except for Class G (Seventh Rate), may be of such sort as is generally used by the labouring population in the parish or parishes to which the poorhouse belongs.

3. The broth shall be made with two ounces of meat exclusive of bone, two ounces of barley, half an ounce of peas, one and a half ounces of carrots, turnips, or other vegetables approved by the Medical Officer, and a due quantity of salt, for each ration of one and a half pints imperial; and for other quantities in the like proportions.

4. The rice soup for Class D (Fourth Rate) and for Class H (Eighth Rate) shall be so made that for each ration for an infirm inmate there shall be four ounces of meat (which shall be left in the soup or not, as the Medical Officer shall direct, in each case); rice, one and a half ounces; vegetables, two ounces; salt and pepper, the due quantity.

5. The tea for Class D (Fourth Rate) and for Class H (Eighth Rate) shall be made with—sugar, half an ounce; new milk, one ounce; and tea, one-eighth of an ounce for each half-pint imperial.

6. In the *First*, *Second* and *Third* Rates there may be substituted, not more than three times a week, for the broth at dinner, one and a

<sup>1</sup> Suet pudding is not usually eaten with meat. In most poorhouses the suet pudding is rejected unless it contains a small quantity of currants and raisins, and has been sweetened with syrup or sugar.



half pints imperial of *pea soup*, made with two ounces of whole or split peas, one and a half ounces of pease-flour, one ounce of vegetables, and a due proportion of salt and pepper.

7. In the *Second*, *Third* and *Fourth* Rates there may be substituted, not more than once a week, for the broth at dinner, three ounces of skimmed-milk cheese; and for the broth and meat together, four and a half ounces.

8. In the *Second* and *Fourth* Rates there may be substituted, not more than twice a week, for the broth at dinner, eight ounces of white fish; and in the *Third* and *Fourth* Rates, twelve ounces of white fish, for the broth and meat together.

9. In the *First* Rate there may be substituted, not more than twice a week, for the bread and broth at dinner, one and a half pounds of boiled potatoes, with three-fourths of a pint imperial of butter-milk; in the *Second* and *Fourth* Rates, two pounds of boiled potatoes, with three-fourths of an imperial pint of skimmed milk; and in the *Third* Rate, for the bread, broth and meat together, three pounds of boiled potatoes, with one imperial pint of skimmed milk; while in the *Fourth* Rate, when a member of Class D is earning beef, he, or she, may be allowed eight ounces of potatoes as a substitute for the rice soup or broth.

10. The House Committee may, under the written advice of the Medical Officer or Medical Officers, and by an order entered in the minutes of their proceedings, direct the use of other articles, in other proportions than the above, whenever the scarcity of any article, the season of the year, or any circumstance affecting the sanitary condition of the inmates, shall be deemed to justify such changes; but, in any such change, there shall be no diminution of the amount of nutriment, or of the proportion of nitrogenous or azotised nutriment required by these rules, unless with the previous consent of the Local Government Board.

15. The diet for any inmate who is under medical treatment shall be such as the Medical Officer shall prescribe for him, and shall enter in a book, to be kept for that purpose, and to be called "The Medical Officer's Sick-Diet Book," which shall be submitted to the House Committee at every ordinary meeting.

**MILK.**

Butter-milk has now largely fallen into disuse. Sweet milk has generally replaced skimmed milk,  $\frac{1}{2}$ -pint of sweet milk being regarded as equivalent to  $\frac{3}{4}$ -pint of skimmed milk. Where milk is given at only one meal, it is usual to give  $\frac{3}{4}$ -pint of sweet milk as in the preceding diets.

**SPECIMEN DIETS FRAMED BY J. M. JOHNSTON, M.A., M.D.,  
WITH A VIEW TO AFFORDING THE INMATES GREATER  
VARIETY AT SINGLE MEALS.**

Dr. J. M. Johnston, the Medical Superintendent of the District Hospitals of the Parish of Glasgow and formerly Medical Officer of the City Poorhouse, Glasgow, has kindly drawn up the following tables of diet for the guidance of House Committees who are desirous, without appreciably increasing the cost, to give the inmates a more varied form of diet. These diets, now suggested, contain an amount of nourishment equivalent to that in the Board's scale. Dr. Johnston has also provided a comparison of cost with the Board's scale.

**CLASS C.**

*(For Workers and Healthy Inmates.)*

**BREAKFAST.**

Daily.—2 oz. oatmeal,  $\frac{1}{2}$ -pint skimmed milk,  $\frac{1}{2}$ -pint tea, 4 oz. bread,  $\frac{1}{4}$ -oz. margarine. Tea made with  $\frac{1}{12}$ -oz. tea,  $\frac{1}{2}$ -oz. sugar, 1 oz. skimmed milk.

**DINNER.**

Sunday.—Lentil or pea soup, 1 pint (soup made with 1 oz. bone or  $\frac{1}{2}$ -oz. meat only, 2 oz. split peas or lentils, 1 oz. mixed vegetables), 4 oz. bread. Rice pudding (2 oz. rice, 1 oz. sugar,  $\frac{1}{2}$ -pint sweet milk).

Monday.—Broth,  $1\frac{1}{2}$ -pints (as per scale, 6 oz. beef, boiled in soup, 2 oz. barley,  $\frac{1}{2}$ -oz. peas,  $1\frac{1}{2}$ -oz. mixed vegetables), about 4 oz. beef when cooked, 2 oz. bread, 8 oz. potatoes.

Tuesday.—Stewed meat, 4 oz., with 4 oz. turnip, carrot and onion

mixed, 12 oz. potatoes. Bread pudding made with 3 oz. bread, 1 oz. sugar,  $\frac{1}{2}$ -oz. currants,  $\frac{1}{2}$ -oz. flour, and 1 oz. suet.

Wednesday.—Potato soup,  $1\frac{1}{2}$  pints (4 oz. potatoes, 2 oz. mixed vegetables, 6 oz. beef, boiled in soup), about 4 oz. beef when cooked, 4 oz. bread.

Thursday.—Rice soup,  $1\frac{1}{2}$  pints (1 oz. rice,  $\frac{1}{2}$ -oz. vegetables), the vegetables to consist of onions or leeks and parsley, 6 oz. mutton with bone is boiled in soup; mutton, about 4 oz. when cooked, 2 oz. bread, 8 oz. potatoes.

Friday.—Fresh fish, 12 oz., 12 oz. potatoes. Suet pudding sweetened (3 oz. flour, 1 oz. suet, 1 oz. sugar;  $\frac{1}{2}$ -oz. currants may be added occasionally).

Saturday.—Same as Monday. Broth, bread, beef and potatoes.

#### SUPPER.

8 oz. bread,  $\frac{1}{2}$ -oz. margarine, 1 pint tea (made with  $\frac{1}{8}$ -oz. tea, 1 oz. sugar,  $1\frac{1}{2}$  oz. milk), 1 oz. cheese, three days per week on alternate nights, with meal, 4 oz., skimmed milk,  $\frac{3}{4}$ -pint, four days per week.

#### *Cost of Class C Diet.*

##### BREAKFAST.

14 oz. oatmeal	@	30/3	per 280 lbs.	=	$1\frac{1}{8}$	} / $6\frac{3}{8}$
$15\frac{2}{3}$ gills skimmed milk	„	/5	„ gallon.	=	$2\frac{3}{8}$	
$\frac{7}{12}$ oz. tea	„	1/3	„ lb.	=	$\frac{4}{8}$	
$1\frac{3}{4}$ lb. bread	„	$1/8\frac{1}{4}$	„ 24 lbs.	=	$1\frac{4}{8}$	
$1\frac{3}{4}$ oz. margarine	„	46/	„ 112 lbs.	=	$\frac{4}{8}$	
$3\frac{1}{2}$ oz. sugar	„	16/6	„ 112 lbs.	=	$\frac{2}{8}$	

##### DINNER.

25 oz. beef	@	$4\frac{1}{8}$	per lb.	=	$6\frac{4}{8}$	} / $1/3\frac{1}{8}$
2 oz. suet	„	$3\frac{1}{4}$	„ lb.	=	$\frac{3}{8}$	
6 oz. mutton	„	$6\frac{1}{2}$	„ lb.	=	$2\frac{7}{8}$	
2 oz. split peas	„	23/6	„ 280 lbs.	=	$\frac{1}{8}$	
$10\frac{1}{2}$ oz. vegetables	„	$0\frac{1}{2}$	„ lb.	=	$\frac{2}{8}$	
17 oz. bread	„	$1/8\frac{1}{4}$	„ 24 lbs.	=	$\frac{7}{8}$	
3 oz. rice	„	10/6	„ 112 lbs.	=	$\frac{2}{8}$	
3 oz. sugar	„	16/6	„ 112 lbs.	=	$\frac{2}{8}$	
2 gills sweet milk	„	$8\frac{1}{4}$	„ gallon	=	$\frac{4}{8}$	
4 oz. barley	„	25/3	„ 280 lbs.	=	$\frac{2}{8}$	
1 oz. peas	„	24/	„ 280 lbs.	=	—	
52 oz. potatoes	„	75/	„ ton	=	$1\frac{2}{8}$	
$\frac{1}{2}$ -oz. currants	„	29/	„ 112 lbs.	=	—	
$3\frac{1}{2}$ oz. flour	„	22/9	„ 280 lbs.	=	$\frac{2}{8}$	
12 oz. fish	„	$1\frac{3}{4}$	„ lb.	=	$1\frac{2}{8}$	



SUPPER.

(Three nights—tea, bread, &c. Four nights—porridge and milk.)

24 oz. bread	@	$1/8\frac{1}{4}$	per 24 lbs.	=	$1\frac{12}{16}$	}	$/6\frac{5}{8}$	
$1\frac{1}{2}$ oz. margarine	,,	46/	,, 112 lbs.	=	$\frac{12}{16}$			
$\frac{1}{2}$ -oz. tea	,,	$1/3$	,, lb.	=	$\frac{4}{16}$			
3 oz. sugar	,,	16/6	,, 112 lbs.	=	$\frac{12}{16}$			
1 gill sweet milk	,,	$/8\frac{1}{4}$	,, gallon	=	$\frac{12}{16}$			
16 oz. oatmeal	,,	30/3	,, 280 lbs.	=	$1\frac{12}{16}$	}		
3 pints skimmed milk	,,	$/5$	,, gallon	=	$1\frac{1}{8}$			
3 oz. cheese	,,	53/	,, cwt.	=	1			
						<hr/>		
						$2/4\frac{1}{8}$		

*Cost of Class C Diet prescribed by Local Government Board  
(as estimated by Dr. Johnston).*

BREAKFAST.

28 oz. oatmeal	@	30/3	per 280 lbs.	=	2 $\frac{2}{16}$	}	/5 $\frac{4}{8}$
5 $\frac{1}{4}$ pints skimmed milk	,,	/5	,, gallon	=	3 $\frac{12}{16}$		

DINNER.<sup>1</sup>

56 oz. bread	@	$1/8\frac{1}{4}$	per 24 lbs.	=	3	}	1/5
42 oz. butcher meat	,,	$/4\frac{1}{8}$	,, lb.	=	$10\frac{6}{16}$		
4 oz. split peas	,,	$23/6$	,, 280 lbs.	=	$\frac{12}{16}$		
3 oz. pease-meal	,,	$25/$	,, 280 lbs.	=	$\frac{1}{8}$		
6 oz. flour	,,	$22/9$	,, 280 lbs.	=	$\frac{3}{8}$		
2 oz. suet	,,	$/3\frac{1}{4}$	,, lb.	=	$\frac{3}{8}$		
8 oz. vegetables	,,	$/0\frac{1}{2}$	,, lb.	=	$\frac{12}{16}$		
8 oz. barley	,,	$25/3$	,, 280 lbs.	=	$\frac{4}{16}$		
2 oz. peas	,,	$24/$	,, 280 lbs.	=	$\frac{1}{8}$		
12 oz. fresh fish	,,	$/1\frac{3}{4}$	,, lb.	=	$1\frac{12}{16}$		
1 oz. sugar	,,	$16/6$	,, 112 lbs.	=		<hr/>	

<sup>1</sup> *Remarks.*—Bread, broth, and boiled meat, four days.  
Bread, pea soup, and boiled meat, one day.  
Bread, pea soup, boiled meat, and suet pudding (unsweetened),  
one day.  
Bread, fresh fish and suet pudding (sweetened), one day.  
7 oz. butcher meat is required to produce 4 oz. boiled meat  
(3 oz. being allowed for bone, loss in cooking, &c.).  
No potatoes in any of the above dinners.



## POORHOUSE DIETARY

## SUPPER.

28 oz. oatmeal	@	30/3	per 280 lbs.	=	$2\frac{2}{8}$	} / $5\frac{4}{8}$
$5\frac{1}{4}$ pints skimmed milk	„	/5	„ gallon	=	$3\frac{2}{8}$	
						<hr/> 2/4

The cost, based on Buehan Combination Poorhouse figures, amounted to 2s. 5 $\frac{3}{4}$ d.

*Class D Diet.*

(*For Infirm Inmates.*)

## BREAKFAST.

2 oz. oatmeal,  $\frac{1}{2}$ -pint sweet milk,  $\frac{1}{2}$ -pint tea, 3 oz. bread with  $\frac{1}{4}$ -oz. margarine.

(Tea prepared as in Diet C.)

## DINNER.

Sunday.—Same as Class C, but 3 oz. bread instead of 4 oz.

Monday.—1 pint broth made to scale as per Class C, but with  $1\frac{1}{2}$  oz. of meat or 3 oz. bone per pint, 4 oz. minced meat with 8 oz. potatoes, 2 oz. bread.

Tuesday.—4 oz. stewed meat and vegetables as per Class C, 12 oz. potatoes, bread pudding, a smaller portion (about  $3\frac{1}{2}$  or 4 oz. would do).

Wednesday.—1 pint potato soup (made to same scale as per Class C, but with  $1\frac{1}{2}$  oz. meat or 3 oz. bone per pint), 4 oz. mince, 4 oz. bread.

Thursday.—Rice soup (1 pint made as per Class C), mutton 4 oz. before cooking, 2 oz. bread, 8 oz. potatoes.

Friday.—8 oz. fresh fish, 8 oz. potatoes, rice or sago pudding (made with 2 oz. rice or sago,  $\frac{1}{2}$ -pint sweet milk, 1 oz. sugar,  $\frac{1}{2}$ -oz. margarine) with  $\frac{1}{4}$ -pint sweet milk.

Saturday.—Broth, bread, mince, and potatoes same as Monday.

## SUPPER.

6 oz. bread with  $\frac{3}{4}$ -pint tea made to same scale as Class C,  $\frac{1}{2}$ -oz. margarine, with  $\frac{3}{4}$ -oz. jam or  $\frac{3}{4}$ -oz. cheese alternately.

*Note.*—Tea  $\frac{1}{4}$ -oz. to 1 pint is found too much for large quantity. Bread should be cut 8 slices to 2 lb. loaf, cut in two, and handed round on plates, and broken bread reduced to a minimum. Bread and margarine could be given *ad lib.*, and I am certain a good deal of present waste would be avoided. Further, there would then be no necessity or excuse for inmates hoarding up broken bread, as they do extensively at present.

*Cost of Class D. Diet.*

BREAKFAST.

14 oz. oatmeal	@	30/3	per 280 lbs.	=	$1\frac{1}{8}$	} / $7\frac{3}{8}$
$3\frac{1}{2}$ pint sweet milk	,,	/8 $\frac{1}{4}$	,, gallon	=	$3\frac{4}{8}$	
$\frac{7}{12}$ -oz. tea	,,	1/3	,, lb.	=	$\frac{4}{8}$	
$3\frac{1}{2}$ oz. sugar	,,	16/6	,, 112 lbs.	=	$\frac{3}{8}$	
7 oz. skimmed milk	,,	/5	,, gallon	=	$\frac{12}{8}$	
21 oz. bread	,,	1/8 $\frac{1}{4}$	,, 24 lbs.	=	$1\frac{1}{8}$	
$1\frac{3}{4}$ oz. margarine	,,	46/	,, 112 lbs.	=	$\frac{4}{8}$	

DINNER.

23 oz. butcher meat	@	/4 $\frac{1}{8}$	per lb.	=	$5\frac{7}{8}$	} 1/1 $\frac{1}{8}$
2 oz. split peas	,,	23/6	,, 280 lbs.	=	$\frac{1}{8}$	
$8\frac{2}{3}$ oz. vegetables	,,	/0 $\frac{1}{2}$	,, lb.	=	$\frac{12}{8}$	
15 oz. bread	,,	1/8 $\frac{1}{4}$	,, 24 lbs.	=	$\frac{6}{8}$	
$2\frac{2}{3}$ oz. rice	,,	10/6	,, 112 lbs.	=	$\frac{12}{8}$	
$2\frac{3}{4}$ oz. sugar	,,	16/6	,, 112 lbs.	=	$\frac{12}{8}$	
$1\frac{1}{4}$ pints sweet milk	,,	/8 $\frac{1}{4}$	,, gallon	=	$1\frac{12}{8}$	
$2\frac{2}{3}$ oz. barley	,,	25/3	,, 280 lbs.	=	$\frac{1}{8}$	
$\frac{2}{3}$ -oz. peas	,,	24/	,, 280 lbs.	=	—	
$46\frac{2}{3}$ oz. potatoes	,,	75/	,, ton	=	$1\frac{12}{8}$	
$\frac{1}{2}$ -oz. margarine	,,	46/	,, 112 lbs.	=	$\frac{1}{8}$	
8 oz. fish	,,	/1 $\frac{3}{4}$	,, lb.	=	$\frac{7}{8}$	
$\frac{1}{4}$ -oz. currants	,,	29/	,, 112 lbs.	=	—	
$\frac{1}{4}$ -oz. flour	,,	22/9	,, 280 lbs.	=	—	
$\frac{3}{4}$ -oz. suet	,,	/3 $\frac{1}{4}$	,, lb.	=	$\frac{12}{8}$	
4 oz. mutton	,,	/6 $\frac{1}{2}$	,, lb.	=	$1\frac{6}{8}$	
2 oz. sago	,,	14/	,, 112 lbs.	=	$\frac{12}{8}$	

SUPPER.

42 oz. bread	@	1/8 $\frac{1}{4}$	per 24 lbs.	=	$2\frac{12}{8}$	} / $6\frac{1}{8}$
$\frac{7}{8}$ -oz. tea	,,	1/3	,, lb.	=	$\frac{7}{8}$	
$5\frac{1}{4}$ oz. sugar	,,	16/6	,, 112 lbs.	=	$\frac{4}{8}$	
$7\frac{7}{8}$ oz. sweet milk	,,	/8 $\frac{1}{4}$	,, gallon	=	$\frac{3}{8}$	
$3\frac{1}{2}$ oz. margarine	,,	46/	,, 112 lbs.	=	1	
3 oz. jam	,,	20/6	,, 112 lbs.	=	$\frac{3}{8}$	
$2\frac{1}{4}$ oz. cheese	,,	53/	,, 112 lbs.	=	$\frac{6}{8}$	
					<u><math>2/2\frac{3}{4}</math></u>	

*Remarks.*—In the dinners, bone is charged two days and beef two days in the soup.

In the suppers four days jam and three days cheese.

*Cost of Class D Diet prescribed by Local Government Board  
(as estimated by Dr. Johnston).*

## BREAKFAST.

28 oz. oatmeal	@	30/3	per 280 lbs.	=	$2\frac{2}{8}$	} / $5\frac{4}{8}$
$5\frac{1}{4}$ pints skimmed milk	„	/5	„ gallon	=	$3\frac{2}{8}$	

## DINNER.

36 oz. bread	„	$1/8\frac{1}{4}$	per 24 lbs.	=	$1\frac{7}{8}$	} / $10\frac{1}{2}$
20 oz. butcher meat	„	$/4\frac{1}{8}$	„ lb.	=	$5\frac{1}{8}$	
3 oz. rice	„	10/6	„ 112 lbs.	=	$\frac{2}{8}$	
7 oz. vegetables	„	$/0\frac{1}{2}$	„ lb.	=	$\frac{2}{8}$	
4 oz. barley	„	25/3	„ 280 lbs.	=	$\frac{2}{8}$	
1 oz. peas	„	24/	„ 280 lbs.	=	—	
40 oz. potatoes	„	75/	„ ton	=	1	
12 oz. fresh fish	„	$/1\frac{3}{4}$	„ lb.	=	$1\frac{2}{8}$	
3 gills skimmed milk	„	/5	„ gallon	=	$\frac{4}{8}$	

## SUPPER.

42 oz. bread	@	$1/8\frac{1}{4}$	per 24 lbs.	=	$2\frac{2}{8}$	} / $4\frac{7}{8}$
$3\frac{1}{2}$ oz. margarine	„	46/	„ 112 lbs.	=	1	
$\frac{7}{8}$ -oz. tea	„	1/3	„ lb.	=	$\frac{7}{8}$	
$3\frac{1}{2}$ oz. sugar	„	16/6	„ 112 lbs.	=	$\frac{3}{8}$	
7 oz. sweet milk	„	$/8\frac{1}{4}$	„ gallon	=	$\frac{3}{8}$	
					<u><math>1/8\frac{7}{8}</math></u>	

*Remarks.*—Bread and rice soup, two days.  
Bread and broth, two days.  
Bread, meat and potatoes, one day.  
Bread and fresh fish, one day.  
Potatoes and skimmed milk, one day.

## CLASS E.

*Children between Five and Fifteen Years of Age.*

Half of Class C diet. Cost per head per week,  $1/2\frac{1}{10}$ .

## CLASS F.

*Children Above Two but Under Five Years of Age.*

## BREAKFAST.

1 oz. oatmeal made into porridge, with 6 oz. sweet milk; 4 oz. sweet milk with 2 oz. bread,  $\frac{1}{4}$ -oz. margarine.

LUNCH.

Cocoa  $\frac{1}{4}$ -pint (made with  $\frac{1}{16}$ -oz. cocoa,  $2\frac{1}{2}$  oz. sweet milk,  $\frac{1}{4}$ -oz. sugar), bread, 2 oz., jam or jelly,  $\frac{1}{2}$ -oz.

DINNER.

Sunday.— $\frac{1}{2}$ -pint lentil soup (made to scale of C diet), 1 to 2 oz. bread, rice pudding and milk (1 oz. rice,  $\frac{1}{2}$ -oz. sugar,  $\frac{1}{4}$ -pint sweet milk, also to scale of C diet).

Monday.— $\frac{1}{2}$ -pint broth (made to scale of C diet), 1 oz. bread, 2 oz. minced meat, mashed potatoes up to 4 oz.

Tuesday.—2 oz. stewed meat with vegetables to scale of class C, 4 oz. potatoes, bread pudding as per Class C, 2 oz., with  $\frac{1}{4}$ -pint sweet milk.

Wednesday.— $\frac{1}{2}$ -pint potato soup (scale Class C), 2 oz. mince with 2 oz. bread.

Thursday.—Rice soup,  $\frac{1}{2}$ -pint (scale Class C), 1 oz. bread, 2 oz. mutton minced with 4 oz. potatoes.

Friday.—Rice up to 2 oz., with sugar  $\frac{1}{2}$  to 1 oz.;  $\frac{1}{2}$ -egg and milk up to  $\frac{1}{2}$ -pint, bread 1 to 2 oz., with jam up to  $\frac{1}{2}$  an ounce.

Saturday.—Same as Monday.

SUPPER.

Meal 2 oz., made into porridge with  $\frac{1}{2}$ -pint sweet milk on alternate nights; with bread 2 to 3 oz., made into slops with  $\frac{1}{2}$ -pint sweet milk and  $\frac{1}{2}$ -oz. sugar.

*Cost of F Diet.*

BREAKFAST.

7 oz. oatmeal	@	30/3	per 280 lbs.	=	$\frac{9}{16}$
70 oz. sweet milk	,,	/8 $\frac{1}{4}$	,, gallon	=	$3\frac{8}{16}$
14 oz. bread	,,	1/8 $\frac{1}{4}$	,, 24 lbs.	=	$\frac{12}{16}$
1 $\frac{3}{4}$ oz. margarine	,,	46/	,, 112 lbs.	=	$\frac{8}{16}$
					$\left. \begin{array}{l} \frac{9}{16} \\ 3\frac{8}{16} \\ \frac{12}{16} \\ \frac{8}{16} \end{array} \right\} / 5\frac{5}{16}$

LUNCH.

$\frac{7}{16}$ -oz. cocoa	@	2/	per lb.	=	$\frac{9}{16}$
17 $\frac{1}{2}$ oz. sweet milk	,,	/8 $\frac{1}{4}$	,, gallon	=	$\frac{13}{16}$
1 $\frac{3}{4}$ oz. sugar	,,	16/6	,, 112 lbs.	=	$\frac{3}{16}$
14 oz. bread	,,	1/8 $\frac{1}{4}$	,, 24 lbs.	=	$\frac{12}{16}$
3 $\frac{1}{2}$ oz. jelly	,,	20/6	,, 112 lbs.	=	$\frac{8}{16}$
					$\left. \begin{array}{l} \frac{9}{16} \\ \frac{13}{16} \\ \frac{3}{16} \\ \frac{12}{16} \\ \frac{8}{16} \end{array} \right\} / 2\frac{1}{16}$



## DINNER.

10 oz. bread	@	1/8 $\frac{1}{4}$	per 24 lbs.	=	$\frac{8}{16}$	} / 5 $\frac{1}{16}$
8 $\frac{1}{2}$ oz. beef	,,	/4 $\frac{1}{8}$	„ lb.	=	2	
1 oz. lentils	,,	13/3	„ 100 lbs.	=	$\frac{1}{16}$	
4 $\frac{1}{3}$ oz. vegetables	,,	/0 $\frac{1}{2}$ d.	„ lb.	=	$\frac{2}{16}$	
3 $\frac{1}{3}$ oz. rice	,,	10/6	„ 112 lbs.	=	$\frac{4}{16}$	
1 $\frac{1}{3}$ oz. sugar	,,	16/6	„ 112 lbs.	=	$\frac{2}{16}$	
1 pint sweet milk	,,	/8 $\frac{1}{4}$	„ gallon	=	1	
1 $\frac{1}{3}$ oz. barley	,,	25/3	„ 280 lbs.	=	$\frac{1}{16}$	
$\frac{1}{3}$ -oz. peas	,,	24/	„ 280 lbs.	=	—	
17 $\frac{1}{3}$ oz. potatoes	,,	75/	„ ton	=	$\frac{6}{16}$	
$\frac{1}{4}$ -oz. currants	,,	29/	„ 112 lb.	=	—	
$\frac{1}{6}$ -oz. flour	,,	22/9	„ 280 lbs.	=	—	
$\frac{1}{3}$ -oz. suet	,,	/3 $\frac{1}{4}$	„ lb.	=	$\frac{1}{16}$	
2 oz. mutton	,,	/6 $\frac{1}{2}$	„ lb.	=	$\frac{1}{16}$	
$\frac{1}{2}$ an egg	,,	8/4	„ 120	=	$\frac{6}{16}$	
$\frac{1}{2}$ -oz. jelly	,,	20/6	„ 112 lbs.	=	$\frac{1}{16}$	

SUPPER.<sup>1</sup>

8 oz. oatmeal	@	30/3	per 280 lbs.	=	$\frac{10}{16}$	} / 4 $\frac{9}{16}$
2 pints sweet milk	,,	/8 $\frac{1}{4}$	„ gallon	=	2	
6 oz. bread	,,	1/8 $\frac{1}{4}$	„ 24 lbs.	=	$\frac{5}{16}$	
1 $\frac{1}{2}$ pints sweet milk	,,	/8 $\frac{1}{4}$	„ gallon	=	1 $\frac{8}{16}$	
1 $\frac{1}{2}$ oz. sugar	,,	16/6	„ 112 lbs.	=	$\frac{2}{16}$	
					<u>1/6<math>\frac{7}{16}</math></u>	

*Cost of Class F Diet prescribed by Local Government Board  
(as estimated by Dr. Johnston).*

## BREAKFAST.

24 $\frac{1}{2}$ oz. oatmeal	@	30/3	per 280 lbs.	=	1 $\frac{5}{16}$	} / 5 $\frac{7}{16}$
3 $\frac{1}{2}$ pints sweet milk	,,	/8 $\frac{1}{4}$	„ gallon	=	3 $\frac{8}{16}$	

## LUNCH.

14 oz. bread	@	1/8 $\frac{1}{4}$	per 24 lbs.	=	$\frac{2}{16}$	} / 2 $\frac{8}{16}$
1 $\frac{3}{4}$ pints sweet milk	,,	/8 $\frac{1}{4}$	„ gallon	=	1 $\frac{10}{16}$	

## DINNER.

35 oz. bread	@	1/8 $\frac{1}{4}$	per 24 lbs.	=	1 $\frac{1}{16}$	} / 4 $\frac{5}{16}$
1 $\frac{1}{2}$ oz. rice	,,	10/6	„ 112 lbs.	=	$\frac{2}{16}$	
5 $\frac{1}{4}$ oz. vegetables	,,	0 $\frac{1}{2}$ d.	„ lb.	=	$\frac{5}{16}$	
7 oz. beef	,,	/4 $\frac{1}{8}$	„ lb.	=	1 $\frac{1}{16}$	
3 oz. barley	,,	25/3	„ 280 lbs.	=	$\frac{3}{16}$	
$\frac{3}{4}$ -oz. peas	,,	24/	„ 280 lbs.	=	—	
2 oz. split peas	,,	23/6	„ 280 lbs.	=	$\frac{2}{16}$	
1 $\frac{1}{2}$ oz. pease meal	,,	25/	„ 280 lbs.	=	$\frac{1}{16}$	

<sup>1</sup> In the suppers, four nights porridge and three nights slops.

SUPPER.

21 oz. oatmeal	@	30/3	per 280 lbs.	=	$1\frac{11}{18}$
$3\frac{1}{2}$ pints sweet milk	„	/8 $\frac{1}{4}$	„ gallon	=	$3\frac{8}{18}$
					$\frac{1}{5\frac{3}{18}}$
					<hr/>
					$1/5\frac{7}{18}$

CLASS G.

(For Infants under Two Years of Age.)

Infants when fed by hand should be given a mixture of humanised, peptonised, or sterilised milk, but this should be under the direction of the Medical Officer, with the practical attention of a trained nurse. When several teeth are cut, and the child is about nine months old, boiled bread or meal can be added.

For infants of a year old, two pints of milk should be allowed.

*The following Diet would suit a child between One and Two Years of Age.*

7 A.M.—Porridge and milk (1 oz. meal, 8 to 10 oz. of milk).

10.30 A.M.—1 oz. to 2 oz. of bread,  $\frac{1}{2}$ -oz. sugar in 8 to 10 oz. of boiled milk.

2 P.M.—Strained soup, 8 to 10 oz., with 2 to 4 oz. mashed potatoes.

5.30 P.M.—1 oz. tapioca, ground rice or sago, boiled with 8 to 10 oz. milk,  $\frac{1}{2}$ -oz. sugar.

9 P.M.—8 to 10 oz. milk, or kept for night.

*Addendum.*—A soft boiled or switched egg may be added occasionally. Say  $\frac{1}{2}$ -egg twice per week.

Cost of diet for child between one and two years of age for week,  $1/7\frac{15}{18}$ ths; in all cases the maximum quantity is valued.

[In preparing these tables I have been indebted for valuable assistance to Miss Merchant and to Mr. G. Goodall, of the Eastern District Hospital. —J. McC. J.]

HOSPITAL DIETARY.

The dietary of the Sick is wholly within the discretion of the Medical Officer of the poorhouse. In large hospitals, however, it is usual to have some form of standard diet which the Medical Officer will vary as circumstances indicate. For the information of medical officers, the following scale of diet in use in the District Hospitals of the Parish of Glasgow is given here:—

# DIETARY TABLES IN THE DISTRICT HOSPITALS OF THE PARISH OF GLASGOW.

## No. 1 Diet.

EARLY TEA (6.30 A.M.).—Tea,  $\frac{1}{2}$ -pint; bread and butter.

*Quantities.*— $\frac{1}{8}$ -oz. tea,  $\frac{1}{2}$ -oz. sugar,  $\frac{3}{8}$ -oz. butter,  $\frac{1}{4}$ -gill milk, bread *ad lib.*

BREAKFAST (9 A.M.).—Porridge,  $\frac{1}{2}$ -pint; milk,  $\frac{1}{2}$ -pint; tea,  $\frac{1}{2}$ -pint; bread and butter.

*Quantities.*— $\frac{1}{8}$ -oz. tea,  $\frac{1}{2}$ -oz. sugar,  $\frac{3}{8}$ -oz. butter,  $\frac{1}{4}$ -gill milk, 2 oz. oatmeal, bread *ad lib.*

## DINNERS (1 P.M.).

Sunday.—Lentil or pea soup, 1 pint, rice pudding, and bread.

*Quantities.*— $2\frac{1}{2}$  oz. split peas or lentils, 1 oz. vegetables, 1 oz. bone or  $\frac{1}{2}$ -oz. meat, 2 oz. rice, 1 oz. sugar,  $\frac{1}{2}$ -oz. butter,  $\frac{1}{2}$ -pint milk, bread *ad lib.*

Monday.—Broth, 1 pint; meat, 6 oz.; potatoes, 12 oz.; bread.

*Quantities.*— $1\frac{1}{2}$  oz. barley,  $\frac{1}{2}$ -oz. peas,  $1\frac{1}{2}$  oz. mixed vegetables, bread *ad lib.*

Tuesday.—Stewed meat, 6 oz.; vegetables, 6 oz.; potatoes, 12 oz.; bread; bread pudding.

*Quantities.*— $\frac{1}{2}$ -oz. currants, 1 oz. sugar,  $\frac{1}{2}$ -pint milk, bread *ad lib.*

Wednesday.—Broth, 1 pint; meat, 6 oz.; potatoes, 12 oz.; bread.

*Quantities.*— $1\frac{1}{2}$  oz. barley,  $\frac{1}{2}$ -oz. peas,  $1\frac{1}{2}$  oz. mixed vegetables, bread *ad lib.*

Thursday.—Rice soup, 1 pint; mutton, 6 oz.; potatoes, 12 oz.; bread.

*Quantities.*—1 oz. rice,  $\frac{1}{2}$ -oz. vegetables; bread *ad lib.*

Friday.—Fish, 12 oz.; potatoes, 12 oz.; semolina or ground rice pudding; bread.

*Quantities.*— $\frac{1}{2}$ -oz. sauce,  $\frac{1}{2}$ -oz. flour, 1 oz. butter,  $\frac{3}{8}$ -gill milk, 2 oz. semolina or ground rice, 1 oz. sugar,  $\frac{1}{2}$ -pint milk, bread *ad lib.*

Saturday.—Potato soup, 1 pint; meat, 6 oz.; potatoes, 12 oz.; bread.

*Quantities.*—4 oz. potatoes, 2 oz. vegetables, bread *ad lib.*

TEA (5 P.M.).—Tea, 1 pint; bread and butter; cheese or jam, 1 oz. alternate nights.

*Quantities.*— $\frac{1}{4}$ -oz. tea, 1 oz. sugar,  $\frac{1}{2}$ -gill milk,  $\frac{3}{4}$ -oz. butter, bread *ad lib.*

*No. 2 Diet.*

(This is a low or non-stimulating diet for patients for whom  
No. 1 Diet is unsuitable.)

BREAKFAST (9 A.M.)—Milk,  $1\frac{1}{2}$  pints ; sugar,  $\frac{1}{2}$ -oz. ; bread *ad lib.*

DINNERS (1 P.M.).—Rice, ground rice, semolina, &c.,  $2\frac{1}{2}$  oz. boiled in  
1 pint of milk ; sugar,  $\frac{3}{4}$ -oz.

*Quantities.*—1 pint milk, bread *ad lib.*

TEA (5 P.M.).—Tea, 1 pint ; bread ; jam ; 1 oz. three days a week.

*Quantities.*— $\frac{1}{4}$ -oz. tea, 1 oz. sugar,  $\frac{1}{2}$ -gill milk, bread *ad lib.*



## CHAPTER V.

### POORHOUSE BOOKKEEPING AND FINANCE.

POORHOUSE bookkeeping is comparatively simple, being essentially the detailed record (kept chiefly for purposes of audit) of the receipt and issue of the provisions, furnishings, &c., required in the poorhouse. But even in a small poorhouse there is a large amount of clerical labour involved in keeping the books. It may be stated as an axiom that, except in the smallest poorhouses, no Governor can efficiently overtake his administrative work and conduct the poorhouse properly unless he has clerical assistance. In many poorhouses this truth has been realised, and a boy or girl clerk, whose principal duty is book-keeping, is now employed. This is really an economy, because it sets the Governor free to supervise and make the most of the work of the inmates—a duty that otherwise is certain to be badly or wastefully performed. It is hoped that the following pages may assist House Committees to realise the extent of the Governor's clerical responsibilities.

#### I.

#### ADMINISTRATIVE BOOKS.

The Governor is required to keep several registers that, while necessary records of work, are not directly connected with the accounts. Chief among these registers is the

##### 1. REGISTER OF PAUPERS ADMITTED

Number.	Date of Admission.	Class.	By whose Authority Admitted.	Name.	Sex.				Age.	State.	Where Born.
					M.	W.	B.	G.			



TYPE OF HOSPITAL WARD.  
(Stirling Combination Poorhouse.)



INTO THE.....POORHOUSE.

Trade or Occu- pation.	Reli- gious Per- suasion.	Nature of Disease or Disability on Admission.	Ward into which Ad- mitted.	Dismissals.		Deaths.		Address of Person to whom intimation of illness or death should be sent.	Remarks.
				Date.	Cause.	Date.	Disease.		

An entry is made in this Register when a poor person is admitted to the poorhouse as an inmate, or when an inmate leaves the poorhouse or dies. This Register also enables the Governor to calculate the period of a pauper's residence in the poorhouse when sending an account for the cost of maintenance to the parish of chargeability.

2. INTIMATION OF ADMISSION.

When the Governor admits to the poorhouse a poor person sent by the Inspector of Poor of a parish it is usual for him to intimate the fact on the following form, retaining the counterfoil for reference:—



[COUNTERFOIL.]

.....POORHOUSE,

.....190

Sir,

.....  
.....

*was admitted here on this date.*

*Yours truly,*

.....  
GOVERNOR.

*The Inspector of Poor,.....*

.....POORHOUSE,

.....190

Sir,

.....  
.....

*was admitted here on this date.*

*Yours truly,*

.....  
GOVERNOR.

*The Inspector of Poor,.....*

3. INTIMATION OF DISCHARGE.

When an inmate voluntarily leaves the poorhouse, the fact is similarly intimated to the Inspector of Poor of the parish of chargeability:—

[COUNTERFOIL.]

.....POORHOUSE,  
.....190

Sir,  
.....  
.....  
*was on this date discharged at own request.*  
  
Yours truly,  
  
.....  
GOVERNOR.  
  
*The Inspector of Poor,.....*

.....POORHOUSE,  
.....190

Sir,  
.....  
.....  
*was on this date discharged at own request.*  
  
Yours truly,  
  
.....  
GOVERNOR.  
  
*The Inspector of Poor,.....*

*Intimation of Death.*

The death of an inmate is usually intimated by special letter to the Inspector of Poor of the parish of chargeability, who is expected to arrange for the funeral, and to give all necessary information to relatives. When the Inspector is unable to undertake this duty, the Governor arranges for the burial, and, unless the cost is defrayed by relatives, sends the account to the Inspector of Poor.

*Sudden Deaths.*

The Governor is required to report every sudden and unexpected death, or death occurring under suspicious circumstances, to the Procurator-Fiscal and to the Local Government Board. The Report is made in the subjoined form, and is accompanied by a special written Report from the Medical Officer:—

4. REPORT OF SUDDEN DEATH IN THE POORHOUSE OF \_\_\_\_\_

Name.	Age.	Date of Admission into Poorhouse.	Date and Hour of Death.	Whether in Ordinary, Sick, or Probationary Ward at time of Death.	Names of Persons (if any) present at time of Death.	When last seen by Medical Officer previous to Death.	Supposed Cause of Death.	Circumstances attending Death.

Date\_\_\_\_\_

(Signature)\_\_\_\_\_

Governor.

*Governor's Report and Journal.*

This book represents a monthly statistical analysis of the extent to which the poorhouse has been occupied and used, and is intended to be at all times available for the information of the House Committee, the Parish Council, and the Local Government Board. It is usual to combine with the abstract the Governor's Journal of important occurrences, such as suspensions, dismissals, resignations, repairs, alterations, &c.

The subjoined form will, of course, vary according to the size and character of the poorhouse :—

5. GOVERNOR’S REPORT AND JOURNAL FOR MONTH

ENDING\_\_\_\_\_19 .

ORDINARY INMATES.							REMARKS.
	No. of Inmates on the 15th of last Month.	Admitted during the Month.	Re-moved during the Month.	Deaths during the Month.	Remain-ing 15th this Month.	Corre-spond-ing Month last year.	
Men ... ..							† Journal of Occurrences that require to be submitted to the House Committee.  Governor.
Women ... ..							
Boys ... ..							
Girls ... ..							
Total ... ..							
*LUNATIC WARDS.							[Note—This Journal will occupy the side of the book opposite the Report.]
Men ... ..							
Women ... ..							
Total ... ..							

Average Daily Number of Men, Women, Boys, Girls,  
,, ,, ,, \*Lunatics—Men, Women,  
TOTAL,

Deaths—Buried by House Committee, by Inspector of Poor,  
,, Friends, \*by School of Anatomy,  
Average Number of Men Employed in Tailor’s Shop,  
,, ,, Shoemaker’s Shop,  
,, ,, Stick Factory,  
,, ,, Garden or on Farm,

† In this Journal the Governor should record, *inter alia*, all suspensions, dismissals, resignations, and appointments.

\* These may be deleted where unnecessary.

Visiting Committee’s Book.

The Rules of the Local Government Board require the Governor to place before the Visiting Committee at each of their visits the following Register, and to require them to answer the printed questions. This Register is submitted to every ordinary meeting of the House Committee.



6. VISITING COMMITTEE'S BOOK.

No.	QUESTION.	ANSWER.
1	Is the Poorhouse clean and well venti- lated?	
2	Do the inmates appear clean and decent in their persons and clothing and orderly in their behaviour; are the beds and bedding in proper order?	.....
3	Are the inmates usefully employed according to their capacity, and can you suggest any improvement in their employment?	.....
4	Are the sick and infirm properly at- tended to?	.....
5	Are the young children properly taken care of, and do they appear to be in a clean and healthy state?	.....
6	Are children of school age sent to school and do they appear to be making satisfactory progress?	.....
7	Are the nursing arrangements satis- factory?	.....
8	Is the Medical Officer regular in his attendance, and is a record of his visits kept?	.....
9	Is the dietary good and sufficient?	.....
10	Is the separation of the sexes and of the various classes of inmates strictly enforced?	.....
11	Is any complaint made by any of the inmates against any official, or in respect of the food or accommoda- tion?	.....
12	Is any ward overcrowded?	.....
13	Remarks.	.....

*Note.*—If an inmate desires to make a complaint in the absence of the officials, the Visiting Member or Members shall afford him an opportunity of doing so, and shall enter his complaint in the Visitors' Report-book.

*Register of Punishments.*

When the Governor finds it necessary to punish an inmate, he is required to record the fact in the accompanying Register, which must be submitted to every meeting of the House Committee, in order that each case of punishment may be initialed in token of approval by the Chairman of the House Committee.

7. REGISTER OF PUNISHMENTS.

Date.	Name.	Age.	Offence.	Nature of Punishment.	Initials of Chairman of House Committee.

*Bed Cards.*

It is usual to attach a bed card to the bed of each inmate, whether in the ordinary or sick wards. The Medical Officer is responsible for the accuracy of the bed cards in the sick wards. The following form may be used for the ordinary wards:—

8. BED CARD FOR ORDINARY WARDS.

.....POORHOUSE.

Name .....No.....

Date of Admission.....Age.....

Married or Single.....

Religion .....

Date of Dismission.....No. in Reg.....

*Medical Officer's Books.*

The Medical Officer is responsible for the accuracy of the following Registers, &c. In most poorhouses he personally records the necessary entries:—

9. MEDICAL OFFICER'S REGISTER OF SICK FOR MONTH  
ENDING 15TH.....190 .

No.	Name.	Age.	Disease.	Date of Admission.	Date of Discharge.	Days in Hospital.	Result.

10. REGISTER OF DEATHS.

Name.	Date of Death.	Nature of Illness.	Number of Days Ill.	Date when Illness was first intimated to the Medical Officer.	Result of <i>Post Mortem</i> Examination if made.	Remarks.

The above two Registers should be submitted to every ordinary meeting of the House Committee.

11. REGISTER OF MEDICAL OFFICER'S VISITS TO POORHOUSE.

Date of Visit.	Hour of Arrival.	Hour of Leaving.	Initials of Medical Officer.

12. BED CARD FOR SICK WARDS.

Name.....Age.....  
Disease.....  
Date of Admission.....  
Religion.....

Date.	Pulse.	Temp.	Treatment.	Extra Diet.

II.

STOCK BOOKS.

As stated, the books and forms just illustrated relate specially to the general administration of the poorhouse. The books now to be dealt with are a detailed record of everything that is received into, and used in, the poorhouse. They are chiefly necessary in order that the Auditor may satisfy himself that there has been neither fraud nor waste during the year. He compares the entries of receipts in the Provisions Receipt and Expenditure Book with the invoices of goods received. He also satisfies himself that the articles in question have been properly used and are duly accounted for; that, for example, not more than a certain quantity of food, varying according to the number of inmates in the poorhouse, and to the scale of dietary approved by the Local Government Board, is used each day, and that the officials do not consume an extravagant quantity of rations. Naturally the outlay on provisions constitutes in most cases the largest item of expense. Accordingly, the Register in which the receipt and issue of provisions is recorded is one of the most important of the Governor's books.



## 13. PROVISIONS, &amp;c., RECEIPT AND EXPENDITURE BOOK FOR THE MONTH OF \_\_\_\_\_ 19\_\_.

Day of Month.	Number of Inmates.				Beef.				Bread.		Oatmeal.		Barley.		Rice.		Milk.				Peas.		Pease-meal.		Flour.		Tea.		Sugar.		Eggs.			
	Boiling.		Other Meat, Suet, &c.		Received.		Used.		Received.		Used.		Received.		Used.		Received.		Sweet.		Skimmed.		Received.		Used.		Received.		Used.		Received.		Used.	
	lb.	Used.	lb.	Used.	lb.	Received.	lb.	Used.	lb.	Received.	lb.	Used.	lb.	Received.	lb.	Used.	lb.	Received.	gal.	pt.	gal.	pt.	lb.	Received.	lb.	Used.	oz.	Received.	oz.	Used.	lb.	Received.	No.	Used.
Stock on hand -																																		
Extra -																																		
Total received -																																		
Total used -																																		
Stock on hand -																																		

*Note.*—In addition to the above headings, columns should be provided for Cheese, Butter, Potatoes, Vegetables, Fish, Whisky, Wine, Brandy, Ale, Syrup, Soap, Washing Soda, Coals, Tobacco, Coffee, Starch, Marmalade, Jam, &c.

*Clothing Stock Book.*

Clothing comes next to food in importance, and its receipt and issue are recorded in the same manner.

14. CLOTHING STOCK BOOK.

*Received.*

DATE.	FROM WHOM RECEIVED.	MEN'S AND BOYS' CLOTHING.																	
		Jackets.		Vests.		Trousers.		Shirts.		Flannels.		Drawers.		Stockings.		Scarfs.		Caps.	
		R.	I.	R.	I.	R.	I.	R.	I.	R.	I.	R.	I.	R.	I.	R.	I.	R.	I.

In addition to the above headings there should be spaces for "Women's and Children's Clothing" and for "Furnishings." The former should contain columns for petticoats, flannels, short gowns, bed gowns, dresses, stockings, chemises, aprons, pinafores, handkerchiefs, caps, night caps, stays, shawls, boots, &c. Under "Furnishings" should be columns for bed-ticks, sheets, pillow-slips, bed covers, pillow-ticks, towels, blankets, tablecloths, mattresses, waterproof sheets, door mats, bolster-slips, carpets, shrouds, &c.

*Inventory.*

A record of articles (furniture, hardware, boots, &c.) not included in the Provision and Clothing Books must also be kept.

### 15. INVENTORY OF FURNITURE, UTENSILS, &C.

[illegible]

## Daily Diet Book.

The preceding books have dealt with receipt as well as expenditure. The Daily Diet Book deals only with expenditure. For each class of inmate there should be a well-defined scale of diet. In no case should the amount of food used on one day exceed the quantity allowed by that scale. If, on the other hand, the Governor finds that the inmates do not, as a rule, require all the food that the scale allows, it would be a mistake on his part to go on day by day preparing that quantity of food. This, of course, would result in waste. The point to keep in view is that the quantities prescribed by the scale, being sufficient for the maintenance of the inmates in health, should not be exceeded.

The following is a convenient form of the Daily Diet Book :—

16. DAILY DIET BOOK.

DATE \_\_\_\_\_

Inmates.	Number.	Beef.		Bread.		Oatmeal.		Barley.		&c.		&c.		&c.	
		Boiling.	Other Meat, Suet, &c.	lbs.	oz.	lbs.	oz.	lbs.	oz.						
		lbs.	lbs.												
Class A.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
"	B.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
"	C.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
"	D.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
"	E.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
"	F.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
"	G.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
"	H.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Sick	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Lunatics	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Total	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Officials	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Carried to Provisions, etc., Stock Book	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.

In addition to the above headings, columns should be provided for Peas, Rice, Peasemeal, Flour, Tea, Sugar, Eggs, Cheese, Butter, Salt, Potatoes, Vegetables, Fish, Pepper, Syrup, Coffee, Marmalade, &c.



*Governor's Daily Sick Diet Book.*

The extras given to the sick should be recorded in the Sick Diet Book and the entry initialed by the Medical Officer. In some poorhouses the Medical Officer also keeps a Sick Diet Book. The following are forms of these books:—

17. GOVERNOR'S DAILY SICK DIET BOOK.

Date, \_\_\_\_\_

Ward.	Name of Patient.	Certified by Medical Officer.	Butcher Meat.		Sweet Milk.	Wine.	Brandy.	Whisky	Ale.
			Steak.	Other Meat.					
			lbs.	lbs.	pints.	ozs.	ozs.	ozs.	pints.
	Total carried to Daily Diet Book . .								

## 18. MEDICAL OFFICER'S SICK DIET BOOK.

Date.	Name of Sick Inmate.	Article of Diet Ordered.	Discontinued.	Initials of Medical Officer.



an integral part of the bookkeeping, and should be so framed as to afford complete touch with the materials from their purchase to their consumption."

It has been the aim of the Local Government Board to make the Poorhouse Stores Accounts as simple and as light as is consistent with a complete system of accounting; and, to an official of ordinary intelligence, there should be little difficulty in mastering them. The forms of books described in the preceding pages, at first sight appear complicated; but a short examination will show that the system is simple, full, and logical, and that each book is a necessary part of the system.

The books may be grouped in two classes—Provision Books and Clothing Books.

#### *Provision Books.*

These books entail considerable labour, as the provisions have to be calculated, weighed out, and issued each day.

The essential Provision Books in a medium-sized Poorhouse are—

- (1) Daily Diet Book;
- (2) Medical Officer's Sick Diet Book;
- (3) Governor's Sick Diet Book; and
- (4) Provisions, Receipt and Expenditure Book.

In all but the smallest poorhouses it is customary for the Governor, his clerk, or other assistant, to calculate each evening the food required for next day, based (1) on the number of inmates in each class who sleep in the house that night; and (2) on the scale of diet approved by the Local Government Board (and, in the case of lunatic inmates, by the General Board of Lunacy). It is frequently found that certain classes of the inmates, *e.g.* the infirm, are unable to consume the quantity of food named in the diet scale, and to obviate waste, smaller quantities are then taken from the store.

The DAILY DIET BOOK shows the number of inmates in each class, the calculated amount of food required for each class, and the total amount. Where the actual amount of food issued from store is less than the amount calculated according to scale, the actual amount is also shown. The extra diet ordered by the Medical Officer and the rations of the officials are entered.

The MEDICAL OFFICER'S SICK DIET BOOK and GOVERNOR'S SICK DIET BOOK are often combined. The totals of the "extras" are carried to the Daily Diet Book. In the smaller poorhouses it is found convenient to carry the total of the "extras" for the month direct to the Provisions, Receipt and Expenditure Book. In such cases a somewhat different form of Sick Diet Book is necessary.

The RECEIPT and EXPENDITURE of PROVISIONS BOOK is simply a Provision Cash-Book in columnar form, the receipt and expenditure being shown in quantities instead of in cash. The provisions when received are checked against the invoices accompanying them, and the quantities are entered at once in this book. The expenditure entries are transcripts of the total daily issues appearing in the Daily Diet Book. One line records a day's transactions and a page is sufficient for a month. The expenditure is deducted from the receipts at the end of the month and the balance carried forward. The page following the close of the financial year (15th May) should be used to summarise the receipts and expenditure for the year. The monthly totals should be transferred to it and a grand total for the year made. Theoretically, the difference between the receipts and the expenditure should agree with the provisions remaining in store at 15th May after stocktaking. But, in practice, there is no such agreement, as allowance has to be made for waste, loss on distribution, &c. Such allowance, however, should not be great (except in the case of meat containing bone). The discrepancy between the theoretical and the actual stock on hand at 15th May should be shown as a closing entry; the actual goods on hand, certified by those who have taken stock, are carried forward.

#### CLOTHING BOOKS.

These books consist of—

- (1) Clothing Store Book;
- (2) Clothing-in-Use Book; and
- (3) Materials Conversion Book.

The keeping of these books involves little labour. New clothing in stock should always be kept separate from clothing which has been issued for use.

The CLOTHING STORE BOOK is a record of all articles of *made-up*



clothing received and placed in store, whether purchased ready-made or made up in the house, and of the issue of the same for use. At the 15th May the transactions are summed and the difference between the receipts and the expenditure is compared with the actual balance on hand ascertained at stocktaking.

The CLOTHING-IN-USE BOOK is similar in form to the Clothing Store Book; and, when the Matron (who usually keeps this book) is the wife of the Governor, it is frequently found convenient to use the latter half of the Clothing Store Book as the Clothing-in-Use Book. It shows all clothing received from store and clothing condemned by the House Committee. At the close of the year the difference between clothing received into use and clothing condemned should correspond to that in use, *i.e.*, being worn by the inmates, at the laundry, at repair, or in a clothing-in-use store. It will be observed that the expenditure in the Clothing Store Book should coincide with the receipts in the Clothing-in-Use Book.

The MATERIALS CONVERSION BOOK is kept by the Matron or other official in charge of the sewing-room. It is in ledger form, a separate page being given for each kind of material. It shows the quantities of tweed, flannel, cotton, wool, &c., received, together with the date and the name of the vendor, the articles made from these materials and sent to store, and the quantity of material used. The articles of clothing thus obtained are entered in the proper columns of the Clothing Store Book. The account for each material is closed at 15th May, and the balance is compared with the stock on hand at stocktaking and carried forward.

The clothing may thus be traced from the raw material to its condemnation. The quantity of raw material received and used and the articles made therefrom are shown in the CLOTHING CONVERSION BOOK; the made-up articles and also the issue of them for use are entered in the Clothing Store Book; the receipt of the articles issued for use is entered in the Clothing-in-Use Book, which also records when the clothing is condemned and passes out of use.

#### *Inventory of Furniture, Utensils, &c.*

A UTENSILS, RECEIPT and EXPENDITURE BOOK is not required except in the largest poorhouses. Utensils, however, along with furniture and all other stock, except provisions and clothing (which

already appear in the Provisions and Clothing Books), are included in an ingenious form of inventory.

Each room, pantry, closet, &c., should have a number. In the inventory each vertical column shows the articles in the room, closet, &c., bearing the number at the head of the column, and the lines running horizontally enumerate the articles specified in the column on the left. The "total" column shows the total number of articles of each kind in the house at 15th May. Other vertical columns show the articles received during the year, and the articles according to the previous year's inventory. The difference between the present year's stock and the sum of the previous year's stock and of the new articles received during the year is shown in the column "Condemned or Broken During the Year." This column enables the House Committee and the Auditor to judge whether the waste and breakages are not excessive.

J. T. M.

### III.

#### FINANCE.

The books referred to in the preceding pages are required chiefly for purposes of audit. They are the detailed record kept by the Governor of the consumption of the various articles received into the poorhouse. The only purely financial record kept by the Governor is a petty cash-book. In conducting the general financial business of the poorhouse the following books (which are kept by the Secretary or Treasurer of the poorhouse) are necessary:—

(1) A simple form of cash-book is given here; but for a large poorhouse it would be preferable to have on the credit side separate columns for the various heads of expenditure:—

[CASH-BOOK.

<i>Dr.</i>		CASH-BOOK FOR QUARTER	
1907.		£ s. d.	£ s. d.
Feb. 19.	To Parish of A. for Board of Ordinary Inmates	15 12 3	
	"                    "            Lunatics .	7 4 6	
			22 16 9
" 23.	"            B. for Board of Ordinary Inmates	5 7 3	
	"                    "            Lunatics .	9 11 4	
			14 18 7
April 7.	To G. Scott, Price of Two Calves	.	5 7 6
May 5.	" Bank, for Payment of Quarterly Accounts	.	362 5 7

Cr.

1907.			£	s.	d.	£	s.	d.	£	s.	d.
Feb. 19.	By paid into Bank .	.	.	.	.	.	.	.	22	16	9
" 23.	" .	.	.	.	.	.	.	.	14	18	7
April 7.	" .	.	.	.	.	.	.	.	5	7	6
May 5.	By Quarterly Accounts, as under—										
	Groceries—	1. Maintenance.									
	George M. Thomson .	.	12	9	11	...					
	Joseph Duncan .	.	4	1	10	...					
	James Troup .	.	5	17	2	...					
	James Towler .	.	8	13	7	...					
	M. Cumming .	.	1	15	0	...					
	John T. Kindness .	.	2	1	5	...					
	Newton, Chambers & Co., Ltd.	.	1	13	0	...					
	Bread—						36	11	11		
	M. Cumming .	.	.	.	.	...	36	0	6		
	Beef—										
	F. W. F. Wishart .	.	.	.	.	...	32	3	7		
	Milk—										
	John Fowlie .	.	7	12	0	...					
	Charles Lamb .	.	0	17	6	...					
	Cordials—						8	9	6		
	Joseph Duncan, Wine and Spirits .	.	.	.	.	...	3	6	0		
	Fire and Light—										
	Wm. Baird & Co., Ltd., Coals .	.	15	0	8	...					
	Wm. Ironside, Cartage, Coals .	.	0	14	0	...					
	James Henry, Paraffin .	.	0	15	10	...					
	Clothing—						16	10	6		
	Sangster & Henderson .	.	6	2	4	...					
	Campbell & Co. .	.	2	1	3	...					
	James Towler .	.	4	3	2	...					
	Scott & Cranna .	.	1	5	6	...					
	A. M. Henderson .	.	6	14	5	...					
	Land Expenses—						20	6	8		
	George Mutch, Cake, Seed, Oats, &c. .	.	6	5	6	...					
	John M'Dougall, Straw .	.	6	0	0	...					
	Wm. Ironside, Carting Straw .	.	0	3	6	...					
	James Cocker & Sons, Seeds, &c. .	.	2	14	10	...					
	Morrison Brothers, Joiners .	.	2	0	0	...					
	Allan M'Gregor, V. S. .	.	0	7	0	...					
	Alex. Milne, Chemist .	.	0	1	7	...					
	Davidson & Garden, Feu-Duty .	.	18	0	5	...					
	Repairs and General Upkeep—						35	12	10		
	Governor, Railway Carriages .	.	1	3	5	...					
	James Mutch, Ironmonger .	.	5	8	2	...					
	James Allan & Co., Cabinetmakers .	.	3	3	0	...					
	Andrew Dempster, Watchmaker .	.	0	4	6	...					
	Total Maintenance .	.	.	.	.	...	9	19	1		
	To Paid—	2. Medical Relief.									
	Medical Officer, Salary for Half-Year .	.	.	.	.	...	20	0	0		
	Wm. Davidson, Drugs .	.	.	.	.	...	1	10	6		
	Total Medical Relief .	.	.	.	.	...	21	10	6		
	To Pay—	3. Management.									
	Salaries and Wages for Quarter to 8th May—										
	Governor .	.	.	.	.	...	27	10	0		
	Matron .	.	.	.	.	...	12	10	0		
	Porter .	.	.	.	.	...	9	15	0		
	Male Attendant .	.	.	.	.	...	10	0	0		
	Warder, for Half-Year .	.	.	.	.	...	5	0	0		
	Female Attendant, for Quarter .	.	.	.	.	...	3	0	0		
	Cook .	.	.	.	.	...	4	15	0		
	Nurse .	.	.	.	.	...	4	15	0		
	Assistant, Half-Year .	.	.	.	.	...	3	0	0		
	Precentor, Half-Year .	.	.	.	.	...	2	10	0		
	Chaplain, for Half-Year .	.	.	.	.	...	12	10	0		
	Secretary and Treasurer, for Half-Year .	.	.	.	.	...	22	10	0		
	Books, Advertising, &c.—										
	Scott & Cranna .	.	1	15	2	...					
	Governor, per Cash Account .	.	2	2	3	...					
	Bank, Cheque Book .	.	0	10	0	...					
	Total Management .	.	.	.	.	...	4	7	5		
	To Paid—	4. Poorhouse Buildings.									
	James Greig, Slater .	.	.	.	.	...	1	5	1		
	Geo. Donald & Sons, Painters .	.	.	.	.	...	0	19	1		
	Morrison Brothers, Joiners .	.	.	.	.	...	0	3	9		
	Davidson & Garden, Proprietor's Feu-Duty .	.	.	.	.	...	5	0	0		
	Assurance Co., Fire Premium .	.	.	.	.	...	4	18	8		
	Total Education .	.	.	.	.	...	12	6	7		
	To Paid—	5. Education.									
	James Henry, School Books .	.	.	.	.	...	0	19	0		
	Total Education .	.	.	.	.	...	0	19	0		
	To Paid—	6. Funeral Expenses.									
	Morrison Brothers, Undertakers .	.	.	.	.	...	6	6	6		
	Total .	.	.	.	.	...	£405	8	5		



It is usual in some of the smaller poorhouses to submit the cash-book, written out as illustrated, to each quarterly meeting of the House Committee. It should be accompanied by the tradesmen's accounts referred to. The House Committee examine each account, and, if satisfied, approve of the entry in the cash-book. Then the chairman of the House Committee signs either a cheque for the total sum represented by the accounts or a cheque for each account, according to the practice found most convenient. In the larger poorhouses it will probably be found convenient to do this monthly instead of quarterly.

### (2) *A Bank Book.*

All receipts should be paid into the bank as soon as possible. The bank book may be in the following simple form:—

1907.					1907.				
			£	s. d.				£	s. d.
Feb. 16.	To balance	.	400	12 3	May 5.	By Secretary for			
„ 19.	„ parish of A	.	22	16 9		payment of quar-			
„ 23.	„ parish of B	.	14	18 7		terly accounts	.	362	5 7
April 7.	„ cash (sale of				„ balance	.	.	81	9 6
	pigs).	.	5	7 6					
			<u>£443</u>	<u>15 1</u>				<u>£443</u>	<u>15 1</u>

### (3) *General Ledger.*

There should also be a general ledger containing a space for the account of every parish, person, or firm with which the poorhouse has financial dealings. The ledger should be balanced annually. As a rule, all accounts should be paid before the end of each financial year. The actual cost of the poorhouse for the year will then be ascertained by taking the total of the payments represented by the quarterly bank drafts, and deducting from this the amount derived from (a) farm produce, (b) work performed by the inmates, (c) sale of stock, (d) sale of old clothing, (e) trained sick nursing grant, &c. Separate accounts should be kept for each of the industries connected with the poorhouse.



(E) EDUCATION.

(F) FUNERAL EXPENSES.

MAINTENANCE, MEDICAL RELIEF and EDUCATION are charged against the parishes in the combination according to the number of inmates that each parish sends to the poorhouse. In the above ledger account they are grouped under the general head of MAINTENANCE.

FUNERAL EXPENSES are also grouped under this head, but this item of cost is not averaged, being charged directly against the parish in respect of which it is incurred. This principle applies to any such special expense as, say, the cost of certifying a lunatic.

ESTABLISHMENT CHARGES include the cost incurred in respect of MANAGEMENT and BUILDINGS. These charges are apportioned among the parishes in the combination according to the number of shares that each parish holds in the poorhouse.

The proportion of the cost of medical relief paid to the poorhouse by each parish is certified to the parishes by the Governor and claimed by the parishes against the Medical Relief Grant. The grant in aid of trained sick nursing is paid to the poorhouse direct.

#### *Annual Abstract of Accounts.*

At the end of the financial year (15th May) an abstract of accounts is prepared by the Secretary or Treasurer of the poorhouse, and, after audit, is certified by the auditor. So far, no form of abstract has been prescribed by the Local Government Board. The following abstract issued by a poorhouse has the merit of clearness and simplicity:—

# ABSTRACT OF THE ACCOUNTS

OF

## THE COMBINATION POORHOUSE,

FOR THE YEAR ENDED 15TH MAY 1907.

### GENERAL INCOME AND EXPENDITURE ACCOUNT.

#### INCOME.

I. BALANCE AT CLOSE OF LAST ACCOUNT, VIZ. :—  
 In North of Scotland Bank, Ltd., . £300 3 2

#### II. RECEIPTS FROM LAND AND LABOUR, VIZ. :—

2 Cows sold . . .	£17 10 0
4 Calves sold . . .	11 14 0
11 Pigs sold . . .	26 7 0
Patients' Labour . . .	6 2 0
Rags . . .	0 12 0
	<hr/> 62 5 0

#### III. CHARGES MADE ON PARISHES, VIZ. :—

1. *Maintenance*—  
 (a) Ordinary Inmates . £232 17 0  
 (b) Sick . . . 110 9 9  
 (c) Lunatic . . . 725 2 5

Carry forward £1068 9 2 £362 8 2

#### EXPENDITURE.

I. MAINTENANCE.

Groceries . . .	£174 10 5
Bread . . .	144 15 1
Beef . . .	128 16 10
Cordials . . .	12 7 0
Milk . . .	24 13 6
Oatmeal . . .	44 6 8
Fire and Light . . .	100 8 5
Clothing . . .	134 13 5
Land Expenses and Feu-duty . . .	137 19 6
General Upkeep . . .	38 13 9
	<hr/> £941 4 7

\*Add to maintenance of Lunatics and Sick a proportion of Management Expenses . £229 10 0  
*Less* Board of Officials, transferred to Management . . . 33 0 0

	<hr/> 196 10 0
Total Maintenance . . .	<hr/> £1137 14 7

Carry forward . £1137 14 7





E.	.	69	3	9
F.	.	10	7	11
G.	.	41	11	10
H.	.	105	13	9
I.	.	128	15	2
J.	.	27	15	11
K.	.	2	15	10
L.	.	38	13	3
M.	.	23	15	8
N.	.	31	17	7
O.	.	85	4	1
P.	.	69	3	1
Q.	.	118	11	10
R.	.	35	5	0
S.	.	66	4	3
T.	.	21	13	3
U.	.	19	11	11
V.	.	51	12	2
W.	.	30	12	5
X.	.	73	3	10
Y.	.	105	8	6
Z.	.	50	12	7
A.	.	141	8	3
B.	.	39	7	6
C.	.	6	5	0
D.	.	8	6	9
E.	.	2	10	0
F.	.	24	7	11
G.	.	6	17	10
H.	.	6	17	11
		<hr/>		
		£1575	4	2
		<hr/>		
		£1939	10	5

\* In this poorhouse the management charges for the ordinary poor are, in terms of the contract of combination, apportioned among the parishes according to the number of shares held by them. It was felt, however, that in the case of lunatics, it would be fairer if the cost were based solely on the number of lunatics that a parish had in the poorhouse, irrespective of its share in the House. For this reason all the management costs incurred in respect of lunatics are transferred to maintenance.

BALANCE ACCOUNT—15TH MAY 1907.

ASSETS.		LIABILITIES.	
Ground and Buildings—Estimated Value	£6000 0 0	Shares of Establishment Sold—	
House Furnishings	650 0 0	Amount received from Parishes	£6392 10 9
Maintenance Expenses—Balance—		Establishment Expenses—Balance—	
Being value of Goods in Stores, &c.	184 13 1	Arising from Extra Charges	233 0 6
North of Scotland Bank, Ltd.—		Stock—	
Balance at credit	300 8 2	Balance at Credit	509 10 0
	<u>£7135 1 3</u>		<u>£7135 1 3</u>

, Secretary and Treasurer.

LAND ACCOUNT.

INCOME.		EXPENDITURE.	
*Milk supplied House, 3423 Gall. at 9d.	£128 7 3	Value of Stock at 1st May 1906	£55 10 0
Meal do. 18 Bolls at 12s. 8d.	11 8 0	Pigs bought	9 18 0
Potatoes do. 11 Tons at 50s.	27 10 0	Cows bought	37 0 0
Vegetables do. 65 Cwts. at 3s. 6d.	11 7 6	Paid for Straw and Turnips	18 14 6
Pork do. 8 Stones at 7s.	2 16 0	Manure	6 1 4
2 Cows sold	17 10 0	Cake and Feeding Stuff's	11 14 8
4 Calves sold	11 14 0	Seeds, Farm and Garden	10 11 2
11 Pigs sold	26 7 0	Joiner Work and Tools	3 8 7
Patients' Labour	6 2 0	Sundries	4 10 5
Value of Stock at 1st May 1907	48 0 0	Feu-duty	36 17 0
		Nett Profit for year	96 16 1
	<u>£291 1 9</u>		<u>£291 1 9</u>

, Governor.

\* Articles such as milk, meal, vegetables, etc., produced by the farm and consumed in the poorhouse, have not been passed through the Abstract in the preceding page.

AUDITOR'S CERTIFICATE.

I HEREBY certify that I have compared the entries in this Abstract of Accounts with the vouchers and other documents relating thereto, that the payments have been made under proper authority, and that the Regulations with respect to the Accounts have been duly complied with. I hereby further certify that I have ascertained by audit the correctness of the Abstract, and that the Expenditure during the year ended on the 15th May 1907, included in such Abstract and allowed by me at the audit, is One Thousand Six Hundred and Thirty-Nine Pounds Two Shillings and Threepence sterling. As witness my hand this 27th day of May 1907.

, Poorhouse Auditor.



*Rates Charged to Boarding Parishes.*

Usually the House Committee of a poorhouse with vacant beds is only too pleased to concede boarding rights to any parish that so desires. The cost of management and upkeep is practically the same whether the poorhouse is fully or only partially occupied; and, of course, with a large number of inmates, the cost per head is sensibly less. As the only extra expense incurred in respect of boarders is the cost of food and clothing, everything received for management or rent is profit. In framing a rate for boarders two things are generally considered—(1) The interest that the boarding parish would have to pay if it borrowed money sufficient to buy a bed in the poorhouse, and (2) the current average expenditure per head. Assuming that, on an average, a bed in a poorhouse is worth, say, £80, if a parish purchased a bed, it would lose interest on £80 yearly. This might be reckoned at, say £2, 10s. or £3; consequently, in addition to the actual cost of an inmate sent to the poorhouse, a sum corresponding to interest on the value of a bed may be charged. Usually a charge of 1s. or 1s. 3d. per week is regarded as sufficient for bed-rent; while the cost of maintenance, apart from that, may run from 4s. per week in the case of ordinary inmates to from 6s. to 15s. per week in the case of sick.

A Parish Council must obtain the sanction of the Local Government Board to the rates to be charged before it can board paupers in a poorhouse. This is held not to apply to a case in which a pauper belonging to another parish is casually relieved in the poorhouse of the parish of chargeability. But, in such circumstances, the relieving parish should not make an exorbitant (if any) profit out of the parish of chargeability. And it must be kept in mind that the expenditure actually incurred in respect of such cases by the relieving parish is simply the cost of food and clothing—the permanent establishment charges being, as a rule, wholly unaffected by those casual cases.

*Proportion of Cost of Poorhouse paid by Parishes in the Combination.*

Usually, the originally cost of a poorhouse is borne by each of the parishes in the combination according to a scale based on the



population and pauperism of the parish; that is, each parish takes a number of beds proportionate to these figures. In maintaining the poorhouse each parish pays for upkeep of the buildings and management according to the number of beds that it owns, and for maintenance (*i.e.*, food, clothing, &c., of inmates) according to the number of inmates that it sends to the poorhouse. Upkeep of buildings and management include such charges as loans, feu-duties, cost of repairs, alterations, extensions, furniture, rates and taxes, and salaries of officials. Maintenance includes food, clothing, fuel, light, blankets, linen, medicines, medical appliances, &c. Sometimes it happens that, owing to decrease of population, a parish finds itself burdened with beds for which it has no use, and a proportionately heavy share of the cost of management. Take the case of a parish (by no means hypothetical) that, when the poorhouse combination was formed, agreed to take twenty beds. Probably each of these beds cost some £150, or in all £3000. Thereafter the parish must—year by year—continue to pay its share of management and upkeep based on this number of beds, though perhaps it may never have more than four or five paupers in the poorhouse. In these circumstances, it would actually pay the parish owning the beds to give another parish a handsome sum to take them off its hands. There are several ways in which this obvious injustice might be, and sometimes is, remedied. If other parishes in the combination consistently require more beds than they have purchased, they may buy beds from the parish that has too many. Or, if they will not buy beds, then for each bed that they use in excess of their share they should be charged a rent corresponding to interest on the price of a bed, and to the cost of management and upkeep per bed. This rent, and the retaining fee paid by boarding parishes, or by parishes using an excess number of beds, should be credited to the account of the parishes that find their holding too large, and are unable to use all their beds. This is provided for in the specimen contract of combination (see page 3). Otherwise, the possession of beds in a poorhouse may constitute not an asset, but a burden; and what, under a proper system of accounting, ought to be a good property becomes an intolerable drain.

## CHAPTER VI.

### NOTES REGARDING THE LUNATIC WARDS OF POORHOUSES.

By DR. JOHN MACPHERSON, Commissioner in Lunacy.

AFTER the passing of the Poor Law Act of 1845 many new poorhouses were erected in Scotland in connection with which various parochial bodies provided accommodation for the insane poor, with the view of saving expense and avoiding the necessity of sending lunatics to public asylums. In some of these poorhouses the insane were mixed with the ordinary paupers, but in others separate wards were provided for them. Into the latter, recent and acute cases were received, and the part of the buildings appropriated for this purpose partook of the character of an ordinary asylum. In the Report of the Royal Commission on Lunatic Asylums in Scotland (1857) it is evident that the Commissioners, after detailed investigation, looked with disfavour upon such provision, for they remark (page 135): "We have no hesitation in saying that, in providing accommodation for insane paupers, the parochial authorities have more consulted the interests of the ratepayers than the well-being of the patients. Economy is their rule of conduct and has greatly influenced the nature of the accommodation." And again (page 149): "Accordingly, we regard the present movement of attaching insane wards to poorhouses as one that ought to meet with every discouragement. It tends not only to check progress but to produce positive retrogression in the treatment of the insane."

In the first Annual Report of the General Board of Lunacy (1859) we find practically the same views reiterated. At that time there were 746 lunatics in poorhouses, distributed over 17 institutions. In the previous year, however, the Board had applied to the legislature and obtained a short Act enabling them to issue licences for the reception of lunatics into poorhouses, *pending the erection of district asylums*. In the Appendix to the same first Report may be found the Regulations for such reception. According to Rule VII.

of these Regulations, the Board were prepared, on certain conditions, to issue two classes of licence—(1) entitling the parochial authorities to receive patients on the order of the sheriff without any restriction as to the form of the malady, and (2) permitting the reception only of patients with certain forms of mental disease. The Board, however, make it clear that this is to be regarded only as a temporary measure, for they remark (page 64): “The only reason assigned for conferring on the Lunacy Board the power to license these wards at all is that they may be available for the reception of patients until the district asylums are erected.”

The growth of pauper lunacy was, however, more rapid, and the erection of district asylums a slower process than was anticipated. Accordingly, we find in the amending lunacy Act of 1862 a provision not only authorising the Board to license lunatic wards of poorhouses for the reception of “such pauper lunatics only who are not dangerous and do not require curative treatment,” but also authorising them “to continue all licences that have been already granted to lunatic wards of poorhouses.”

The matter remains in the same position to the present day. The power to grant unrestricted or “first-class” licences was withdrawn by this Act, and only restricted licences for the reception of harmless patients can now be given.

At the 1st January 1907 there were three<sup>1</sup> poorhouses with unrestricted licences containing an aggregate of 566 patients, and eleven<sup>2</sup> poorhouses with restricted licences containing an aggregate

<sup>1</sup> Parochial asylums (*i.e.*, lunatic wards of poorhouses with unrestricted licences):—

1. Greenock ; average number of inmates in 1905 . . . .	246
2. Paisley (Craw Road) ; average number of inmates in 1905 .	84
3. „ (Riccartbar) ; „ „ .	195

<sup>2</sup> Lunatic wards of poorhouses with restricted licences :—

1. Buchan (New Mand) ; average number of inmates in 1905 .	52
2. Cunninghame (Irvine) ; „ „ .	94
3. Dumbarton ; „ „ .	61
4. Dundee, East ; „ „ .	95
5. Govan (Glasgow) ; „ „ .	199
6. Inveresk (Musselburgh) ; „ „ .	30
7. Kincardine (Stonehaven) ; „ „ .	40
8. Linlithgow ; „ „ .	36
9. Long Island (Lochmaddy) ; no statistics yet available .	—
10. Old Monkland ; average number of inmates in 1905 .	50
11. Perth ; „ „ .	37
12. Wigtown (Stranraer) ; „ „ .	35



of 791 patients. The three portions of poorhouses with unrestricted licences are ordinary asylums and need not be further considered.

In the last thirty-four years the Board have granted only two licences under the Act of 1862, the one to the poorhouse of Old Monkland in 1885, and the other to the Lochmaddy poorhouse, which opened wards for this purpose in 1907. The Board were induced to grant the first poorhouse a licence because of the excellence of the accommodation which at the time stood vacant, and because of the absence of adequate asylum accommodation in Lanarkshire. The second poorhouse, which was practically empty, also possessed good accommodation: but the chief reasons in favour of the licence were the remoteness of the Outer Hebrides from an asylum, the consequent expense attending the removal of patients, and the financial embarrassment of the parishes. Moreover, each of these poorhouses was in possession of a sufficient amount of land for the agricultural employment of male lunatics, and for purposes of exercise and recreation.

The policy of the General Board has all along been the same in regard to the granting of such licences. An application can be favourably considered only where in any district there is deficient asylum accommodation; where the poorhouse possesses vacant, separate, and suitably-situated wards; where sufficient land is attached to the institution to ensure that the inmates shall be healthily employed; and where the number of patients is large enough to cover expenses. The patients who can be legally admitted to lunatic wards of poorhouses are of such a type as to require—(1) A minimum of supervision, both by day and by night; (2) they must be in comparatively sound physical health, otherwise the care and attention needed would cancel the difference between the cost of their maintenance in a poorhouse and in an asylum; and (3) they must be able to perform such necessary offices of daily life as dressing and feeding themselves.

These qualities imply many others, all of which taken together define the inmate of the lunatic wards of a poorhouse to be a person possessed of a certain amount of intelligence, and who is neither degraded in personal habits nor infirm in physical health. The cost of the maintenance of an individual of the above description is necessarily less than that of an infirm, sick, excited or degraded patient in an asylum; and this fact ought always to be taken into



account when comparing the cost of the maintenance of patients in asylums and lunatic wards of poorhouses.

To any one who is acquainted with the insane and their needs it will be obvious that, for lunatics of the class suitable for the wards of poorhouses, no lower standard in the matters of land, occupation, employment, accommodation or dietary, than those laid down in the Instructions of the Board would be adequate. The belief that safe detention is all that is required for the proper care and treatment of this class of patients has been the cause of much misunderstanding and the basis of much crude and unjustifiable criticism. No idea could be more unfounded or more pernicious to the welfare of the insane; for it implies that we must regard the incurable as beyond the pale of humane and enlightened treatment. To confine active, able-bodied persons in dreary wards, without an outlet for their energies, is the surest way to develop their latent mental morbidities, and to relax the present modest standard of personal neatness, of cleanly surroundings, and of dietary would mean, in a very short time, the appearance of those habits of degradation and degeneration to which weak and eccentric minds are invariably prone.

Since the powers conferred on the General Board by the Act of 1862 came into operation great changes for the better have taken place both in the accommodation afforded by those wards and in the condition and treatment of the patients in them. The distrust of parochial management so emphatically expressed in the Report of the Royal Commission and in the earlier Reports of the General Board now no longer exists. It may be safely stated that the authorities who have charge of such wards exhibit, as a rule, the same willingness as District Boards of Lunacy to provide liberally for the wants of the insane, and that the patients in most of these wards are as well supplied with food and clothing as they would be in asylums.

Experience has shown that, of the total number of lunatics belonging to any group of parishes, the number suitable for residence in the lunatic wards of poorhouses will not be found to exceed 20 to 25 per cent. Of these there will probably be some who could, with greater happiness to themselves, be provided for under private care, and others who would probably have greater freedom and greater enjoyment of life in asylums, though there is a residue of demented patients who are no doubt as well placed in such wards as they would be elsewhere.

It is sometimes suggested that the removal of a lunatic to the licensed wards of a poorhouse is a kind of middle course between private care and care in an asylum. This is a fallacious idea. His freedom is in no respect greater in the lunatic wards of a poorhouse than in an asylum, and his life and surroundings are just as institutional and much more monotonous than would be the case in an asylum.

From the preceding remarks it will be evident that the number of patients suitable for the lunatic wards of poorhouses is limited. The number who could be profitably kept in such wards could not, it has been computed, be less than from fifteen to twenty of either sex, as that is the smallest number which could be economically supervised by one special attendant. It is not probable that in the items of food, clothing, and ordinary attendance, the patients in the lunatic wards of poorhouses cost less than patients of a similar class provided for in asylums. The cost of general management and medical attendance is, no doubt, much less; but from estimates (which vary much in different institutions) the cost in lunatic wards of poorhouses appears to be between 7s. and 8s. a week per patient. These estimates seldom include anything on account of the cost of accommodation, as the buildings are almost in all cases old, and adapted, with little alteration, to the reception of lunatics.

J. M.

## CHAPTER VII.

### NOTES ON THE DUTIES OF MEDICAL OFFICERS TO POORHOUSES.

By J. M'C. JOHNSTON, M.A., M.D., Medical Superintendent of the District  
Hospitals of the Parish of Glasgow.

#### EXAMINATION ON ADMISSION.

THE examination of the physical condition of poor persons on their admission to the poorhouse admits of some variety of procedure. The certificate of the applicant's suitability for admission, signed by the outdoor Medical Officer, is presented at the poorhouse, together with an admission order from the Inspector of Poor. The surroundings of the poor person and his dirty condition often preclude the possibility of a complete medical examination of his person; hence these certificates cannot be regarded by the poorhouse authorities as a complete statement of his condition of health. If the Medical Officer to the poorhouse is non-resident, it is generally left to the Governor or Matron to decide whether the immediate attendance of the Medical Officer is required or not. Sometimes, however, the medical certificate states that immediate medical attention is necessary. If the person admitted can wait, it is best for his own comfort that he be bathed at once; and for one who is obviously very ill a comfortable bed should be provided without delay. Where the Medical Officer is resident, he should see all admissions before they are bathed. But in a large poorhouse new admissions come dropping in at all hours during the day, and it becomes very irksome for the Medical Officer to be interrupted frequently in the performance of more important work in order to examine persons in an unwashed state, and, for the most part, suffering from merely trivial ailments. In such a case there should be stated hours for the Medical Officer's visits to the probationary wards, special calls being reserved for cases of an urgent nature. To make such a course possible, the official in



charge of these wards should be a trained nurse, or at least have some experience in the treatment of disease. In a hospital separated from the poorhouse all patients should be seen by the Medical Officer on their admission, since they would not have been sent to the hospital by the outdoor medical man if they did not, in his opinion, require hospital treatment.

In every poorhouse the medical examination should go further than is prescribed by the rules. If it be made as thorough as conditions allow, serious mistakes, such as failure to diagnose a commencing pneumonia, a chronic phthisis, an internal cancer, or an aortic aneurism, will be minimised. Neglect here is unjust to the sick, and may bring serious trouble upon the Medical Officer.

At this stage the primary classification of inmates into hospital cases, and cases suitable for the ordinary wards of the poorhouse, is made. With a sick inmate there should be sent to the nurse written directions for immediate treatment. The responsibility for classification in the poorhouse proper, in terms of the rules of the Local Government Board, now rests also upon the Medical Officer, who, in determining the class into which an inmate shall be placed, will take into consideration any disease or special disability of the individual. But in classifying he should, as far as possible, enlist the co-operation of the Governor. This will do much to promote the good feeling that should exist between these officials. To give examples:—One man has a weak heart—fit for light work only; another is subject to bronchitic attacks—should have warm underclothing; or, has a large hernia—can work sitting; or, being an epileptic—is not suitable for window cleaning.

It is a bad, and by no means an economical, policy to neglect the medical aspect of the case, and, for example, to condemn a subject of phthisis to the ordinary wards because he is insolent or drunken; to stint the nourishment of an acute pneumonia because his past is shady; to relegate venereal cases to the crude attentions of an inmate warder; or to consign the multi-parturient single woman to an inferior apartment on the plea that it is good enough for her, because her children are not the product of lawful wedlock. Rapid cures save the rates, and it is not only impracticable, but unfair to the Medical Officer, to require him to combine punishment with the healing process. On the other hand, every poorhouse has its quota of the refractory, who grumble despite every attention, and whose



presence in a ward incites the other inmates to imitation. For these there can be nothing but isolation and privation of privileges.

### CLASSIFICATION.

If the hospital accommodation permits, the Medical Officer should classify the patients in separate wards. Following the initial division into male and female, there should be wards for medical cases alone, others for surgical cases, with special side-rooms for those recently operated upon, and others for foul or offensive cases. In the wards for skin diseases the parasitic class should be separated from the others. Venereal cases, phthisis cases, sick children, and suspected infectious cases should all be treated in special wards. This applies also to maternity cases, and in the management of these it is of great advantage to have a matron or superintendent nurse who is fully qualified and certificated in this special branch of nursing. Finally, a well equipped operating-room is essential. But it is evident that in small hospitals this elaborate classification can be only partially carried out.

### DIETING OF INMATES.

Special cards should be employed in the hospital, giving instructions as to diet and treatment. The Medical Officer has full control over the dieting of the sick, and as in theory no able-bodied person is admitted to a poorhouse—and in practice this is largely the case—it follows that he must often prescribe extras in diet for inmates outside of the hospital, *e.g.* for infirm persons of weak digestive powers, and for rickety and weakly children. This, unfortunately, is liable to disturb the uniformity of the Governor's classification and diet books, but cannot be helped. The ordinary diets of poorhouses are adequate in nutritive value, but, if one may obtrude a personal opinion, they err in point of monotony. They soon pall on the appetite, and are then found to be excessive. Consequently there is either a large residue of waste or a great saving shown in the Governor's diet-books. The first indicates bad management, the second injustice to the inmates. Considerable improvement might be effected by an energetic Medical Officer in the dieting of poorhouse children. They, whatever opinions may be held regarding indulgence to their parents, are the victims of the misfortunes or

faults of others, and are usually below the normal standard of physical health, as the following statistics show:—In a recent epidemic of measles 214 cases were admitted from town into the fever hospital, and of these 15 (or 7 per cent.) died; while of 109 cases admitted from the poorhouse, 18 (or 17 per cent.) died. Surely, then, these pauper children require a diet even superior to the families of working-class parents, if their chances of life and development are to be equal.

### TRAINING OF NURSES.

In the larger poorhouses one of the most important duties of the Medical Officer is to train probationer nurses. As the Local Government Board has but recently inaugurated a systematic course of study and examinations for probationer nurses, nothing remains to be said on this point except that a uniform and a higher standard of nursing education is now secured for the future. It may be added that the more intelligence displayed in this field of poorhouse work the better is the patient's lot, and the more gratifying are the results of the Medical Officer's work.

### CASES SUITABLE FOR HOSPITAL OF POORHOUSE.

#### *SURGICAL CASES.*

In populous districts the poorhouse receives the overflow from the general hospitals and infirmaries. Surgical cases occupy about two-thirds of the accommodation available in these institutions. As a rule, all emergency cases, such as accidents and acute surgical diseases, are treated by infirmaries, either as outdoor or indoor patients. Moreover, only those whose destitution legally entitles them to receive parochial relief are admitted to poorhouses; so that, even should the limited medical staff of a poorhouse seek a reputation in the treatment of surgical cases, their sphere is greatly restricted. Chronic and incurable cases, ulcers, tubercular caries, recurrent or inoperable cancers, chronic osteo-myelitis, fractures, dislocations, sprains, wounds and bruises form the bulk of the cases received. Indeed, if the general infirmaries were able to receive all applicants requiring surgical treatment, the provision of operating-rooms in poorhouse hospitals would be superfluous. But many patients, destitute and wholly unfit for work, cannot

obtain a subscriber's line for admission to an infirmary, or cannot afford to wait until a bed is vacant. The existence of this comparatively large class makes it absolutely necessary that the poorhouse hospital should always be in reserve. Hence operating-rooms are necessary in most large poorhouses; and, as in surgical work—more perhaps than in any other form of work—it is necessary that whatever is done should be well done, no make-shift operating-room will suffice. Such expedients as a spare ward, with insufficient light and a wooden floor, or a ward-kitchen with an ordinary sink and fireplace, cannot be too strongly condemned. If the operating-room is on a smaller scale than an operating theatre in a public hospital, its equipment should not be less complete.

Cases of eye, ear and throat disease are better in the hands of specialists than in the poorhouse. Naturally those in charge of hospitals specially devoted to such cases acquire greater skill in their treatment than it is possible for the medical staff of a poorhouse to have. Parish Councils sending patients to these hospitals should, of course, subscribe generously towards their support. If this course is followed, it will be unnecessary that a poorhouse should provide a complete set of instruments for such cases. An ophthalmoscope, a laryngoscope, an ear speculum, tonsillotomes, will probably be found sufficient.

In rural areas a district hospital is usually available for surgical cases; and, if so, only minor cases will, as a rule, fall to be dealt with in the poorhouse. The poorhouse should, however, be prepared to receive cases in which major operations are necessary, and the House Committee should spare no reasonable expense in equipping the poorhouse for this function. The Medical Officer of a poorhouse should be capable of performing surgical operations, but the House Committee should provide him with skilled assistance when necessary.

### *MEDICAL CASES.*

#### **Phthisis.**

In the Parish of Glasgow there are more cases of phthisis admitted to the poorhouse hospital than of any other one disease. Phthisis constitutes 13·3 per cent. of the total number of diseases treated, and to this should be added 2 per cent. of other tubercular



diseases. It is now generally recognised that the treatment of phthisis on the lines followed in sanatoria has come to stay, and certain wards or parts of poorhouses should be adapted so as to give approximately the same treatment as is given in sanatoria. From my own experience of hospitals situated in crowded city areas, I believe that, with liberal air space (1200 or 1500 cubic feet per bed), free ventilation and careful antiseptic precautions as to sputum and discharges, the results are not much, if at all, inferior to those obtained in hospitals situated on wind-swept highland slopes. But much depends on the stage of the disease when the patient is subjected to hospital regimen, on the resistance power of the individual, and on the virulence of the bacillus. Perhaps in time large areas will combine for the erection of sanatoria for phthisis alone, but meantime there is no reason why any poorhouse under intelligent medical administration should not do excellent work. For patients in the earlier stages of the disease cheap wooden cubicles could be built in the grounds of the poorhouse.

### Epilepsy.

It is possible that ultimately all destitute epileptics will be sent to homes or colonies specially designed for epileptics, but meantime a large proportion of these cases are sent to the poorhouse. The risk of accident and the uncertain temper of epileptics tend to unfit them for residence in private dwellings. All epileptics in the poorhouse should sleep on specially low beds, and during the night a nurse or warder should be on duty in their immediate vicinity.

### Venereal Disease.

Some Parish Councils and Inspectors of Poor would, on moral grounds, refuse relief to this class of patient. But disease, especially contagious disease, cannot be ignored although caused by vice. Only a few general hospitals receive venereal cases, but many are treated in public dispensaries.

As a rule, venereal disease is concealed until the patient is unfit for work. To encourage applications for treatment would offend moral susceptibilities, though early cases are the most easily cured and early treatment would do much to prevent disastrous complications. The publicity involved in an application which passes



through the hands of the Inspector of Poor, his assistants, and the Relief Committee, deters any but the most shameless, or those who are suffering very acutely, from applying for relief. Application to the Medical Officer alone, and admission to the poorhouse on his order, would probably produce far better results. To refuse indoor relief to such cases not only condemns the applicant to severe suffering, but is a menace to the public health. Inspectors of Poor and Relief Committees would, therefore, be acting not only humanely, but for the highest public good, in making it as easy as possible for persons suffering from venereal disease to obtain admission to the poorhouse. And every large poorhouse should have wards set apart for such patients who should receive the medical treatment that their disease requires, without consideration of the vice in which their disease may have originated.

### **Skin Diseases.**

It is undesirable that skin diseases should be admitted to other than strictly-isolated wards. Children admitted to the poorhouse are often dirty and suffering from scabies, ringworm or eczema. Carelessness on the part of matrons, attendants or nurses in the probationary and children's wards, in allowing apparently trivial cases to escape notice; an insufficient supply of towels; insufficient and perfunctory bathing; the use of the same water for more than one child—these causes all lead to outbreaks of skin disease in the poorhouse, and greatly discredit the management.

### **Notifiable Diseases.**

The Local Authority should always remove scarlet fever, typhus, enteric, small-pox, diphtheria, and whooping-cough to a hospital for infectious diseases. Cases of erysipelas are usually allowed to remain in the poorhouse. This disease is best treated in a side-room, and, with ordinary sanitary precautions, is harmless, provided that the nurse in attendance does not come in contact with surgical or midwifery cases. Cases of measles are usually removed by the Local Authority.

It is very convenient to have isolated wards in which an infectious patient can be lodged pending removal by the Local Authority, or retained without danger of spreading infection if too ill to be removed.

### Maternity Cases.

Every poorhouse must be prepared to receive and to deal with maternity cases. Where such cases are numerous it is essential that there should be an accouchement room and a room to which the mother may be removed while in process of recovery after the birth of the child. The accouchement room should contain as little furniture as possible. A cabinet holding instruments and antiseptics and a convenient supply of hot water is really all the equipment necessary. The bed will, of course, be fitted with waterproof-sheeting. The nurse in charge should preferably have had a full training in midwifery work and possess the certificate of the Central Midwives Board.

### Mental or Observation Cases.

Very few poorhouses will care to indulge in this experiment on account of its cost. The proportion of attendants required for observation cases is very high, as there is always the danger of a patient developing violent or suicidal symptoms. In the Eastern District Hospital of the Parish of Glasgow, where, owing to the large number of patients treated, the experiment is conducted under auspices that should promote the utmost economy, each patient costs about 25s. per week, or double the usual cost in an asylum. This loss is accentuated by the fact that no Lunacy Grant is paid in respect of such cases.

The function of observation wards is now quite definite. They exist for two reasons—(1) to permit the certifying medical officers to make an accurate diagnosis; and (2) to prevent the stigma of lunacy attaching to cases curable within a short time.

The first of these functions is legitimate enough, and may save sane persons from incurring the odium of being sent to a lunatic asylum. The second function is less legitimate. If a person has been confined in an asylum as a lunatic, the public naturally distrust him. His mind has once given way, and may give way again with, perhaps, dangerous results. Hence employers of labour are reluctant to engage such persons. Now, one purpose of observation wards is, in a sense, to deceive employers of labour and the public generally. A man has been insane, but—owing to the interposition of observation wards—not having been certified insane or sent to a lunatic asylum,

insanity is not admitted, and the not altogether unfounded distrust of erstwhile insane persons is eluded. The morality of this is at least open to question, though it may have some advantages from the point of view of parish economy which wishes to encourage the wage-earning capacity of all potential paupers.

A more legitimate purpose of observation wards is to receive cases of senile mania whose relatives do not wish to have it said that, say, a parent, an uncle, or an aunt died in a lunatic asylum.

The treatment of observation cases does not differ from that of ordinary hospital patients. The general health of the patient is attended to as far as possible. Rest, good—but non-stimulating—food, purgatives or enemata for cleansing purposes, and such other medicines as the special features of the case may suggest, sum up the treatment. Of course, good and careful nursing in, say, the ratio of one nurse to four patients is absolutely essential if the use of mechanical restraint is to be avoided.

### GENERAL.

Though the Medical Officer is the sole official of the poorhouse whose appointment and tenure of office are statutory, he must never forget that he is the servant of all, and must obey the call of the humblest inmate.

J. M'C. J.



## CHAPTER VIII.

### LEGAL DECISIONS AFFECTING POORHOUSES.

#### I.

FIFESHIRE.—SHERIFF CRICHTON AND SHERIFF-SUBSTITUTE LAMOND.

*November 30, 1880.*

JACKSON (Inspector of Abbotshall) *v.* SMALL (Inspector of Auchterderran) AND MUIR (Inspector of Kirkcaldy).

*Combination Poorhouse—Rate of Board of a Suspense Pauper.—Held*, that one parish in a poorhouse combination is entitled to charge against another parish in the same combination the full cost of a pauper's maintenance in the poorhouse, including establishment charges. Briefly, the facts were:—

Kirkcaldy disputed with Abbotshall the amount charged for the pauper's maintenance in the poorhouse. The following are the interlocutor and note of the Sheriff-Substitute on this point:—

CUPAR, *August 24, 1880.*—The Sheriff-Substitute having resumed consideration of the cause, with the proof (No. 12 of Process), and having heard parties' procurators thereon: Finds that the Inspector of Poor for the parish of Kirkcaldy is bound to reimburse the pursuer of all expenses defrayed by him for the pauper Seath, from November 8, 1878, to October 10, 1879, at the rates concluded for: Finds that the pursuer disbursed—First, the sum of £1, 16s. 6d. by way of outdoor relief to said pauper, and thereafter paid for said pauper in the poorhouse the sum of £8, 12s. 10d., being at the rate of 5s. 1d. per week for 34 weeks, from February 14, 1879, till October 10, 1879, when the pauper was transferred to the charge of Kirkcaldy: Therefore decerns against the defender, the Inspector of Kirkcaldy, liable to the pursuer, and to the defender Small, Inspector of the Parish of Auchterderran, in expenses: Allows



accounts thereof to be given in, and remits the same, when lodged, to the auditor to tax and report.

(Signed) W. LAMOND.

*Note.*—Kirkcaldy disputed its liability for this pauper's maintenance, as being the parish of his settlement, but after proof it has been found liable. It now disputes the amount of relief charged for the relieving parish Abbotshall, on the ground that the charge includes part of the permanent costs of the combination poorhouse, of which both parishes are partners.

Abbotshall, Kirkcaldy, Kinghorn, and Burntisland have erected a combination poorhouse at Kinghorn, each contributing to its maintenance according to their respective shares therein, and that irrespective of whether any one parish has paupers of their own in it or not.

Kirkcaldy contends that, if it pays Abbotshall the permanent charges included in the 5s. 1d. per week, Abbotshall to this extent profits at the expense of a co-partner. On the other hand, it was conceded by Kirkcaldy that, if it got recouped by an outside parish for the maintenance of a pauper in the combination poorhouse, Kirkcaldy would charge the outsider the permanent charges, and that Kirkcaldy alone would get the benefit of the permanent charges thus repaid to them.

Is this not just the case of Kirkcaldy benefiting at the expense of its co-partners, if co-partners they be? It seems to the Sheriff-Substitute that no distinction can be made between parishes combined for a poorhouse seeking relief against each other, and the case of one of the combined parishes seeking relief against an outsider.

For the purposes of relief, the element of combination does not properly enter into the question, further than this, that, by combining, the relief afforded may be very much lower than if the parish affording relief had a poorhouse of its own or boarded out the paupers. To this extent each of the combined parishes is benefited, when a question of recouping arises *inter se*. But on principle the Sheriff-Substitute cannot see how the relief which one of two or three combined parishes is ultimately found bound to give to one of the others, is measured by any other standard than that applicable to any parish whatever.

The purpose of a combination poorhouse is not to affect the legal right of a parish, not liable, but disbursing, of being reimbursed every farthing spent upon a pauper who is ultimately found to be chargeable elsewhere. It is erected in order to save the expense of keeping up separate establishments, and thereby saving the hard-taxed ratepayers.

And so when any of the combined parishes gets repaid what it advances from an outsider, its ratepayers get their pockets saved by so much as is repaid, but the other members of the combination still contribute according to their shares, receiving no benefit from what is paid. Each parish has its chance, as the opportunity arises, and so far gets a benefit, but that there should be one way of measuring the relief when it is to be paid by a combined parish to another parish in the combination, and another rule for making an outsider pay, the Sheriff-Substitute is at a loss to see. Abbotshall entered this combination, not for the purpose of saving the ratepayers of Kirkcaldy, Kinghorn, or Burntisland, but to save its own ratepayers, and if it gets the chance of being recouped its expenses from any parish whatever, the Sheriff-Substitute sees no reason why it should not take it. In the case Kirkcaldy has to pay for defending the indefensible.

(*Initd.*) W. L.

On appeal, the Sheriff affirmed the judgment of his substitute, both on the question of settlement, and with regard to the amount charged for the pauper's maintenance in the poorhouse (*Poor Law Magazine*, 1881, p. 45).

[It will be observed that this decision is quite opposed to the decision in the case of *Row v. Dumbarton*, page 158. The later decision would probably now be regarded as authoritative.]

## II.

SHERIFF-SUBSTITUTE BIRNIE, LANARKSHIRE.

March 5, 1886.

DEMPSTER (Inspector of City Parish, Glasgow) *v.* MUIR (Inspector of Bothwell).

*Board in Poorhouse—Management and Medical Relief Charges.—Held*, that a relieving parish was entitled to recover from the parish

of settlement only the actual cost of maintaining the pauper (under deduction of medical attendance), as appearing from the returns.

This was a small debt action to recover advances made by the Parish of Glasgow, on behalf of a pauper named Isabella Wilson and her child. The settlement of the pauper was in Bothwell.

In giving judgment the Sheriff said: "It may be convenient for parishes to take an average cost in preference to an exact calculation of the money expended on an individual pauper, and I was informed at the debate that this had not been discountenanced by the Board of Supervision, but as a matter of law I am unable to sustain it. . . . In *Hay v. Melville* (20 D. 480), the expenses of inspecting an outdoor pauper were held not chargeable, and at page 104 of the Rules of the Board of Supervision, this decision is assumed to apply to all charges of management. If this be so, not only the salaries of the Governor and other officials of the poorhouse, but establishment charges, including estimated rent of the poorhouse, feu-duties, insurance and repairs, would be deducted, as, by the same rule, these are classed as charges of management. I am not prepared to accept this reading of the decision" (*Poor Law Magazine* for 1886, page 203).

[In the decision of *Beattie v. Muir* (page 147) it was pointed out by the Court that the returns compiled by the Local Government Board were solely for statistical purposes, and did not affect the rates charged for paupers boarded in the poorhouse; otherwise the principle of this decision is confirmed by *Beattie v. Muir*.]

### III.

SHERIFF MUIRHEAD AND SHERIFF-SUBSTITUTE GEBBIE.

May 14, 1887.

DEAS (Inspector of Greenock) *v.* MACDONALD (Inspector of Dumbarton).

*Relief Recoverable from Parish of Settlement.*—*Held*, that a parish which gives indoor relief to a pauper can recover only its actual outlay from the parish of settlement, and not any portion of the permanent outlay.



The facts of this case were:—A pauper whose settlement was in Dumbarton became chargeable to Greenock, and was sent by Greenock to their poorhouse. Greenock charged 8s. 2d. a week for the pauper's board. Dumbarton refused to pay this charge on the ground that it was exorbitant and unreasonable.

Dumbarton pointed out that Greenock received boarders from other parishes at the following rates:—"When the beds are occupied the charge will only be 4s. additional [to 1s. per week of bed-rent] a week for each pauper so long as he or she is an inmate of the ordinary wards, and 6s. per week additional if an inmate of the sick wards or hospital." In view of these terms, Dumbarton offered 5s. per week, but Greenock refused to accept this on the ground that board in their poorhouse actually cost 8s. 2d. Greenock offered to reduce the charge to 6s.; but as Dumbarton refused to pay even this sum, Greenock finally sued for a rate of 7s. 1½d. per week.

The Sheriff-Substitute decided in favour of the contention of Dumbarton. In his note he said: "The question here raised is generally whether the pursuer's Board, who in the first instance afforded relief to a pauper, can recover only its actual outlay from the parish of settlement, or whether it can recover also a proportion of the expenses of management or permanent charges connected with the poorhouse in which the pauper was placed. That is a question which arises under statute and not from equity. It seems to me the 71st section of the Poor Law Act, which deals with the matter, has received a most authoritative interpretation, and one which I am bound to follow. The case is that of *Hay v. Melville* (20 D. 480), decided by Lord Mackenzie, Ordinary, in the Outer House, who observes in his note that, 'under the 71st section, the parish which gives relief to a poor person found destitute therein is entitled to recover the "*monies expended*" on behalf of such poor person from the parish in Scotland to which he belongs. These expressions, it is thought, denote the sums advanced for the alimentary support of the pauper. Nothing is said as to the expenses incurred by every parochial board in the management of the poor, and no authority is given in this section or in any other part of the Act to recover a portion of these expenses from the parish of settlement.'"

The Sheriff affirmed the decision of his Substitute (*Poor Law Magazine* for 1887, page 384).



[The principle of this decision is superseded by the decision in the case of *Beattie v. Muir*, page 147.]

## IV.

ARBITRATION CASE. MR. SHERIFF LEES, GLASGOW.

*November 15, 1888.*

GOVAN *v.* NAIRN AND NEW MONKLAND.

*Expenses of Maintaining a Pauper Lunatic.*—*Held*, that a relieving parish is entitled to charge for accommodation and management, in addition to cost of maintenance, in a parochial asylum.

In deciding this case the Sheriff said: "Nairn fought stoutly against liability to Govan at its ordinary parochial rates, and relied upon *Hay v. Melville* (20 D. 480) as ruling that Govan could only claim at the rate specified in the return made by it (for other purposes) to the Board of Supervision. This decision has been accepted by two Sheriffs in the recent case of *Deas v. Macdonald* (page 144) as requiring such a result. A different view, however, was taken in *Jackson v. Small and Muir*<sup>1</sup> (page 141) by other two Sheriffs, and followed in *Dempster v. Muir* (page 143). My opinion entirely concurs with the judgments of the last three Sheriffs referred to. I do not think *Hay v. Melville* necessarily leads to the view contended for by Nairn; and, if it did, the result would, I think, be greatly to be deprecated. It is admitted that, for the sums paid by Govan to Bothwell in respect of the pauper's detention in the asylum there, Govan is entitled to relief from Nairn. It would surely be anomalous to say that it had no relief against Nairn for its own charges calculated on the like scale. If it had not, the practical effect would be that, where a parish affording interim relief saw it had clear recourse against one or other of certain parishes, it would place the pauper in the poorhouse or asylum of some neighbouring parish, and so avoid saddling its own ratepayers with charges which could not be recovered. More than that, the view I have spoken of would be an encouragement to the parishes to squabble as long as possible about the determination of liability, if they saw that the pauper was being detained by the

<sup>1</sup> But in *Row v. Dumbarton* (page 158) Sheriff Lees himself departed from *Jackson v. Small and Muir*.

interim relieving parish in its own poorhouse or asylum. On the other hand, for its own protection, the parish giving interim relief would, as authorised in *Hay v. Melville*, hasten into Court and incur the expenses of a litigation which a little inquiry might prevent. The view contended for by Nairn would further tend to make the parish which was affording interim relief give it out of doors, and without resorting to the workhouse test. If, however, following the proper course, the pauper be received into the poorhouse or asylum, as the case may be, he cannot get interim relief without a house to cover him and officials to attend to him. Man does not live by bread alone. Somebody must get the food for him, and a house in which he may sleep. . . . It is improper, therefore, to regard the outlay on buildings and officials as something which, *quoad* the pauper of another parish, is a gratuity which the statute does not sanction. . . . I take it that the true intent and meaning of the statute are that, as nearly as possible, the parish of ultimate relief is to repay the charges that would fall upon the ratepayers of the parish of interim relief if the latter failed to establish its claim of recourse. Any other result would be unfairly prejudicial to the ratepayers of large towns" (*Poor Law Magazine* for 1889, page 43).

[This decision is in accordance with *Beattie v. Muir* (page 147), the standard case on poorhouse charges. In comparing this decision with that of the same Sheriff in *Row v. Dumbarton* (page 158), it must be kept in mind that here the parish of settlement had no connection with the poorhouse, whereas in *Row v. Dumbarton* both parties were members of the same poorhouse combination.]

## V.

PETER BEATTIE (Inspector of Barony Parish, Glasgow)  
v. JAMES MUIR (Inspector of Bothwell).

SECOND DIVISION, *January* 29, 1892.

*Poorhouse and Asylum Charges.*—Principles to be observed by a relieving parish in charging the parish of settlement for the board of paupers maintained in a poorhouse or in a lunatic asylum.

Briefly, the facts of this case were:—Certain paupers, whose settlement was in the Parish of Bothwell, had become chargeable

to the Barony Parish, Glasgow. One, a lunatic, had been boarded in the lunatic asylum belonging to Barony Parish; the others had been boarded in Barnhill Poorhouse.

The account rendered to the Parish of Bothwell for the lunatic was based on a statement of expenses incurred in maintaining the asylum for one year, drawn up in the following manner:—

*Daily Average Number of Lunatic Poor, 551.*

	Cost per Year.			Cost per Week of each Inmate.	
	£	s.	d.	s.	d.
1. Provisions . . . . .	5032	5	4	3	6
2. Medicines . . . . .	189	15	8	0	11 $\frac{1}{4}$
3. Fuel, light and water . . . . .	1037	7	11	0	9
4. Clothing . . . . .	891	11	4	0	7 $\frac{1}{2}$
5. Salaries and wages, less tradesmen . . . . .	2796	13	10	1	11 $\frac{1}{4}$
6. Furniture, furnishings and bedding . . . . .	559	12	9	0	4 $\frac{3}{4}$
7. Sundry supplies and expenses . . . . .	893	19	11	0	7 $\frac{1}{2}$
8. Law charges . . . . .	3	9	8	...	
9. Farm . . . . .	1747	3	10	1	2 $\frac{3}{4}$
	£13,152	0	3	9	2
Total indebtedness, £212,642 at 3% =	6,379	0	0	4	1
				13	3

In respect of the ordinary poor who were boarded in Barnhill Poorhouse, the charge was based on the following similar statement of the cost of the poorhouse for one year:—

*Daily Average Number of Inmates, 1065.*

	Cost per Year.			Cost per Week of each Inmate.	
	£	s.	d.	s.	d.
1. Maintenance . . . . .	6291	11	8	2	3 $\frac{3}{4}$
2. Clothing . . . . .	919	13	9	0	4
3. Bedding . . . . .	256	9	5	0	1
4. Furnishings . . . . .	374	17	11	0	11 $\frac{1}{2}$
5. Fuel, light and water . . . . .	1956	14	2	0	8 $\frac{1}{2}$
6. Miscellaneous . . . . .	592	10	9	0	2 $\frac{1}{2}$
7. Land charges . . . . .	264	1	4	0	1
8. Funeral charges . . . . .	99	12	10	0	0 $\frac{1}{2}$
9. Salaries of officials . . . . .	2737	7	9	1	0
10. Children's trip . . . . .	122	10	0	0	0 $\frac{1}{2}$
11. Concerts . . . . .	2	13	10	...	
	£13,618	3	5	4	11 $\frac{1}{4}$
Total indebtedness at 3% =	1,863	0	0	0	6
				5	5 $\frac{1}{4}$



The Parish of Bothwell objected to pay the charges so arrived at for these reasons:—

(*a*) Medicines should not be claimed by one parish against another when they both participate in the Medical Relief Grant;

(*b*) The salaries of officials and the cost of the farm should not be claimed in respect that they are charges necessarily incurred by the Parish of Barony in respect of their own poor, and do not represent expense specially incurred in maintaining the paupers chargeable to Bothwell;

(*c*) The interest charged on debt on the asylum buildings should not be greater than the valuation of the buildings shown in the Valuation Roll. Nothing should be charged in respect of the debt on the poorhouse buildings;

(*d*) In any case the charge for the ordinary poor should not exceed the average weekly cost shown in the returns published by the Board of Supervision.

Essentially the argument was that Barony should charge only the outlay actually made on behalf of the Bothwell paupers (*viz.*, food, clothing, &c.), and that all the other charges, being necessarily incurred in maintaining the institutions for the Barony poor, no part of them should be charged against Bothwell.

The Lord Ordinary (Stormonth Darling) decided that the charges were properly made, and, subject to certain minor adjustments, supported the principles on which Barony framed their account against Bothwell.

In giving his opinion Lord Stormonth Darling said: “The extreme view for the parish of settlement would be that, as the relieving parish has its poorhouse or asylum built, furnished, and provided with a staff of officials and servants for the accommodation of its own poor, no extra expense is incurred by the admission of an extra-parochial pauper beyond the food which he consumes, and the clothing (if any) which is supplied to him; and that, therefore, the average rate should be limited to those articles of actual consumption. I could understand that view, although I should think it very inequitable, and not warranted by any words in the statute.

“But the defender does not put his case so high as that. He concedes that in the case of the asylum he must pay an average rate, covering not merely provisions, clothing and medicines (so



far as not met out of the Medical Grant), but fuel, light and water, furniture, furnishings and bedding, sundry supplies and expenses, and a sum corresponding to rent. In the case of the poorhouse he conceded the same charges, except rent, which he disputes altogether. As regards both asylum and poorhouse, the principal items which he challenges are those covering the salaries and wages of officials and servants connected with the two institutions.

“I can find no intelligible principle in these distinctions. . . . It by no means follows that the parish of settlement is to be exempt from bearing its fair share of the general cost of a poorhouse or asylum, including the salaries and wages of officials and servants attached to the establishment. . . . They seem to me to form as truly part of the ‘moneys expended on behalf of’ the pauper as the food which he consumes or the clothing which he wears.

“It remains for me to deal with some of the subsidiary questions raised by the parties.

“Under the head of ‘Medicines’ supplied in the asylum, the defender objects to being charged with a proportion of the item for tobacco and snuff, on the ground that these are luxuries I have not been informed in what circumstances, or to what extent, they are supplied to inmates of the asylum, and I think I must assume that the charge for them is lawfully made, that is to say, such that no ratepayer of the Barony Parish could successfully challenge it. If so, I think the defender must bear his proportion of it.

“The same observation applies to the charge for farm expenses. It happens that no charge can properly be made under this head for the two years in question, because there was a profit on the working of the farm. But if it were otherwise, I should assume that the outlay was lawful as for a curative agent; and I am informed not only that the Board of Lunacy requires, as a condition of granting its annual licence to an asylum, that a considerable extent of arable land should be attached to it, but that the particular farm connected with the Woodilee Asylum is regarded by the Board as not more than sufficient for its requirements.

“There are three methods of ascertaining the annual cost of

house accommodation, whether in the case of asylums or poorhouses, and I have felt some difficulty as to which of these ought to be adopted. The first method, being that claimed by the pursuer, is to take the total cost on capital account incurred by his board from the beginning in acquiring and building the asylum or poorhouse, and to charge 3 per cent. thereon. The second method is to take the same percentage on the actual indebtedness outstanding on capital account, in the two years over which the claim extends, after allowing for the repayments of capital which have been made from time to time out of the yearly rates. The third method is to take the assessed value as entered in the Valuation Roll. I have come to the conclusion that the second method is the right one, on the ground that it represents the actual cost of the buildings at the date of contribution. . . . The first method would result in the relieving parish making a profit out of the transaction, and the third method seems to me to be purely arbitrary.

“The defender appeals to the form of annual return issued by the Board of Supervision, in which a distinction is drawn between ‘management’ and ‘maintenance,’ and under the former head are included, in the case of a poorhouse or parochial asylum, the salaries of officials and other ‘establishment charges.’ But this return is made for statistical purposes, and not for the ascertainment of the contribution due to a relieving parish by a parish of settlement, the amount of which must, I think, be determined, in the first place, by the actual outlay, and, in the second place, by the terms of the statute.”

Bothwell appealed against this decision; but the Second Division affirmed the judgment of the Lord Ordinary.

### Effects of above Decision.

This decision applies only to cases in which a pauper becomes chargeable to a parish in which he has not a settlement, and is sent by that parish to its poorhouse. A pauper whose settlement is in Inverness becomes chargeable, say, in Glasgow, and is sent to the parish hospital at Stobhill. The Inspector of Glasgow ascertains that the settlement is in Inverness, and sends a claim to Inverness; Inverness investigates the claim—a process that may

occupy several months—and, being satisfied that the claim is well founded, admits liability. Glasgow then renders an account for board in the hospital in accordance with the above decision. If Inverness, after admitting liability, wishes the pauper to continue in Stobhill Hospital, that is a matter for arrangement between the parishes. Any rate satisfactory to both may then be charged. It is, of course, at any time in Glasgow's power to charge less than they are entitled to by the decision in *Beattie v. Muir*, and, if Inverness wishes them to keep on the case, Glasgow may charge as much more as Inverness is willing to pay. But *Beattie v. Muir* limits the charge during the period over which Inverness had no control. If the pauper is permitted to remain in Stobhill, Inverness will then be boarding in Stobhill in terms of section 65 of the Poor Law Act. The rate charged under section 65 may be a wholly arbitrary rate, and need have little relation to the actual cost of the inmate. It is regulated by the law of supply and demand. If a poorhouse has few vacant beds and does not wish boarders, it may charge a rate so high as to be prohibitive. If, on the other hand, the poorhouse has a large number of vacant beds, it may charge a very low rate with a view to inducing parishes to acquire boarding rights.

The House Committee of a poorhouse with many vacant beds should regard the question thus: the poorhouse will hold, say, 100 inmates. The average number of inmates is thirty, leaving seventy vacant beds. In respect of those thirty inmates the management charges will be nearly as high as though the poorhouse were full. Certain officials are always necessary. There will be a governor, a matron, a medical officer, a chaplain, probably a treasurer, a porter, and several domestic servants. All of these officials must be paid. Then there are taxes, feu-duties, and the costs of the repairs, &c., necessary to keep the buildings in a fit state. The cost of heating and lighting will be nearly as great for thirty inmates as for 100. If now the House Committee agree to receive a number of boarders, the only extra cost incurred will be for food and clothing. That should not exceed 3s. per week (2s. 6d. for food and 6d. for clothing). Everything charged above this will represent profit. So that if other 2s. or 2s. 6d. a week is charged in respect of house accommodation and management, the amount payable by the parish or parishes owning the



poorhouse will be materially lessened. That is why it is a profitable transaction to receive boarders in a partially-occupied poorhouse, even although the rate charged may be less than the full average cost of each inmate to the parish or combination owning the poorhouse. But such an arrangement is wholly in the nature of an agreement between the owners of the poorhouse and the parishes seeking boarding rights.

In the decision of *Beattie v. Muir* it will be observed that the amount charged for house accommodation consisted of 3 per cent. on the amount of debt unpaid. This implies that, when there is no debt unpaid, there will be no charge for house accommodation. Lord Stormonth Darling stated that he was opposed to a percentage on the original value of the poorhouse being charged, as this would mean that the relieving parish would make a profit. The effect of this is that no charge can be made in respect of house accommodation or capital outlay, unless there is an outstanding debt. This principle does not, of course, apply to a voluntary arrangement to board under section 65.

In the decision it seems to be implied that the rates are to be averaged over the cost of all the inmates of the poorhouse or asylum, without distinction of class. Until lately this view was generally accepted. It was the easier to accept, because each poorhouse received both sick and healthy within its gates. But some three years ago the Parish of Glasgow opened separate hospitals for the sick, and it was found that the sick in those hospitals cost very much more than the ordinary inmates of poorhouses. Glasgow, of course, did not average the cost of all its institutions, but took each separately, and charged a higher rate for sick. It then occurred to other parishes that owned large poorhouses that there was no difference in principle between a hospital attached to, and a hospital entirely separate from, a poorhouse. In both cases the administration of the hospital costs very much more than the administration of the poorhouse. The staff, consisting of doctors, nurses, &c., is more expensive; all labour has to be paid for, as the sick can give little or no assistance; food, medicine, and medical appliances add materially to the higher cost of the hospital. Accordingly, the Local Government Board were asked whether, in their opinion, it would be consistent with the decision in *Beattie v. Muir* if a distinction were made between the cost of sick persons in the hospital



and that of persons in the ordinary wards of the poorhouse. The Board replied that, in their view, this would be competent, as the essential principle of the *Beattie v. Muir* decision was that the actual cost, as nearly as possible, should be charged; that averages were used because, generally speaking, any other system was impracticable; but that, if the cost of one class could be clearly distinguished from the cost of another class, there was no reason why this should not be done. In the case of *Dundee v. Aberdeen* (page 162) this point is dealt with in the form of a decision by the Local Government Board on a reference to them for arbitration.

The adoption of this principle may, however, lead to cases of hardship. The Parish Council of, let us say, a wealthy city parish erect institutions for the sick poor, equal in every way to the best general hospitals. Their action is to be commended, but naturally each of those institutions will cost nearly as much as a general hospital maintained by voluntary subscription — that is, from £1 to £2 per week for each patient. Even at the lower figure this expenditure will mean a great deal to an impoverished highland or island parish with a poor-rate of 10s. or more per £. Before the parish of settlement is able to obtain the removal of a pauper from the hospital an account for board of £20 or more may be incurred. Naturally the poorer parish thinks it very hard that a rich parish should be able to commit it to such expenditure; and it is doubtful whether it is good policy on the part of the richer parish to exact all that it is entitled to. As before stated, the only outlay of the relieving parish in respect of a poor person belonging to another parish sent to hospital is for food, medicine and (possibly) clothing. The other charges fall to be incurred for their own poor. The cost of food and medicine will not exceed 5s. per week; so that, if £1 per week is charged, there will be 15s. of clear profit. If the parish of settlement is poor, the relieving parish might content itself with a profit of, say, 5s., making a total rate of 10s. per week.

## VI.

## ARBITRATION BY LOCAL GOVERNMENT BOARD.

*September 24, 1900.*

## KINROSS PARISH COUNCIL v. ABERDEEN PARISH COUNCIL.

*Board in Poorhouse—Items which may be charged by the Relieving Parish against the Parish of Settlement in respect of a Pauper lodged in the Poorhouse.—Held*, that the rent per bed paid by a parish with boarding rights in a poorhouse cannot be charged against the parish of settlement; but that special diet can be so charged.

The facts of this case were:—William Whyte, a pauper of Aberdeen, became chargeable to the Parish of Kinross on March 30, 1899, and was sent to the Dysart Combination Poorhouse, in which Kinross had boarding privileges. Aberdeen admitted liability, but objected to two items in the account of advances rendered by Kinross, viz., 2s. for rent of bed, and 12s. 9d. for brandy over and above the average cost of maintenance, as stated in the Local Government Board Returns. The conditions on which Dysart Poorhouse admit boarders are as follows:—Any parish receiving the privilege of boarding their paupers in this house, or of using it as a test, will require to take one bed for every 20 paupers on their roll, or portion thereof, relieved throughout the year (the number to be taken from the Annual Report of the Local Government Board), paying for each bed at the rate of 1s. per week continuously.

Scale of charges as follows:—

Charge for a mother with an infant child . . .	£0	5	3	per week.
„ adults over eight years . . . . .	0	3	10	„
„ children under eight years . . . . .	0	3	0	„
„ „ not weaned, without a mother . . . . .	0	3	6	„
„ sick room, additional for all classes . . . . .	0	1	5	„
Additional charges for special diet only in special cases. Each bed, as a test, in addition to above	0	1	0	„

The Local Government Board issued the following determination:—The Board are of opinion (1) that the Parish Council of Kinross are not entitled to recover from the Parish Council of Aberdeen the disputed sum of 2s. for the rent of bed in the poor-

house, charged by Kinross on account of the pauper, William Whyte; (2) that the Parish of Aberdeen is liable for the other disputed sum, viz., 12s. 9d. for brandy. Their grounds for so holding are that, in their view, the charge made by a poorhouse for boarding privileges cannot be claimed against another parish by the parish which has sent a pauper belonging to that other parish to the poorhouse. Kinross has three beds in the Dysart Poorhouse, and for these beds is bound to pay, whether they are occupied or not. But the charge for brandy is, in the Board's opinion, in a different position, as the latter was certified as necessary by the doctor in charge, and must be classed as special diet (*Poor Law Magazine*, 1900, 613).

*Note.*—This decision would appear to be based on the view expressed by Lord Stormonth Darling in *Beattie v. Muir* (page 147), viz., that the relieving parish is not entitled to make a profit out of the parish of settlement. If Kinross had charged any part of the bed-rent to Aberdeen that would have represented a profit to Kinross, as the bed-rent was a fixed charge and had to be paid in any case. In subsequent decisions the Board distinguish between this case and a case in which the relieving parish has to engage an *additional* bed for a pauper chargeable to another parish.

There is a distinction to be observed in such a case between a boarding parish and a parish in a combination. If Kinross had been in the combination, each of the beds that it held would have represented a capital outlay. If the beds had been fully paid up, Kinross could have charged Aberdeen nothing for house accommodation. If there had been debt on the poorhouse, Kinross could have charged a proportion of its share of the interest on the debt, amounting perhaps to 1d. or 2d. per bed per week, according to the amount of the debt. But, being simply a boarding parish, Kinross had no debt and could claim nothing.

## VII.

### ARBITRATION BY LOCAL GOVERNMENT BOARD.

*April 10, 1905.*

#### LINLITHGOW POORHOUSE COMBINATION *v.* DALMENY AND BO'NESS PARISH COUNCIL.

*Reformatory Schools Act, 1893—Liability of Poorhouse to Receive Prisoner.*—A boy charged with theft having been committed to a



poorhouse by order of a Sheriff, under section 2 of the Reformatory Schools Act, 1893, it was *held* that, as the poorhouse authorities were not obliged to receive the boy, the cost of his maintenance in the poorhouse constituted a charge against the Poorhouse Combination, and that neither the parish in which the boy was arrested nor the parish in which he was tried for the offence was liable.

The facts of this case were:—Joseph Kane, a boy aged fourteen or fifteen years, absconded from Smyllum Orphanage, Lanark, where he had been living. Shortly afterwards he was found in the Parish of Bo'ness in a destitute condition. A labouring man took the boy into his house, gave him food, and meant to obtain work for him. Kane lived with this man for some weeks. Then he left, having previously stolen a pair of trousers from his benefactor. Information was lodged with the police, and Kane was apprehended soon afterwards on a steamboat about to cross from the Hawes Pier, in the Parish of Dalmeny, to North Queensferry. He was taken to Linlithgow and tried in the Sheriff Court there. Pending his removal to a Reformatory School or otherwise, the Sheriff-Substitute ordered his detention in Linlithgow Poorhouse under the Reformatory Schools Act of 1893. The consent of the Governor to this course was not previously obtained; but the Governor received the boy in the poorhouse and permitted him to remain there until he was removed to Smyllum Orphanage.

The Local Government Board issued the following award:—

In the view of the Board there are no grounds on which an individual parish can be held to be liable for the expense so incurred, as the boy was neither a pauper nor did he fall to be dealt with according to the ordinary procedure under the Poor Law. Indeed, the case is clearly removed from the sphere of parochial jurisdiction by the fact that the boy was a prisoner on the charge of theft, and provisionally dealt with in terms—not of the Poor Law—but of the said Reformatory Schools Act of 1893. Section 2 of that Act provides that “the Court may direct that the offender may be taken to a prison or to any other place, not being a prison, which the Court thinks fit, *and the occupier of which is willing to receive him*, and be detained. . . .” The Sheriff-Substitute sent the boy to the poorhouse under that section, so that the situation in which the expense was incurred was created indirectly by the action of the Sheriff-Substitute, and directly



by the action of the Governor in admitting the boy to the poorhouse.

Although it will be seen from the above-quoted section that the Governor was not obliged to admit Joseph Kane to the poorhouse, the Board do not suggest criticism of his action in doing so, nor do they suggest that the Governor of a poorhouse should, in such circumstances, refuse to obtemper an order of the Sheriff. The Board are aware that the Governor's consent was not asked before the order was pronounced. As, however, in the present case, the boy was received and dealt with in the poorhouse, and as no culpable responsibility for this action can be attributed to any individual official, the view of the Board is that the expense must be defrayed by the combination as part of the general expenditure of the poorhouse (*Poor Law Magazine* for 1905, page 75).

#### VIII.

ROW PARISH COUNCIL *v.* DUMBARTON PARISH COUNCIL.

*June 10, 1905.*

(SHERIFF LEES, K.C., AND SHERIFF-SUBSTITUTE BLAIR.)

*Maintenance of Pauper in Poorhouse—Establishment Charges.—Held*, that one parish in a poorhouse combination is not entitled to charge another parish in the same combination the full average cost of a pauper's maintenance, but must exclude any sum in the nature of establishment charges.

The facts of this case were:—The Parish of Row sent to the Dumbarton Combination Poorhouse a pauper, named William M'Lachlan, whose settlement was in the Parish of Dumbarton. Row incurred an account of £16, 12s. in respect of M'Lachlan's maintenance in the poorhouse, and claimed to be repaid by Dumbarton. Dumbarton objected to a part of this claim on the ground that it represented establishment charges, which did not involve any extra outlay on the part of Row (such charges being based solely on the number of shares held in the poorhouse by a parish) and which Dumbarton had also to pay in respect of its own shares in the poorhouse. The Sheriff-Principal upheld the contention of Dumbarton.

In the note appended to his judgment the Sheriff said: "Where

a parish which shares in a combination poorhouse sends in a pauper, it has to pay the amount effecting to his maintenance in addition to its proportion of the management expenses. If it turns out that the burden of relieving the pauper should have been borne by some other parish, then the relieving parish has recourse against it for the monies it has expended, and these include both the expenses of managing the house and maintaining the pauper. No doubt, under its agreement with the combining parishes, the relieving parish has to pay management expenses, whether it sends in any pauper or not; and, therefore, the only actual extra expense which the pauper causes it is his maintenance. But the outside parish is no party to the agreement, and can take no advantage through, *res inter alios acta nec nocet nec prodest*. What it has to do is to pay to the relieving parish the due proportion of the whole outlays effecting to the relief of that pauper.

“But it is a different question where both parishes are parties to the agreement and have a defined share in the poorhouse. They can each plead the agreement, and both are bound by it and by the provisions it makes as to the expenses of the house. If, for example, the parishes of A., B. and C. erect a combination poorhouse on equal terms, then each will bear one-third of the expense of managing the house; but the cost of maintaining the paupers will probably be allocated amongst them in proportion to the number of inmates which they each contribute to the occupation of the poorhouse, and their length of stay respectively. The one-third of the management expenses will be paid by each parish, whether it sends in any paupers or not. These are a fixed and undeviating charge.

“Now, if the parish A. sends in a pauper, it will, in addition to its one-third of expenses of management, pay for his maintenance. But if it turns out that the pauper belongs to the parish of B., then A. has relief against B. Here, Row sent in the pauper, and it turns out that Dumbarton should pay. If Dumbarton had sent him in it would pay (1) its usual proportion of the expenses of management, and (2) the costs of the pauper's maintenance. Why should it pay more because that Row happened to send him in? Row wishes that, because it happened to send him in, Dumbarton shall, in addition, pay (3)

a proportion of Row's share of the expenses of management. But why should Dumbarton pay more if Row sends him in than it would if it had sent him in itself? I fail to see why it should. I think Dumbarton's argument is sound, and that it is not liable for any proportion of Row's share of the expenses of management. The agreement excludes any such claim. That was its object and is its effect" (*Poor Law Magazine* for 1906, page 13).  
*(Initd.)* J. M. L.

## IX.

ARBITRATION BY EWAN MACPHERSON, ESQUIRE, ADVOCATE, LEGAL  
 MEMBER OF LOCAL GOVERNMENT BOARD. *February 3, 1906.*

HOUSE COMMITTEE OF DUMBARTON COMBINATION POORHOUSE *v.*  
 PARISH COUNCIL OF OLD KILPATRICK.

*Combination Poorhouse Accounts.*—*Held*, that the Parish Council of Old Kilpatrick were not entitled to withhold payment of a proportion of their half-yearly account for paupers boarded in the poorhouse, on the ground that a resolution passed by the House Committee in regard to the allocation of the expenditure among the combining parishes had not been given effect to for the half-year in question.

Briefly, the facts of this case were:—On February 12, 1903, the House Committee of Dumbarton Combination Poorhouse agreed to a recommendation by a sub-committee that, owing to congestion in the poorhouse, the boarding parishes should receive notice to remove their boarders. At the same time the House Committee resolved that parishes in the combination having in the poorhouse more paupers than they were entitled to, in virtue of their share in the poorhouse, should be charged extra for the excess. The boarding parishes were asked to remove their paupers as from November 15, 1903, six months' notice being given. The Secretary of the poorhouse, as advised by the House Committee, was of opinion that the instruction as to charging excess against the combining parishes did not come into force until after the boarders had been withdrawn. He accordingly took no notice of excess occurring within the six months from May 15, 1903, to November 15, 1903, but made up his account for that period on the old basis. An account, amounting



to £245, 8s. 1d., being board of paupers in the poorhouse, was sent to the Parish of Old Kilpatrick. Of this account Old Kilpatrick paid only £200, 2s. 6d., keeping back £45, 5s. 7d., on the plea that the accounts for that half-year had been improperly made up, in respect that certain parishes had had in the poorhouse more inmates than they were entitled to send there. As those parishes had not been asked to pay excess, Old Kilpatrick contended that the instruction of the House Committee had been disregarded, and that their parish had lost by the undue concession granted to the parishes in question.

The arbiter decided that Old Kilpatrick's contention was not well founded, and that they were not entitled to make any deduction from the account rendered by the House Committee (*Poor Law Magazine* for 1906, page 115).

## X.

ARBITRATION BY LOCAL GOVERNMENT BOARD. *November 13, 1906.*

PEEBLES POORHOUSE v. PENICUIK PARISH COUNCIL.

*Poorhouse Charges—Funeral of Pauper.*—*Held*, that the parish of settlement was liable to defray the usual cost of burying a deceased inmate of the poorhouse, the deceased's relatives having paid certain extra charges incurred in placing mountings on the coffin and in providing a hearse.

The facts of this case were:—John Nimmo, an inmate of Peebles Poorhouse chargeable to the Parish of Penicuik, died on March 2, 1906, and the Governor notified the death to the Inspector of Poor of Penicuik and to the pauper's relatives. The Inspector of Poor of Penicuik immediately wired to the Governor, inquiring whether Nimmo's friends were making arrangements for the funeral, and, if not, asking the Governor to do so. The Governor replied that the friends *were* arranging for the funeral. The interment was duly carried out, but in May the undertaker rendered an account to the Governor, explaining that the relatives had paid for only the hearse and the mountings on the coffin, and that the usual cost of burial (*viz.*, £1, 9s.) fell to be paid by the Poorhouse Committee. The Secretary of the poorhouse paid the undertaker's charge and included it in his periodical account against Penicuik. Penicuik



Parish Council refused liability on the ground that they understood from the Governor's telegram to their Inspector that the relatives would defray the whole cost of burial.

The Local Government Board issued the following determination :—

On the facts submitted, the Board are of opinion that the Parish Council of Penicuik are liable for payment of the sum of £1, 9s. under dispute.

It appears to the Board, that had there been no offer by the relatives of the deceased to contribute towards the expenses of the funeral, the Parish Council of Penicuik would have been liable for the ordinary funeral charges and would have paid the same without objection. In this case there are no relatives legally liable, and the fact that the sister of the pauper paid *ex gratia* the extra expenses does not, in the opinion of the Board, relieve Penicuik from their liability for the ordinary expenses, especially as it does not appear from the facts that that parish has been in any way prejudiced by their understanding that the relatives of the pauper were to bear the whole burden of the expenses. Even if it be the case that "it is a rule" at Penicuik "that the friends must do all or nothing," that does not, in the opinion of the Board, affect the case. Evidently the Governor of the poorhouse thought that the relatives would pay the whole expenses, but as they will not, and cannot be forced to pay, the Parish of Penicuik is, in the Board's view, clearly liable for the ordinary funeral expenses (*Poor Law Magazine*, 1907, p. 182).

## XI.

ARBITRATION BY LOCAL GOVERNMENT BOARD. *April* 10, 1907.

DUNDEE PARISH COUNCIL v. ABERDEEN PARISH COUNCIL.

*Poorhouse Charges.*—*Held*, that a parish owning a poorhouse, which relieves in the poorhouse paupers belonging to another parish, but has not entered into any special agreement with that other parish, is entitled to charge as nearly as possible the cost of the pauper or class of paupers in question, and is not obliged to charge a rate based on the average cost of all classes of inmates (except lunatics) in the poorhouse.

The facts of this case were:—Several paupers belonging to the Parish of Aberdeen having become chargeable in Dundee Parish were sent to the East Poorhouse, Dundee. Where it had been necessary to place one of these paupers in the hospital wards of the poorhouse a higher rate was charged than if the pauper had been lodged in the ordinary wards. The Inspector of Poor of Aberdeen contended that the rate should be the average cost of all classes of ordinary inmates of the poorhouse.

The Local Government Board have issued the following award:—

Referring to your letter, dated 9th ultimo, I am to state that the Board are of opinion that the Parish Council of Dundee are entitled to charge the sum of 7s. 10 $\frac{3}{4}$ d. per week in respect of each pauper chargeable to the Parish of Aberdeen boarded in the Hospital of the East Poorhouse of Dundee. This sum represents as nearly as possible the actual outlay incurred per week in respect of each pauper boarded in the Poorhouse Hospital, and on 11th February last the Board intimated to the Parish Council of Dundee that the rate in question seemed to them reasonable and such as they could approve of.

I may add that the rate stated in the Board's Annual Report is solely for statistical purposes, and does not restrict House Committees in any way in the framing of their accounts.

After intimation of the award, the following correspondence took place between the Inspector of Poor of Aberdeen and the Local Government Board:—

ABERDEEN PARISH COUNCIL CHAMBERS,  
20 UNION TERRACE, ABERDEEN,  
*April 11, 1907.*

#### ARBITRATION.

*Charges for Board for Sick Poor in Dundee Poorhouse.*

SIR,

I beg to acknowledge receipt of your letter, No. 52246, of 10th instant, and to say that, in accordance with your Board's determination, I have instructed payment of the Dundee account. I hope, however, that the Board did not overlook the fact that the account rendered by Dundee was from May to November 1906, and that the Board's sanction to the Dundee Hospital Charges was only given on 11th February last, and with all respect I do not see how

the Inspector of Dundee is justified in recovering the Hospital Charges from me, which were incurred three months before the Board's sanction was obtained to these charges.

I am, Sir,

Your obedient Servant,

(Signed) C. B. WILLIAMS,  
*Inspector.*

*The Secretary,*

*Local Government Board, Edinburgh.*

LOCAL GOVERNMENT BOARD,

EDINBURGH, April 22, 1907.

SIR,

Referring to your letter of 11th instant as to the charges for board of sick poor in Dundee East Poorhouse, I am to explain that the Board do not regard their sanction to the poorhouse rate as having been necessary in the circumstances in question, as presumably there is no formal arrangement, in terms of section 65 of the Poor Law Act, made by Aberdeen to board in Dundee East Poorhouse. I am to add that the Board approve generally of the principle of differentiating between sick and ordinary poor on which the Dundee charges are based.

I am, Sir,

Your obedient Servant,

(Signed) G. FALCONAR STEWART,  
*Secretary.*

*The Inspector of Poor, Aberdeen.*

(*Poor Law Magazine* for 1907, page 196.)

*Note.*—This is the decision referred to in the commentary upon the case of *Beattie v. Muir* (page 154).

## XII.

Items of Expenditure in Poorhouse Accounts determined by the Local Government Board to be illegal in virtue of their powers under section 36 of the Local Government (Scotland) Act, 1894:—

1. New Year's entertainment to inmates of poorhouse.<sup>1</sup>
2. Teas supplied to members of Poorhouse Committees.
3. Trip to inmates of poorhouse.
4. Trip to children in poorhouse.

<sup>1</sup> The Board have intimated the opinion that, while the cost cannot be met out of the rates, such entertainments are proper objects of private benevolence.



5. Cost of refreshments supplied to members of Parish Council or House Committee when visiting poorhouse.<sup>1</sup>

6. Allowance to members of House Committee for assisting in stocktaking.

7. Allowance to pianist at entertainment of poorhouse inmates.

<sup>1</sup> When the poorhouse of a parish is situated within that parish, the Board have held that, in taking office, a member of the Parish Council tacitly accepts liability for any expense that he may incur for travelling or refreshment while engaged on the work of the Parish Council *within the parish*. The case is not analogous, however, when the poorhouse is situated in *another parish*.



## CHAPTER IX.

(1) NOTES ON POORHOUSE CONSTRUCTION.

(2) DESCRIPTION OF THE MODEL POORHOUSE  
PLANS (*Frontispiece*).

By NINIAN MACWHANNELL, F.R.I.B.A., I.A., Glasgow.

### I. POORHOUSE CONSTRUCTION.

#### APPOINTMENT OF ARCHITECT.

WHEN a House Committee have decided to erect a poorhouse they should at once select an Architect, so that he may guide and advise them even before a site is chosen. A small Committee should be appointed to act with the Architect, who would furnish monthly a report stating the progress of the work.

#### APPROVAL OF PLANS BY LOCAL GOVERNMENT BOARD.

After the sketch plans prepared by the Architect have been accepted by the House Committee, the Architect should submit them to the Local Government Board for criticism. This step is to be strongly commended, as the plans, being only in pencil at this stage, can be easily altered. Before the final approval of the Board is obtained the plans should be placed before, and sanctioned by, the Local Authority.

When the plans have been amended and completed, cloth tracings of the plans should be made out and sent to the Local Government Board for signature. The following plans should be submitted:—

1. Block plan of the site, showing the relative position of all the buildings and the drainage scheme.
2. Scale drawings (say  $\frac{1}{8}$ "-scale) of ground and upper floors; front, side and back elevations.
3. Sections.

The plans should bear on them the length, breadth, height, and

cubic content of all the wards and rooms. The position of the beds should be shown.

A set of cloth tracings must also be lodged with the Local Authority.

#### MEASURER.

The next step to be taken by the House Committee is to appoint a Measurer. His duties are (1) the preparation of estimates, (2) furnishing the Architect with the necessary certificates of the amount of work done, when the contractors are to receive instalments, and (3) the making up of the final measurements on the completion of the various contracts.

#### CONTRACTS.

When the proposed buildings are of any dimensions it is usual for the Clerk of the House Committee to advertise for offers in the local press.

When the schedules have been returned, the lowest offers checked, and the contractors chosen, operations may be begun.

#### CLERK OF WORKS.

It is usual for the House Committee to select a Clerk of Works, and they should on no account employ him on half time, as is frequently done on the score of economy. The Clerk of Works' whole time should be devoted to the supervision of the work, and a salary of not less than £3 per week should be paid to him.

Any alteration on the original plan, or any deviation from the estimates, should be reported by the Architect to the Architect's small Committee, who should in turn report to the House Committee. Whenever there is an increase of, say, £10 on any portion of the contract, sanction for the increase should be obtained from the House Committee in writing.

#### SITE.

For a combination poorhouse the site selected should, if possible, be in the centre of an imaginary circle containing the various parishes from which inmates are sent. Proximity to a railway station is essential. While not too much exposed, the site should

be open, and the soil dry and porous. The water supply and the drainage must be carefully considered when selecting the site.

The form of plan to be adopted can best be determined by the area and formation of the site. Where the area is ample, the best arrangement is a central administrative block, with double pavilions on either side, connected by corridors. The corridors should be so constructed as not to serve as a channel permitting the air of one block to pass to another block. There has been, and is, much difference of opinion as to the advisability of these connecting corridors; but it has frequently happened that, where originally no connecting corridor was built, after a few years a corridor has been added. Where old people have to go to and from their wards to the dining-hall, it is found absolutely necessary to have a covered way in inclement weather.

#### POSITION OF PAVILIONS.

Light and air are the two great essentials to keep in view when planning, and, as it is desirable to get all the sunshine possible in the dormitories and wards, the long axis of the pavilions should run almost due north and south.

It may be taken as a rule that the space between the adjacent blocks should at least be equal to twice their height, or, if one block be higher than another, then the space should be equal to twice the height of the higher block.

The entire ground floor should be on one level, and, where the site is ample, the height of the buildings should be limited to two storeys.

#### MATERIALS.

If there is no stone in the vicinity, the buildings should be constructed of brick, with hollow walls. The adoption of hollow walls enables the plaster work to be done directly on the walls, and thus dispenses with the usual straps and lathing. Plaster work done in this way is more durable, as it is less liable to be broken.

Underneath all ground floors a coat of asphalte on a bottoming of broken bricks or stones blinded with ashes should be laid. This is to prevent the ground air and damp from being drawn into the buildings. The space between the asphalte and the ground floor



should be well ventilated, and kept clean and free from all dirt and rubbish.

Should a fireproof floor be too expensive, and the ordinary wooden joists and flooring be adopted, care should be taken that no wooden beams or joists are built into the walls without an air space round the ends of them.

The ordinary deafening of plaster and ashes should never be allowed, as it is frequently the cause of dry rot. Slag-wool or a bituminous felt may safely be used as deafening.

#### FLOORS.

Good and inexpensive floors may be laid with pitch-pine or maple, and it is essential that wooden floors be not washed, but rather beeswaxed, with turpentine. Washing will speedily ruin a good floor.

The finishings should be severely plain, and all wooden facings at windows dispensed with. Staining and varnishing is a good and profitable method of finishing the woodwork.

#### INTERIOR WALLS.

When well done, the ordinary three-coat plaster work on walls and ceilings gives a most satisfactory finish. If the surface of the walls and ceilings is then treated with distemper colours, or painted, a very pleasing result is obtained. The walls of lavatories, water-closets, kitchen, scullery, and stores should have an impervious polished surface, such as is obtained by tiling, so as to be easily and thoroughly cleansed.

#### WINDOWS.

All windows should be carried up close to the ceiling. They should be so constructed as to serve for ventilation as well as for lighting. They should be easily opened so as to permit of being readily cleaned. A form of casement and hopper is a very suitable window for any institution, as, when the room is empty, the casement portion permits of the greatest amount of air being allowed to enter. It is important to glaze all windows with a good quality of glass. As thick a glass as is possible, consistent with clearness, is preferable, as a thin glass permits of a more rapid loss of heat.



## HEATING.

When an institution is small it will be found that, for warming purposes, the ordinary open fireplace is sufficient. When, however, the institution is large it will be necessary to adopt a system of hot-air heating, or else of hot-water pipes or steam pipes. Of these systems one of the most effective is a low-pressure, hot-water system, termed the "Reek" Patent Circulator System. It requires very little time to get up the heating power of the apparatus. Steam from any source, and not necessarily from a special boiler, can be utilised for working it. One of the great advantages of the system is the reduction in the size of the pipes. On account of the rapid circulation it is possible to heat up a building in much less time than can be done with the ordinary hot-water apparatus. Where the building consists of one floor only, the whole of the circulating mains can be placed in the roof and the radiators fixed on the ground-floor level, avoiding all channels under floors.

## DRAINAGE.

The drainage of a poorhouse is similar to that of any other institution. If there is a large quantity of roof water and surface water to carry off, or if it is desired to adopt some form of septic tank for dealing with the sewage, then it will be necessary to have a double system of drainage, viz., to run all soil and waste in one set of pipes, and all rain-water in another set. The soil and waste should be run in cast-iron pipes jointed with oakum and molten lead. The surface and rain water can be run in glazed fireclay pipes, carefully jointed with Portland cement. The iron pipes are to be strongly recommended for two reasons: first, strength, which means less liability to fracture; and, second, better and fewer joints. Iron pipes should be coated with Dr. Smith's solution, which is composed of pitch, tar, and linseed oil. All junctions and bends should be arranged with properly-constructed access pipes, also of cast iron, and fitted with air-tight covers. Manholes should be built at distances of 40 or 50 feet apart, and as these are frequently found to contain water it is advisable to have an outlet (which must be trapped) to the rain-water drain pipe. Indeed, it is a good plan to run all the rain-water pipes into these manholes. Where there is no sewage scheme in the vicinity, the local authority

usually insists upon a clear effluent being run into the adjoining streams. As the chief function of a septic tank is to liquefy the solids of the sewage, it is then necessary to use some form of filter to purify the foul liquids and get a clear effluent. The Fiddian Distributer is very suitable for that purpose. It has the advantage of being automatic in action, and distributes the liquid uniformly over the whole surface of the filter.

## II.

### DESCRIPTION OF PLANS OF “MODEL” POORHOUSE FOR FOUR HUNDRED INMATES.

The set of plans (which forms the *frontispiece* of this book) has been drawn to the  $\frac{1}{8}$ -inch scale specially for reproduction. The “scale” is too small to allow of ventilators, air inlets, radiators, &c., being shown.

#### BLOCK PLANS.

The block plan shows the relative position of the various buildings on the site. The site contains approximately 17 acres, with the principal frontage to the south. Large grounds are provided for agricultural cultivation, intended to give employment to healthy inmates. The principal entrance is situated on the main road at the south-east corner, where the probationary block, in which is incorporated the porter’s house, is placed. At the south-west corner a private entrance is placed for the use of the chief officials. This entrance would require to be locked and under the Governor’s control. At this entrance is placed the Governor’s house. The only other entrance is at the north of the site, and is intended for the heavy cartage of coal, &c., to the boiler house. It would be advisable to have a weighing machine here.

The **administrative block**, marked 2 on block plan, and the **dining-hall** and **kitchen**, marked 10, are placed centrally with the **dormitory blocks**, 5 and 6, for ordinary inmates (female) on one side, and 7 and 8 for males on the other side. The dotted blocks, 4 and 9, indicate future extensions.

To the north of the range for ordinary inmates is the **hospital block**, comprising a **nurses’ home**, marked 12, and two ward

blocks, 11 and 13, for males and females, respectively. Block 14 shews the **church**; 15 and 16 are the **isolation blocks** for males and females respectively.

Block 17 is the **mortuary, &c.** It is situated to the extreme east of the site, and is conveniently near the church.

Block 18 comprises the **washhouse** and **laundry** and **sewing-room** for females. Block 19 is the **boiler house, engine-room,** and **store** and **workshop.**

Block 20 contains the **stables** and **stores**; 21 is the **piggery.**

While a House Committee may not see their way to carry out the building of all these blocks at first, they must keep in view the necessity for ultimately doing so, and accordingly should set apart positions for them on the site acquired.

#### PLAN NO. 1.—PROBATIONARY BLOCK.

This block is so planned as to secure complete separation of the sexes. The **porter's house** and **office** are placed centrally, the office being to the front, and the living room and scullery to the back. The bedroom accommodation, comprising two rooms with bathroom, forms an upper floor. The accommodation for female probationers comprises a dormitory for six, with dayroom. A bathroom, containing plunge and spray baths, w.-c. and lavatory, and clothes store, completes the accommodation for females. The same accommodation, with the exception that the dormitory will contain nine instead of six, is provided for males. For each inmate in this block 600 cubic feet should be allowed.

#### PLAN NO. 2.—ADMINISTRATIVE BLOCK.

This block is two storeys in height, and consists, on ground floor (to right of entrance), of public office and Governor's room, w.-c. and lavatory accommodation, and a suite of rooms for the Medical Officer; and (to left of entrance) of committee or board-room, suite of rooms for matron, clothes store, dispensary, and lavatory and cloakroom accommodation. An "inmates library," to be in charge of the clerk, is shown within the office. On the upper floor, on one side, is the accommodation for the female officials, consisting of six bedrooms, kitchen, boxroom, sitting-room, and bathroom and w.-c.; and, on the other side, accommodation for the male officials,



consisting of four bedrooms, boxroom, kitchen, and bathroom and w.-c. Separate entrances are provided for the different sexes.

PLAN No. 3.—GOVERNOR’S HOUSE.

This is a self-contained cottage of four apartments on one flat.

PLAN No. 10.—DINING-ROOM, KITCHEN, SCULLERIES,  
AND GENERAL STORES.

These are situated to the north of the administrative block, to which they are connected by a corridor. Corridors<sup>1</sup> run east and west from the **dining-room** to the dormitory blocks. The dining-room is separated from the **kitchen** by a through passage, so as to keep it free from the smell of cooking and from noise. The dining-room 52'-0" × 27'-6" has also an open roof, say, 30 feet high, and is amply lit. It is proposed to dine the inmates in relays at small tables, and not at benches, as is the general custom. As there is a church, there will be no religious services held in the dining-room.

PLANS NOS. 5-6, 7-8.—DORMITORY BLOCKS.

To east and west of the administrative buildings are the **dormitory blocks**. It will be seen at once from the plans that these are self-contained units accommodating thirty-five inmates on each floor. Such an arrangement makes it very easy to add to the institution without interfering with the other buildings. The accommodation of each unit is as follows:—Two dormitories of 12 beds each, two dormitories of 4 beds, one of 2 beds, and one of 1 bed. Accommodation is provided for 245 ordinary inmates, *i.e.*, 140 men and 105 women. The cubic space allowed to each bed in the large dormitories is 600 cubic feet. In no case should the space allowed be less than 550 cubic feet. There are four **sanitary turrets** cut off from the main building by ventilating lobbies. These turrets contain baths, sprays, lavatory basins, w.-cs. and slop sinks. Two **dayrooms** are also provided on each floor. There are an attendant’s room, a linen store, a cleaner’s

<sup>1</sup> While corridors are a great convenience to the officials, and a protection for the feebler inmates in bad weather, it would improve the aeration and general amenities of the poorhouse if they were dispensed with and the blocks entirely detached.



closet and a store for coal, &c. On the upper floor three units are provided to meet the accommodation required. It will be seen that an addition of thirty-five beds on the female side can easily be provided by adding a storey.

If desired, a half or a fourth of one of these blocks can be reserved for children.

#### PLANS NOS. 11-13.—HOSPITAL BLOCK.

It is estimated that, as a general rule, one-third of the inmates require hospital treatment.

This block consists of **nurses' home**, flanked by **male** and **female ward blocks**, connected by a corridor. It would probably be an advantage to place the **nurses' home** entirely apart from the hospital, so that the nurses, when not on duty, would have a feeling of greater freedom. The accommodation on the ground floor of the home consists of three bedrooms, dining-room, kitchen, boxroom, &c. A **sickroom** is provided for the convenience of the nurses and female officials. The accommodation on the upper floor consists of seven bedrooms, sitting-room, boxroom, linen store, bathroom, lavatory and w.-c. A small lift from the kitchen is shewn.

The **hospital block for males** is two storeys in height, and consists on the ground floor of one large ward of 20 beds, three wards of 2 beds each, one ward of 3 beds, and one ward of 1 bed. A room capable of accommodating two beds is set apart for operations. A small room is provided for the doctor. A large central **convalescent-room** is provided. Adjacent to the large ward is a ward scullery with an inspection window. Provision is also made in the hospital for a nurses' lavatory and w.-c., and for linen and cleaner's stores.

The small wards are intended for noisy or disagreeable cases, or cases for which complete quiet is necessary. It will be noticed that an alternative plan is shown to enable the corridor to be continued in the event of future extension. Sanitary turrets are placed at the extreme ends of the block, and disconnected by ventilated lobbies. Between the turrets on the southmost end are well sheltered verandahs, on which the patients' beds may be wheeled. On the upper floor there are two large wards of 20 beds each, with their sculleries; one ward for a single patient; and a convalescent room. There are also a linen store, a nurses' lavatory, and a cleaner's

closet. On both ends verandahs are shown. The plan of the **female block** is in all respects similar to that of the male block, but with less bed accommodation. The total accommodation of the hospital block is, males 71, females 50; in all 121.

PLANS NOS. 15-16.—ISOLATION BLOCKS.

These buildings are one storey in height. The **male block** consists of two wards of 4 beds each, and three wards of 2 beds each, with nurses' room, bath and spray, lavatory, slop sink, w.-c.; a separate lavatory and w.-c. for nurses, and a coal store are placed at the back and cut off by a through-ventilating lobby. The **female block** is similar but smaller. These two blocks provide for 14 males and 10 females at 1000 cubic feet per bed. The plan is so arranged that additional accommodation may be obtained by extending the large wards.

PLAN NO. 17.—MORTUARY.

This block contains mortuary, coffin store, post-mortem room and laboratory, with lavatory and w.-c. accommodation.

PLAN NO. 14.—CHURCH.

No plan of this building is drawn, as it would naturally be constructed on the recognised church plan and adapted to suit local requirements.

PLAN NO. 18.—LAUNDRY BLOCK.

This building is placed near to the boiler house, and contains receiving-room, washhouse, drying-room, laundry and delivery-room.<sup>1</sup> A disinfecting chamber and foul washhouse are provided. There is also lavatory and w.-c. accommodation for the washers. A large sewing-room for female inmates is shown here.

PLAN NO. 19.—BOILER HOUSE AND WORKSHOPS.

This block contains a **boiler house**, with space for an additional boiler, pump-room, engine-room and engineer's store. Two large workshops are also shown, and are provided with the necessary lavatory and w.-c. accommodation.

<sup>1</sup> The washhouse, drying-room and laundry may conveniently occupy one large room if provision is made for drawing off the steam by a revolving fan. This arrangement works excellently, and is economical in construction.

## PLAN No. 21.—PIGGERY.

The **piggery** consists of five ordinary stys and two breeding stys with airing court. A boiler for meat is provided.

## PLAN No. 20.—STABLE AND STORES.

This building shows the **stable** with a stall, loose box, harness-room, and stores for straw, hardware, turnips and potatoes. There is also a place for tools.

## MACHINERY FOR WASHHOUSE AND LAUNDRY.

The following machinery would be required for the washhouse and laundry:—

One 30-inch by 48-inch rotary washing machine.

One 26-inch self-balancing hydro extractor.

One 27-inch by 36-inch foul-linen washing machine.

One 30-gallon soap-and-soda dissolver.

One 6-feet by 2-feet-6-inch by 2-feet-3-inch galvanised steep tank with 18-inch by 3-inch power wringer.

One set of eight drying horses with coils, or drying chamber.

One stove and thirty hand irons.

The necessary shafting, couplings, &c.

One 7-feet by 3-feet diameter circular steam-disinfecter.

Seven clothes bins, each 3 feet by 2 feet 7 inches.

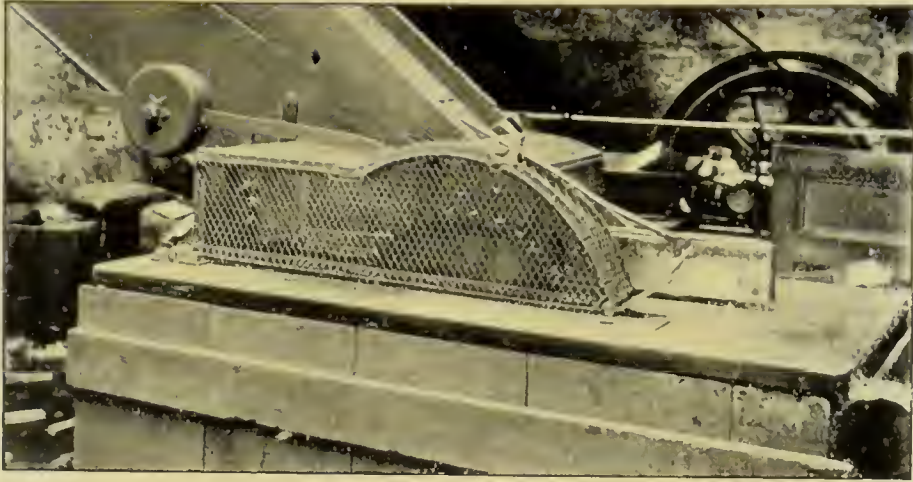
One "Decouden" ironing machine.

It would be as well to have, say, six tubs for hand washing. To provide the hot water to these at all times, a calorifier supplied with exhaust steam from the engines should be placed conveniently. When the engines are not working, steam may be got from the boilers.

## BOILERS.

It will be necessary to provide for two Lancashire boilers, 28 feet long by 7 feet diameter, with a working pressure of 120 lbs. per square inch. As there will be a large quantity of condensation water, this should be run back in pipes to a tank at boiler house and pumped into the boilers. The boilers must also have an injector for feeding them with cold water.





GUARD FOR CIRCULAR SAW USED BY INMATES.

The above is an engraving of a very useful and ingenious form of saw guard designed by Mr. A. Henderson, the Governor of Barnhill Poorhouse. It consists of a strong wire cage that completely covers the saw except at the moment when a piece of wood is being cut. The wood is pushed under the sloping front of the guard, which, assisted by the counterpoise behind, opens easily sufficiently far to admit the wood to the saw. When blocks of wood are being cut for firewood each block falls automatically down a chute beside the saw. The advantages of this guard are : (1) at all times it is so completely covered that no person stumbling and falling against it can receive injury ; (2) in feeding the saw with wood it is unnecessary to approach the saw with the hands, and the operator cannot fall forward against it ; (3) as each block of wood, when cut, automatically falls away from the saw, there is no possibility of any piece being caught by the upcoming edge and dashed into the face of the operator.

Several guards of this type may be seen in use in Barnhill Poorhouse.





### ELECTRIC LIGHTING.

Should electric power be used for driving the machinery of washhouse and laundry, and for lighting, the following will be necessary:—

Two compound engines and dynamos.

One 10 horse-power motor.

Switch board, cables and wiring.

### COOKING APPARATUS.

The cooking apparatus for kitchen should be as follows:—

One range, 8 feet long by 30 feet high by 30 inches deep, with a 16-inch fire.

One cluster of four steam-jacketed pans, each of 80 gallons capacity.

One battery of three steaming chambers, each measuring 18 inches by 13 inches by 20 inches inside.

One battery of two steaming chambers, each measuring 22 inches by 36 inches by 18 inches.

One copper tea infuser of 60 gallons capacity.

One copper calorifier, for boiling water, with thermometer.

One steam serving table and hot closet, 8 feet long, by 2 feet 6 inches deep, by 3 feet high.

### GENERAL.

The actual accommodation shown in the plans is 405 beds. All the buildings are so planned that extensions can be economically carried out with the minimum interference with administration. As far as possible, doors with plate-glass panels should be used.

A cottage for the engineer might also be necessary.

N. M.

## CHAPTER X.

### ALMSHOUSES AND CASUAL SICK HOUSES.

#### PRESENT POSITION.

ALMSHOUSES, or Homes maintained out of the rates, occupy a very important position in Poor Law administration. There are ninety-one of these institutions in Scotland. For the most part they are very small, not, as a rule, holding more than five or six inmates; but several are large, well-administered institutions, comparable to the better smaller poorhouses. Such, for example, are the almshouses at Brechin and Peterhead. In a list printed at the end of this chapter the size of every parish almshouse is indicated by the number of inmates that it can receive.

#### DIFFERENCE BETWEEN ALMSHOUSE AND POORHOUSE.

When the almshouse in form of management and in size resembles a poorhouse, its essential features as an almshouse are lost. It is then a poorhouse in all but in name. It is held, however, that the larger almshouses represent a more humane and sympathetic type of administration than is possible in a poorhouse. There is probably truth in this statement, because, as a rule, only deserving persons are placed in an almshouse; and it is easier to be good to such persons than to some of the lower types of poorhouse inmates. There is also an impression abroad that an almshouse is entirely independent of the Local Government Board, and is not subject to inspection and criticism. This is a misconception, as every part of the Scottish Poor Law system is necessarily subject to examination by the Board; and, in point of fact, the almshouses are now systematically visited by their officers. There is, however, one essential difference: when a Parish Council erect a poorhouse they must frame rules for its regulation and management. Those rules, in order to be effective, require the approval of the Board.

There is no such obligation as regards an almshouse. But this is a doubtful privilege. The Board do not force rules on Poorhouse Committees. The position may be thus stated: a poorhouse is an institution that requires some form of government in order that it may work harmoniously and efficiently. The Board have had many years' experience of such institutions, and are willing to help House Committees to frame a good and workable system. But House Committees themselves have the initiative in the preparation of regulations, and the Board, as a rule, place no veto on any experiment that is designed to promote the welfare of the inmates, and is not illegal. In other words, it is really the fault of the House Committee if a poorhouse is not what they would wish it to be. It certainly should be a humanely-managed institution in which a poor person of the highest character may spend his declining years in comfort, and without a feeling of shame. There is no reason whatever why every poorhouse should not attain to this ideal. Accordingly, there need be no distinction in principle and constitution between a poorhouse and one of the larger almshouses. If the name "poorhouse" is objectionable on account of past unpleasant associations, Parish Councils may ask Parliament to change the name; but an infinitely better course would be to put such a spirit into the administration of poorhouses that in future the name will be as much honoured as in the past it has been disliked. Perhaps in time it will be as discreditable to be rich as it now is to be poor. That at least is the essential principle of the religion that for fifteen hundred years has dominated the ethics of Europe.

### ALMSHOUSES THAT ARE NOT POORHOUSES.

But the almshouse that is *not* a poorhouse fulfils a very useful function, and represents a system that may be expected to develop greatly within the next few years. In establishing such an almshouse the aim of Parish Councils has been to hide the fact that it is an institution. It is a place in which poor people, who, though aged and infirm, are still able to attend in large part to their own needs, can live with as much freedom as in their own homes. Aliment is paid to them as if they were outdoor poor; they buy and prepare their own food; they have their own kitchen-



bedroom (or kitchen and bedroom); their friends visit them when, and as often as, they please, and may bring with them whatever articles of luxury or necessity their charitable instincts suggest. The inmates are not coerced by the attendant; they are assisted. That is the essential principle of supervision in an almshouse. It rarely happens that all the inmates are able wholly to attend to themselves. It may be necessary to assist one inmate to dress, another to wash, another to prepare food, another to repair his clothing. A good deal of this may be done by the abler inmates helping the others; but if the almshouse contains more than, say, five persons, it is generally desirable to place it in charge of a strong, kindly woman, who may be trusted not to neglect any necessary attention required by the inmates. In rural communities the services of such a woman can usually be obtained for ten or twelve shillings a week, with an apartment, fuel and light.

### CONSTRUCTION OF ALMSHOUSES.

As far as possible, an almshouse should resemble the type of cottage common in the district. The better the almshouse is, the more will it tend to assume the character of an institution; but, provided the independence and freedom of the inmates are secured, this is not a serious objection. One type of almshouse consists of a little row of cottages containing, say, ten or twelve kitchens, each with bedcloset and pantry. Every dwelling has an entrance from the street or pathway, and a door from the pantry leading to the back. In front the cottages have a continuous light verandah which serves the double purpose of a shade when the inmates wish to sit outside, and a covered way for the attendant in passing from house to house. Mr. Macwhannell has prepared a plan of this excellent and inexpensive type of almshouse. It will be observed that the caretaker is simply given a room in the centre of the block. In this almshouse most of the inmates are supposed to be able to attend to themselves, to obtain and cook their own food, to keep their cottages clean, and to wash lighter articles of clothing. Assistance would probably be necessary in the washing of sheets and blankets. For that purpose a washing-house is provided in the plan, and one of the duties of the attendant would be to apportion its use among the inmates of the almshouse. She

would also be expected to assist in the washing, but would probably require special help for this purpose.

### ATTENDANCE.

The number of attendants necessary for an almshouse will depend wholly on the character of the inmates. If these are very frail, probably not less than one attendant for every eight inmates would be necessary. Care should be taken to provide attendance sufficient to prevent such accidents as, say, an old woman being burned to death by falling into her fire, or breaking a limb in attempting, unaided, to rise from bed. These are not hypothetical cases. But, as already suggested, it should be remembered that in such an almshouse attendance is not in the nature of supervision as in a poorhouse. The inmates are to be encouraged to do as much as they can for themselves and for each other; and, unless it is necessary for their protection, no restraint should be placed on their movements. The attendant is there to supplement the deficiencies caused by the physical weakness of the inmates, to assist them as a friend, and to nurse them when they are sick or ailing. If necessary, the attendant will obtain food for an inmate; but, as far as possible, each inmate should personally spend his or her own allowance. In most places a grocer or baker will be pleased to bring to the almshouse whatever provisions are required.

### VISITORS.

The charity of friends and relatives should be encouraged. That a person receives poor relief is no reason why the ties of kinship or association should be severed. The kindly visitation of friends will be facilitated by each inmate having his or her own door opening on to the street or path. When the rooms open off common passages the feeling of independence and privacy is apt to be destroyed; and this naturally militates against the charitable ministrations of friends.

### FURNITURE.

What furnishing the Parish Council should supply to an almshouse will also be determined by the class of inmates. As far

as possible, the inmates should be encouraged to bring their own furniture into the almshouse. An exception will, of course, be made when the furniture is verminous, or when it is in such a ruinous condition as would tend to discredit the almshouse. Wooden beds should be discouraged as likely to harbour insects; and probably the Parish Council would be well advised to supply bed and bedding to each inmate. The floors should be covered with linoleum, as it is easy to keep this clean, and because the frequent washing necessary for a wooden floor tends to rot it. A stone floor is rather comfortless for old people.

### ALIMENT.

The question of aliment presents little difficulty. The Parish Council should supply each inmate with fuel, light and clothing, because these can be obtained in quantity by the Parish Council at much cheaper rates than is possible for the individual inmates. There remains only the aliment for food and small incidentals, such as matches, breakages (cups, saucers, &c.) and tobacco. In a poorhouse it has been shown that the diet given to privileged inmates costs 3s. per week. This represents contract prices; but, as the inmates of an almshouse will probably consume less food than the poorhouse scale allows, they will not require a larger sum. Accordingly, the allowance for food and sundries should be not less than 3s. 6d. or 4s. per week. If an inmate has any small source of income, or receives regular assistance from friends, this may be taken into account in fixing the aliment, but not to the extent of discouraging the friends from giving help.

### CHARACTER OF INMATES.

Persons admitted to the almshouse should be of good character—the type of person who, if able to remain in his or her own home, would be given outdoor aliment. Perhaps, also, a widow with young children whose house-rent the Parish Council wish to save; or those aged married couples, for whom it is urged that there should be special wards in poorhouses. If the parish is distant from a poorhouse, a sick person, whom it would be dangerous to



remove, may also be placed in the almshouse under the special charge of the attendant.

### INSPECTION.

The almshouse should be visited regularly, probably not seldomer than once a week, by the Medical Officer and the Inspector of Poor of the parish. As the inmates are classed as outdoor poor, the Inspector of Poor is responsible for their welfare. Regular visitation by the Medical Officer—as in a poorhouse—will tend to secure that the inmates are receiving all necessary care. It would also be advisable that a committee of the Parish Council should visit the almshouse, say, monthly, to satisfy themselves that everything is as it should be. But, as far as possible, anything in the nature of formal or inquisitorial inspection should be avoided, and the inmates should be encouraged to regard their official visitors as friends rather than as critics.

### PLANS OF ALMSHOUSES.

Mr. Macwhannell, in the accompanying plans, has designed two types of almshouse. In the second of these provision has been made for dealing with sick cases on the lines of an institution, and special provision has been made for attendants and nurses. But in no case has the individual independence of the inmates been sacrificed.

### CASUAL SICK HOUSES.

In parishes in which there is neither a poorhouse nor an almshouse it is frequently necessary for the Parish Council to make provision for the reception and treatment of poor persons suffering from acute sickness who cannot be treated in their own homes, or who, being vagrant, have no home. Such cases are common in parishes situated near a main road traversed by wayfarers passing from one large town to another. In those parishes a casual sick house is absolutely necessary. But in very few parishes is the casual sick house a building originally designed for its specific use. Frequently it consists simply of one or two rooms in a large dwelling-house, or of a small cottage, set apart for this purpose. When necessary, a neighbour woman is temporarily engaged to act as



attendant. In some parishes the Parish Council pay a small sum to a cottar on condition that she will receive and attend to any case that may occur. But in several town parishes the casual sick house is a respectable institution, with rooms for both sexes and for an attendant. For a parish of this kind the type of casual sick house shewn in the accompanying plan by Mr. Macwhannell would be eminently suitable. The building would be equally useful for cases of sickness or for infirm paupers whom it was not desired to send to the poorhouse. The cost of maintaining, say, six inmates in such a house, with one attendant, should not exceed 6s. per week for each inmate, which is less than the charge for boarders in many poorhouses.

In their Rules, page 68, the Local Government Board say: "It would be desirable that every parish should have at its command a house fitted for the reception of such sick poor, having no domicile in the parish, as may become chargeable, and that arrangements should be made to provide them with proper attendance and with the conveniences and comforts which their situation may require."

#### ALMSHOUSES OR PARISH HOMES IN SCOTLAND.

Name of County and Parish in which Situated.	Number of Inmates that can be Received.	Staff.
<b>ABERDEEN—</b>		
Aboyne . . . .	22	Matron.
Alford . . . .	12	Nil.
Birse . . . .	15	Nurse.
Chapel of Garioch . .	36	Nil.
Clatt . . . .	(3 rooms)	Inmate.
Cruden . . . .	6	Matron.
Culsalmond . . . .	6	Do.
Deer, New . . . .	10	Do.
Deer, Old . . . .	22	4 attendants.
Ellon . . . .	22	Matron and Assistant.
Forgue . . . .	(5 houses)	Nil.
Foveran . . . .	4	Inmates.
Fyvie . . . .	(24 apartments)	Attendant.
Gartly . . . .	6	Matron.
Huntly . . . .	14	Nurse.
Insch . . . .	2	Nil.
Kinnellar . . . .	9	Nil.
Kinnethmont . . . .	(4 rooms)	Nil.
Leslie . . . .	4	Nil.

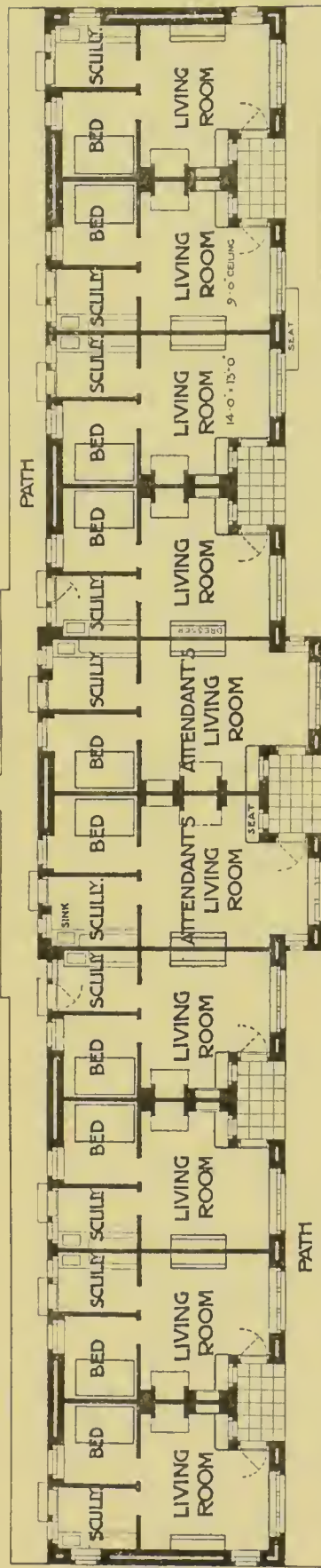
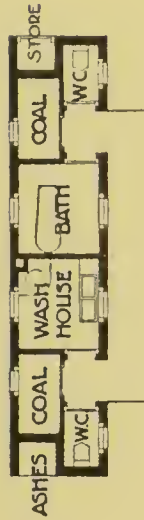
Name of County and Parish in which Situated.	Number of Inmates that can be Received.	Staff.
<b>ABERDEEN—continued.</b>		
Loumay . . . .	8	Attendant.
New Machar . . . .	10	Do.
Meldrum . . . .	23	Matron.
Oyne . . . .	18	Nil.
Peterhead . . . .	40	Governor and Matron.
Rhynie . . . .	12	Matron.
St. Fergus . . . .	10	Do.
Strichen . . . .	10	Do.
Tarves . . . .	26	Nil.
Tyrie . . . .	28	Matron.
Turriff . . . .	(No Return)	Do.
Uduy . . . .	9	Do.
<b>ARGYLL—</b>		
Ardnamurehan . . . .	8	Nurse.
Kilarrow . . . .	4	Attendant.
Lochgoilhead . . . .	16	Nurse.
Morven . . . .	8	Attendant.
<b>AYR—</b>		
Kilmaurs . . . .	10	Attendant.
<b>BANFF—</b>		
Cabrach . . . .	6	Matron.
Cullen . . . .	5	Attendant.
Gamrie and Maeduff . . . .	(No Return)	Matron.
Kirkmichael . . . .	7	Attendant.
Marnoch . . . .	14	Matron.
<b>BERWICK—</b>		
Chirnside . . . .	32	Matron.
Coldingham . . . .	18	Matron.
Duns . . . .	15	Matron and servant.
<b>CAITHNESS—</b>		
Halkirk . . . .	4	Nil.
<b>CLACKMANNAN—</b>		
Clackmannan . . . .	2	Nil.
<b>ELGIN—</b>		
Cromdale . . . .	18	Matron and attendants.
<b>FIFE—</b>		
Ceres . . . .	3	Matron.
St. Andrews . . . .	17	Do.
<b>FORFAR—</b>		
Brechin . . . .	76	Matron and 3 servants.
Kirriemuir . . . .	36	Matron and servant.
Montrose . . . .	39	Do. do.
<b>HADDINGTON—</b>		
Haddington . . . .	20	Nil.
<b>INVERNESS—</b>		
Abernethy . . . .	20	Matron.
Alvie . . . .	10	Attendant.
Boleskine and Abertaff . . . .	(12 rooms)	Matron.

Name of County and Parish in which Situate.	Number of Inmates which can be Received.	Staff.
<b>INVERNESS—continued.</b>		
Dores . . . .	(4 rooms)	Caretaker.
Duthil . . . .	11	Nil.
Kilmallie . . . .	16	Nurse.
Kilmonivaig . . . .	12	Do.
Kingussie . . . .	7	Do.
Kirkhill . . . .	6	Nil.
Laggan . . . .	(8 rooms)	Attendant.
Portree . . . .	24	Nil.
<b>KINROSS—</b>		
Kinross . . . .	8	Matron.
<b>LANARK—</b>		
Leshmahagow . . . .	19	Matron.
<b>ORKNEY—</b>		
Cross and Burness . . . .	12	Nil.
Lady . . . .	6	Nil.
Orphir . . . .	4	Nil.
Sunnis . . . .	8	Attendant.
<b>PERTH—</b>		
Alyth . . . .	17	Matron and servant.
Blairgowrie . . . .	9	Do. do.
Coupar Angus . . . .	16	Matron.
Kenmore . . . .	7	Housekeeper.
<b>ROSS AND CROMARTY—</b>		
Alness . . . .	6	Nil.
Applecross . . . .	12	Inmates.
Dingwall . . . .	14	Nurse.
Glenshiel . . . .	6	Nil.
Kintail . . . .	8	Nil.
Lochalsh . . . .	16	Nil.
Urquhart . . . .	9	Matron.
<b>STIRLING—</b>		
Logie . . . .	6	Matron.
<b>SUTHERLAND—</b>		
Assynt . . . .	7	Nurse.
Durness . . . .	8	Nil.
Eddrachillis . . . .	16	Inmates.
Kildonan . . . .	30	Nil.
Rogart . . . .	14	Inmates.
Tongue . . . .	8	Nil.
<b>WIGTOWN—</b>		
Kirkcolm . . . .	12	Nil.
Penninghame . . . .	10	Matron.
<b>SHETLAND—</b>		
Unst . . . .	7	Matron.
<b>Total number of alms-houses . . . . 91</b>		

# ALMSHOUSE

# COTTAGES

I.



PLAN



This plan shows a range of ten self-contained houses ; each house consists of a living-room, scullery and small bedroom. Out-houses, comprising washhouse, bathroom, coal cellar and w.c.s are provided.

[Ninian Macchannell, Architect.]

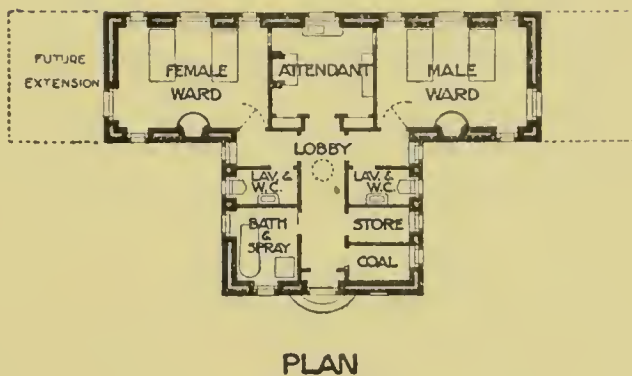




## III.

PLAN OF CASUAL SICK HOUSE (see page 183).

## CASUAL SICK HOUSE



SCALE OF 0 5 10 20 FEET.

[Ninian Macwhannell, Architect.]

The above plan consists of two wards, with attendant's room so placed as to have control of the wards. The wards (one for males and one for females) have each two beds and an open fireplace. A cross-ventilated lobby separates the sanitary arrangement from the wards. This block is so planned that future enlargements can be easily and economically carried out by extending the wards, as shown by dotted lines.

RULES AND REGULATIONS<sup>1</sup>  
FRAMED BY THE LOCAL GOVERNMENT BOARD  
FOR THE  
MANAGEMENT OF POORHOUSES.

---

HOUSE COMMITTEE.

I. The poorhouse shall be under the control of a House Committee,<sup>2</sup> which shall be elected annually by the Parish Council or Councils, and shall consist of such number of Parish Councillors as may be agreed upon by the Parish Council or Councils.

<sup>1</sup> These Rules are intended to be a model for House Committees. Section 64 of the Poor Law Act of 1845 requires the Parish Council or Councils that own a poorhouse to frame rules for its management. Those rules must be submitted to the Local Government Board for approval. Either the model Rules or such modification of them as can be approved by the Board may be adopted.

<sup>2</sup> When a poorhouse is owned by one parish the House Committee are appointed by the Parish Council. The number of members and the powers of the House Committee are then defined by the Parish Council. Only members of the Parish Council can be elected to the House Committee. For a combination poorhouse the number of members of, and the representation of each parish on, the House Committee is regulated by the contract of agreement. The House Committee of a combination poorhouse have full control of the poorhouse; but they cannot alter the constitution of the poorhouse without the consent of each of the parishes. Even when the poorhouse is owned by one parish the Parish Council should not interfere in work proper to the House Committee. This includes the appointment of officials and all the details of administration specified in these Rules. The Inspector of Poor has no jurisdiction over the poorhouse or its officials.

“To allow a Committee other than the House Committee to exercise jurisdiction of any kind within the poorhouse would be inconsistent with the powers of the House Committee, and detrimental to the discipline of the House.”—Letter of Board, dated 29th March 1884.

Expenditure incurred by a House Committee on the following objects has been determined by the Board to be illegal, and to form proper subjects for surcharge:—

(1) Annual entertainment to members of House Committee.



- (2) Trips to children in poorhouse.
  - (3) Payment to a pianist for entertainment to inmates of poorhouse.
  - (4) Treats to inmates of poorhouses.
  - (5) Refreshments to members of Parish Council or House Committee.
- (See also page 164.)

II. The House Committee shall appoint one of its members to be Chairman<sup>1</sup> and another member to be Vice-Chairman.

III. The House Committee may appoint sub-committees to perform any duties that may be delegated to sub-committees.

IV. The House Committee shall hold ordinary meetings once in every month,<sup>2</sup> or at such other times as they may fix. The House Committee shall hold special meetings at such times as the Chairman, or, in his absence or inability to act, the Vice-Chairman, shall fix. Reasonable notice of meetings shall be given to the members. The House Committee may frame Standing Orders for the conduct of their business.<sup>3</sup>

<sup>1</sup> The Chairman and the Vice-Chairman of the House Committee occupy a very important position in the administration of a poorhouse. It is frequently necessary for the Governor to obtain the approval of the House Committee to some proposed action or to some necessary item of expenditure at a time when it would be impossible or very inexpedient to hold a meeting. In such circumstances he will consult the Chairman or (in the absence of the Chairman) the Vice-Chairman, and receive his instructions. The Chairman or Vice-Chairman will be responsible to the House Committee for any procedure so authorised.

<sup>2</sup> If possible, the House Committee should meet once in every month. But where the parishes are widely scattered or separated by the sea this is rarely practicable. In such circumstances it will suffice if the meetings are held quarterly.

<sup>3</sup> A specimen of Standing Orders framed by the House Committee of a large poorhouse for the conduct of their business is printed at pages 9-14.

V. The proceedings of all meetings of the House Committee shall be minuted,<sup>1</sup> and a copy of the minutes shall be kept in the poorhouse.

<sup>1</sup> As a rule the House Committee appoint an experienced man of business to act as Clerk and Treasurer. One of his duties is to frame and record the minutes of meetings. When no Clerk is appointed, the minutes are framed either by the Chairman of the meeting or by the Governor, and are recorded by the Governor.

VI. The House Committee shall maintain the poorhouse in good



repair, and shall see that the buildings and furnishings are insured<sup>1</sup> against loss by fire. Alterations of the poorhouse requiring additional building, or the removal of any building or wall, or an alteration in the authorised use of any portion of the building, shall not be undertaken by the House Committee, except with the concurrence of the Local Government Board.<sup>2</sup> Every apartment in the poorhouse shall be numbered, and the number and the cubic capacity of the room shall be painted on each door or in some other conspicuous place. Before placing inmates in any addition to the poorhouse, a certificate by a medical man, and by an architect or builder, as to the suitability of the wards for occupation, shall be furnished to the Local Government Board.<sup>3</sup>

<sup>1</sup> The staff should also be insured against accident under the Workmen's Compensation Act of 1906. The term "workman," as defined by the Act, "does not include any person employed otherwise than by way of manual labour whose remuneration exceeds £250 a year, or a person whose employment is of a casual nature, and who is employed otherwise than for the purposes of the employer's trade or business, or a member of a police force, or an outworker, or a member of the employer's family dwelling in his house, but, save as aforesaid, means any person who has entered into, or works under, a contract of service or apprenticeship with an employer, whether by way of manual labour, clerical work, or otherwise, and whether the contract is expressed or implied, is oral, or in writing" (6 Edw. VII. ch. 58, sec. 13).

<sup>2</sup> Section 63 of the Poor Law provides that "no new poorhouse shall be built, nor shall any existing poorhouse be enlarged or altered, nor shall it be lawful to impose an assessment or borrow money for such purposes unless the plan of such new poorhouse or of such proposed enlargements or alterations shall have been submitted to and approved by the Local Government Board."

It should be stated that, in practice, the Board sanction all plans of alterations that will improve the poorhouse. They frequently suggest a modification of plans submitted to them if they think that an essential detail has been omitted or that a further alteration is desirable in the interests of good administration. The attitude which they assume is that of an advising body rather than that of a department with power to veto a proposal of the House Committee. The Board frequently employ an architect to assist House Committees in framing and adjusting plans.

<sup>3</sup> Forms of these certificates are printed in the Appendix.

VII. The House Committee shall, as often as may be necessary for cleanliness, and at least once in every year, cause the walls and ceilings of all rooms, wards, and offices to be thoroughly cleansed. They shall also periodically cause all drains to be examined and tested.

VIII. The House Committee shall purchase, under contract<sup>1</sup> when possible, provisions, medicines and medical appliances, furnishings, clothing, linen, bed-clothes, and every article required for use in the poorhouse. All contracts for the supply of goods or for work to be done shall be by sealed tenders, so transmitted that it shall not be known to the committee, when a tender is accepted, by whom it is made.

<sup>1</sup> In the view of the Board, the House Committee of a *combination* poorhouse are not precluded from purchasing goods, or from entering into contracts with members of the Parish Councils within the combination who are not members of the House Committee. But the Poorhouse Committee cannot legally purchase goods from, or enter into contracts with, any person who is a member of the committee.

But by section 20 of the Local Government (Scotland) Act of 1894 a member of a Parish Council that owns a poorhouse, although not a member of the House Committee, would be disqualified from holding office as a parish councillor if he possessed either "directly or indirectly, by himself or his partner, any share or interest in any contract or employment with, by, or on behalf of," the House Committee (which in such a case is a Committee of the Parish Council).

IX. All accounts for supplies furnished, work executed, or other expense incurred in respect of the poorhouse, shall be made out as against the House Committee. No account shall be paid until it has been examined and passed by the House Committee.

X. The House Committee shall cause to be laid before them, at every ordinary meeting, (1) an abstract<sup>1</sup> showing the number of inmates who have been admitted, dismissed, have died, or left the poorhouse, since the date of the preceding abstract; (2) the record<sup>2</sup> of cases of misconduct and punishment; (3) the Report-book<sup>3</sup> of the Medical Officer, the Visitors' Report-book,<sup>4</sup> and the Governor's Journal; and (4) all accounts of expenses.

\* <sup>1</sup> A specimen form of the Governor's Monthly Report and Journal is printed at page 101.

<sup>2</sup> A specimen form of the Register of Punishments is printed at page 103.

<sup>3</sup> A specimen form of the Medical Officer's Report-book is printed at page 104.

<sup>4</sup> A specimen form of the Visitors' Report-book is printed at page 102.

XI. The House Committee shall, at least once in every year,

\* All poorhouse books and forms may be obtained from Messrs. Hedderwick & Sons, Printers and Publishers, St. Vincent Street, Glasgow.



name two or more of their number a sub-committee, to be present when the Governor takes stock of provisions, elothing, linen, bed-clothes, furniture, and other articles belonging to the poorhouse, and the members so present shall countersign the aeeount of stock so taken, which shall be laid before the House Committee at their next ordinary meeting. But, instead of delegating two of their number, the House Committee may appoint a competent person not connected with the poorhouse to supervise the stock-taking and pay him a reasonable fee for so doing.<sup>1</sup>

<sup>1</sup> It is in the discretion of the House Committee either to appoint a committee of their number for the purpose of taking stock, or to pay a fee to a qualified person for this work. It is not intended that the articles should be valued. A list should be taken of those articles of furniture, &c., that require to be renewed, and authority to purchase new articles should be obtained from the House Committee.

### VISITATION OF POORHOUSE.

XII. The House Committee shall appoint two or more of their number, or other suitable persons living in the vieinity of the poorhouse,<sup>1</sup> to be Visiting Members, one or more of whom shall visit the poorhouse at least once in each week. Such Visiting Member or Members shall carefully examine the poorhouse, and state in writing in the Visitors' Report-book whether they have any complaints or observations to make under the following heads, which shall be printed on each page of the book :—

1. Is the poorhouse elean and well ventilated ?
2. Do the inmates appear elean and decent in their persons and elothing and orderly in their behaviour ; are the beds and bedding in proper order ?
3. Are the inmates usefully employed aceording to their eapacity, and can you suggest any improvement in their employment ?
4. Are the siek and infirm properly attended to ?
5. Are the young ehildren properly taken eare of, and do they appear to be in a clean and healthy state ?
- <sup>2</sup> 6. Are ehildren of school age sent to school and do they appear to be making satisfactory progress, or do they receive education in the poorhouse ?
7. Are the nursing arrangements satisfactory ?

8. Is the Medical Officer regular in his attendance, and is a record of his visits kept?

9. Is the dietary good and sufficient?

10. Is the separation of the sexes and of the various classes of inmates strictly enforced?

11. Is any complaint made by any of the inmates against any official, or in respect of the food or accommodation?

12. Is any ward overcrowded?

13. Remarks.

*Note.*—If an inmate desires to make a complaint in the absence of the officials, the Visiting Member or Members shall afford him an opportunity of doing so, and shall enter his complaint in the Visitors' Report-book.<sup>3</sup>

<sup>1</sup> The power of the House Committee to co-opt visiting members is a new and useful provision. In some combination poorhouses (*e.g.* Long Island, Lochgilphead, Orkney, Shetland, Sutherland, &c.) many members of the House Committee live so far away from the poorhouse that it is impossible for them to participate in the regular inspection of the poorhouse. By delegating the duty to suitable persons residing near the poorhouse, visitation and inspection can be systematically performed, and the poorhouse maintained in a high state of efficiency.

<sup>2</sup> Children of school age should not be retained in the poorhouse, but should be boarded out by the parish of settlement.

<sup>3</sup> As a rule, the Visiting Committee, in inspecting the poorhouse, will be accompanied by the Governor or Matron, but the Governor must place no obstacle in the way of an inmate who wishes to make a complaint privately to the Visiting Committee. If desired, the Governor must supply an inmate, desirous of complaining to the Local Government Board, with postage stamps and note-paper. The poorhouse ought to court, rather than shun, investigation.

XIII. The Visiting Member or Members shall report in writing to the Chairman or acting Chairman of the House Committee any matter connected with the poorhouse that may appear to require immediate attention.

XIV. The members, and the secretary of the Local Government Board, and all officers<sup>1</sup> and persons duly authorised by that Board, and all the members of the Parish Council of a parish having a pecuniary interest in the poorhouse, and all persons duly authorised by any such Parish Council, or by the House Committee, or by the Chairman, shall be entitled to visit and inspect the poorhouse, and to enter any remarks thereon in the Visitors' Report-book; and no



officer of the poorhouse shall in any way impede such visit or inspection, or the entry of such remarks; and no other person, unless legally authorised, shall be allowed to enter the poorhouse, so as to be enabled to communicate with the inmates, without permission from the Governor or the Matron. Every person visiting and inspecting the poorhouse should sign the Visitors' Report-book, noting the date and hour of his visit.

<sup>1</sup> The poorhouse is inspected, at least annually, by an officer of the Local Government Board, and the nature of his report is communicated to the House Committee. A poorhouse licensed to receive lunatics is inspected twice annually by a member of the General Board of Lunacy, who inquires into the mental condition of every lunatic inmate.

### APPOINTMENT OF OFFICERS.

#### *Officials.*

XV. The House Committee shall appoint fit persons to hold the under-mentioned offices<sup>1</sup>:—Governor, Medical Officer, Chaplain Matron, Superintendent of Nurses, and Trained Sick Nurses; they shall also appoint such other officers as they may consider necessary.

<sup>1</sup> These appointments are, generally speaking, regarded as essential. The House Committee of a large poorhouse will probably find it necessary to make a number of additional appointments, such as assistant-governor, clerks, gardeners, &c. In a small poorhouse a superintendent of nurses will not, as a rule, be appointed. Appointments are usually made by the House Committee, though, when a poorhouse is owned by one parish, the Parish Council sometimes reserve the right to make, or to approve, certain appointments. The House Committee of a combination poorhouse have full powers in this respect. All appointments, except that of the Medical Officer, are held at the pleasure of the House Committee. The Medical Officer cannot be dismissed without the consent of the Local Government Board.

The Local Government Board were advised by the late Lord President Balfour that they could insist on a House Committee removing from office an unsuitable official. "If, on inquiry, it shall appear that [a person] so appointed does not satisfy the requirements of the Rules and Regulations, it is, in my judgment, in the power of the Local Government Board to insist upon the Board [House Committee] removing [the person] and appointing another who shall satisfy these requirements."—Extract from opinion of Mr. J. B. Balfour.

### GOVERNOR.<sup>1</sup>

<sup>1</sup> The Governor is the principal officer of the Poorhouse, and responsible to the House Committee for its good order and management.

"It is impossible for a Governor to acquit himself of his responsibility

for the discipline and management of the poorhouse if he has not full control over his subordinates. Neither an Inspector of Poor nor any individual member of the House Committee should interfere directly or indirectly with the management and discipline of the poorhouse. The Inspector is in no sense the Governor's superior, and no member of the Committee has any individual authority over him. If any complaints against the management of the poorhouse are tendered to an Inspector of Poor or member of Committee, the complainants should at once be informed that the complaints should be transmitted to the House Committee or to the Local Government Board, who alone have authority to deal with them, or they should be received only for the purpose of being so transmitted without delay. Any other course has a tendency to encourage unfounded complaints and to weaken the Governor's authority."—Minute of Board.

XVI. The following shall be the duties of the Governor:—

1. To be responsible generally for the efficient administration of the poorhouse.

2. To admit as inmates poor persons who have received the prescribed Admission Order and relative documents; and also any other poor persons applying for admission who shall appear to him urgently to require relief in the poorhouse.<sup>1</sup>

3. To report without delay to the Inspector of Poor of the parish in which the poorhouse is situated, or of the parish of settlement, if known, any cases that he may admit on his own authority.

<sup>1</sup> As a rule poor persons are admitted to the poorhouse at the request of an Inspector of Poor, who furnishes the applicants with an admission order and a medical certificate. But frequently poor persons who have broken down apply directly at the poorhouse for admission. This rule gives the Governor a very necessary power to admit such persons on his own responsibility when he considers that it would be unadvisable—having regard to the state of their health, or to the fact that they may be accompanied by young children—to ask them to go to the nearest Inspector of Poor. Of course, in such a case the Governor must at once report what he has done to the Inspector of Poor of the parish in which the poorhouse is situated, in order that the Inspector may make inquiry into the circumstances and settlement of the poor persons, and arrange for their future maintenance. The parish in which the poorhouse is situated is liable, in the first instance, for the support of such persons; but, if the Governor should happen to know the parish of settlement, he may communicate directly with the Inspector of Poor of that parish.

4. To see that every person is examined by the Medical Officer as soon as possible after admission.

5. To cause all males over five years of age upon admission to be searched, cleansed, clothed, and placed in the class<sup>1</sup> which, in the opinion of the Medical Officer, is best suited for them.

<sup>1</sup> The Medical Officer is required to determine the classification of all



newly-admitted inmates. He is also required to revise and, if necessary, to alter the classification of all the inmates from time to time.

6. To cause the clothes of poor persons on admission to be thoroughly cleansed and disinfected<sup>1</sup> and deposited in a place set apart for that purpose, having affixed to them a list of the articles and the name of the owner. To cause such clothing to be carefully examined and exposed to the air for a period of not less than six hours at least twice in each year, and any portion showing the presence of vermin to be re-purified.

<sup>1</sup> It is usual to provide a fumigator for this purpose.

7. To send immediately for the Medical Officer when the admission certificate, or the appearance of the poor person, indicates that he or she requires immediate medical attention, or manifests symptoms of mental disease.

8. On being informed by the Medical Officer that a case of infectious disease has occurred among the inmates, to carry out the instruction in Rule XXIII. (1).<sup>1</sup>

<sup>1</sup> If the Local Authority do not remove a case of infectious disease, the Governor is required to arrange for such isolation and treatment of the case as the Local Authority or the Medical Officer may direct.

It is frequently necessary to receive cases of cancer into a poorhouse. "Cancer is not infectious, and persons sleeping in the same apartment run no risk of taking the disease. At the same time, when cancer is accompanied with open sores, the foetor is great, and, unless means be taken to prevent this, the other inmates of a ward are apt to suffer in their general health from the constant annoyance to which they are exposed. If the patient cannot have a separate apartment, the bed should be well screened in. Frequent syringing with Condy's fluid and the application of charcoal poultices should prevent any unusual foetor. All such means should be used at regular intervals, and the utmost cleanliness should be maintained. The ward should at the same time be kept sweet and wholesome by suitable ventilation. No special nicety is required in the dressings, beyond scrupulous cleanliness and regularity of attention."—Report by Sir Henry Littlejohn, M.D.

The Board have held that it is the duty of the Governor to receive all paupers (not suffering from infectious disease) who may be sent to the poorhouse, and that it is the duty of the House Committee to make arrangements for the isolation of such inmates. The House Committee must be prepared to admit cases of venereal disease.

9. On being informed by the Medical Officer that an inmate is of unsound mind, immediately to report the case to the Inspector of Poor and to carry out the instruction in Rule XXIII. (2).<sup>1</sup>

<sup>1</sup> The Medical Officer is required to certify any case of insanity occurring

in the poorhouse. The Governor must then report the case to the Inspector of Poor of the parish of chargeability, whose duty it will be to arrange for the lunatic's removal. Pending removal the Governor is responsible for the proper supervision of the inmate.

10. To keep a register<sup>1</sup> of the inmates, and to enter therein the name, religion, date and hour of admission, the class in which each inmate is placed, and all other necessary particulars.

<sup>1</sup> A form of the Register of Inmates is printed on pages 96-97.

11. To receive all provisions and articles purchased for the poorhouse other than medicines and medical appliances, and, before placing them in store or issuing them, to compare the quantities received with the invoice and the order; to ascertain whether the goods are in terms of the contract; in the event of any defect not being promptly rectified by the person or persons supplying the goods, to report the same forthwith to the Chairman of the House Committee.

12. To keep an accurate account<sup>1</sup> of the receipt and issue of all provisions and articles purchased for the poorhouse; to issue such when required, and to see that they are applied to their proper use.<sup>2</sup>

<sup>1</sup> A form of the Provisions Receipt and Expenditure Book is printed on page 106.

<sup>2</sup> In most poorhouses the work of book-keeping will necessitate the employment of at least one clerk. This course is to be commended, as otherwise the Governor's time is so much taken up with clerical work that he is unable to give adequate attention to his administrative duties.

13. To take stock of provisions and other articles belonging to the poorhouse, in terms of Rule XI.<sup>1</sup>

<sup>1</sup> That is, the Governor will assist the House Committee or the person employed by the House Committee to take stock.

14. To keep, and place before the House Committee at every meeting, a book, to be called "The Governor's Report and Journal,"<sup>1</sup> and to enter therein every important occurrence in the poorhouse.

<sup>1</sup> A specimen form of this book is printed at page 101.

15. To keep a "Daily Diet Book,"<sup>1</sup> in which he shall record each day the quantity of food issued to each class of inmates, with particulars of any extra diet issued to the sick.

<sup>1</sup> A specimen form of this book is printed at page 109. There are also a



“Governor’s Sick Diet Book,” and a “Medical Officer’s Sick Diet Book,” of which forms will be found on page 110.

16. To keep all books and accounts which the Local Government Board or the House Committee may require.

17. To enforce cleanliness, industry, order, and punctuality on the part of the inmates, and of the officers and servants employed in the poorhouse.

18. To appoint,<sup>1</sup> subject to the approval of the House Committee, all the subordinate officials and servants not directly appointed by the House Committee.

<sup>1</sup> The House Committee are entitled to make all appointments, but may delegate to the Governor power to make certain minor appointments.

19. To suspend<sup>1</sup> from office, and to report forthwith to the Chairman of the House Committee, any officer (not being the Medical Officer, Chaplain, Matron, or Superintendent of Nurses) or any male or female servant who is unfit or incompetent or who neglects his or her duty.

20. To dismiss, when so instructed by the House Committee or by the Chairman of the House Committee, any officer or male or female servant who has been suspended in terms of the preceding rule; to reinstate, if so directed, any officer or servant who, in the opinion of the House Committee or of the Chairman of the House Committee, should be reinstated; and to enter in his Journal every suspension or dismissal with the reasons for the same.

<sup>1</sup> Unless authority is delegated to him by the House Committee, the Governor has no power to dismiss any official or servant. In the event of any of the higher officials specified in Rule XV. neglecting or failing to do their duty, he can only bring the matter under the notice of the House Committee. As regards all the other officials, the Governor is authorised, in the event of serious fault on their part, to suspend them. When an official is suspended, it is assumed that he is unfit to hold office until the matter can be referred to the House Committee. Only the Governor can suspend an official. But having done so, he must report the case to the House Committee or to the Chairman of the House Committee, who will determine, after investigation, what is to be done, *i.e.*, whether the official is to be dismissed or asked to resign, or censured and permitted to retain office on probation, or acquitted of the complaint and reinstated.

21. To select from among the male inmates fit persons to assist in

keeping the house clean and in working the garden or fields attached to the poorhouse.<sup>1</sup>

<sup>1</sup> Every effort should be made to provide the inmates with healthy and interesting occupation. Garden or field work is specially useful, and is greatly to be preferred to such mechanical occupations as stick- or stone-breaking, not only because it helps to provide the poorhouse with food, but because it does not, to an appreciable extent, enter into competition with outside labour.

22. To take care that the wards, rooms, kitchen, larder, and all other parts of the poorhouse, and all utensils and furniture, are kept clean and in good order; and to report any defect to the House Committee.

23. To cause the inmates, except the sick, to be inspected daily for the purpose of seeing that they are clean and in a proper state; to see that the hair of the male inmates is regularly cut and that their beards are shaved or trimmed.

24. To see that the male inmates are properly clothed, and that their clothing is kept in good repair.<sup>1</sup>

25. To see that every male inmate over five years of age, except those in the sick wards, is bathed by a male official at least once a week.

<sup>1</sup> It is a frequent complaint by visitors to poorhouses that the inmates are dirty and untidy; and it is quite true that, while the inmates' bodies are usually kept clean, their external appearance often leaves much to be desired. Sometimes this arises from an inmate being required to engage in dirty work while dressed in his ordinary clothes. Linen overalls should always be provided for this purpose, and an inmate should not be permitted to enter a day-room or a dormitory wearing clothes that are in any degree offensive either to sight or smell. The inmates should invariably be required to wash their faces and hands before entering the day-room or dining-hall after work. Care should be taken to keep their hair and beards well trimmed. Inmates should be encouraged to bathe much oftener than once a week. The provision of one or two hot sprays would enable bathing to be done cheaply, quickly, and efficiently. In short, a species of hygienic drill should be kept up, so that the appearance of the inmates would be a credit rather than a reproach to the poorhouse.

26. To provide for the employment of the male inmates to the extent of their ability; when an inmate complains of inability, or refuses, to work, to obtain a medical certificate as to his fitness for the task prescribed; in case of the failure of suitable employment, to report the same without delay to the House Committee.

27. To visit the sleeping wards of the male inmates before noon



every day, and to see that such wards have been duly cleaned and are properly ventilated.

28. To see that the dining-hall, and especially the tables and seats, are cleansed after each meal.

29. To visit, or cause to be visited, all the wards of the male inmates every night,<sup>1</sup> and to see that all the male inmates are in bed, and that no danger is likely to arise through fires or lights.<sup>2</sup>

<sup>1</sup> In some poorhouses the inmates are required to go to bed at a very early hour with a view to saving the officials trouble. Inmates who wish to remain up should not be asked to go to bed earlier than half-past nine or ten o'clock. Means for recreation, such as games or reading, should be liberally provided.

<sup>2</sup> Special attention should be paid to the ventilation of dormitories during the night. If necessary, some mechanical device should be adopted to prevent the inmates from shutting down the windows.

30. To see that the stairs and corridors are provided with lights throughout the night; that these lights are extinguished as soon as possible after daybreak; and that all inmates have the means of communicating, if necessary, with the officials during the night.

31. To send for the Medical Officer when an inmate is taken ill, and in the case of dangerous illness to send for the Chaplain or other minister of the religious persuasion of the inmate, and for any relative or friend of the inmate, resident within a reasonable distance, whom he may desire to see.

32. To direct the attention of the Medical Officer to any inmate who complains of illness, or who may appear to be out of health.

33. To obtain the sanction of the Chairman of the House Committee to the provision of a temporary nurse or such other emergency assistance in the hospital or sick wards as the Medical Officer may certify to be necessary.

34. To give immediate information of the death of any inmate to the nearest known relatives of the deceased and to the Inspector<sup>1</sup> of Poor of the parish of chargeability; if the body be not removed within a reasonable time, to provide for interment.

<sup>1</sup> The Inspector of Poor of the parish that sent in an inmate is primarily responsible for the burial of that inmate should he die while in the poorhouse. If the Inspector does not take action within a reasonable time the Governor must arrange for the funeral, and charge the cost to the parish of settlement.

35. In every case of death by accident, sudden and unexpected



death, or death under suspicious circumstances, in the poorhouse, to send forthwith to the Procurator-Fiscal and to the Local Government Board a report of the same in a form<sup>2</sup> prescribed by the Local Government Board, together with a special written report by the Medical Officer as to the cause of death.

<sup>2</sup> The form of report of sudden death is printed on page 100.

36. To take charge of the clothes, funds, and effects, if any, of a deceased inmate, and to submit an inventory thereof to the Inspector of Poor of the parish of chargeability.

37. To submit to the House Committee, from time to time, a list of such books,<sup>1</sup> newspapers, or other publications as he may think it necessary or advisable to introduce into the poorhouse for the use of the inmates.

<sup>1</sup> The House Committee should liberally provide books, magazines, and newspapers for the use of the inmates. The charity of the outside public may also be invoked in this matter. The newspapers should represent all shades of political and social opinion.

38. To bring before the House Committee or Visiting Members every inmate desirous of making an application or a complaint to them.

39. To comply with the wish of any inmate who may desire to have weighed or measured in his presence the rations served to him at a meal.

40. To see that the appliances for the extinction of fire are at all times kept in good order and ready for use, and that the officers and servants are trained to perform the duties expected from them in the event of an outbreak of fire.

41. If satisfied at any time that an inmate of the ordinary wards, though not so ill as to need the immediate attention of the Medical Officer, is unable to eat the ration prescribed by the dietary scale, to issue to such inmate an alternative ration, and to inform the Medical Officer.

42. On receipt of a certificate from the Medical Officer to the effect that an inmate is able-bodied, to intimate the fact forthwith to the Inspector of Poor of the parish of chargeability.

43. To prevent the unlawful admission into the poorhouse of any spirituous or fermented liquors, or other prohibited articles.

44. To see that no person, going out of the poorhouse, improperly removes any article.

45. To make to the House Committee at the end of each year a report on the administration of the poorhouse during the year, drawing attention to any defects that, in his opinion, call for remedy, of which report a copy shall be sent to the Local Government Board.<sup>1</sup>

<sup>1</sup> The Board's instruction relating to this report is as follows:—

The Governor shall deal, *inter alia*, with the following:—

- (a) The sufficiency of the accommodation for the various classes of inmates and for the total number of inmates usually in the poorhouse ;
- (b) Whether the staff of servants and officials is adequate, noting any changes in the staff during the year ;
- (c) The dietary ;
- (d) The discipline of the inmates ;
- (e) The kind of work provided for the inmates ; whether it is profitable financially, and whether any changes might with advantage be introduced ;
- (f) The children—stating how they are being trained, and what proportion of them have been boarded out, and why those still in the poorhouse have not been boarded out ;
- (g) Any alterations, structural or otherwise, that have been carried out during the year ;
- (h) Suggestions as to improvements in the buildings and administration ;
- (i) Any other matters affecting the poorhouse that he may think it desirable to bring under the notice of the House Committee and of the Board.

### MEDICAL OFFICER.<sup>1</sup>

<sup>1</sup> This is the one poorhouse appointment prescribed by statute (see section 66 of the Poor Law Act of 1845). The Medical Officer can be removed from office only by the Local Government Board.

XVII. The following shall be the duties of the Medical Officer:—

1. To attend at the poorhouse daily at such time or times as the House Committee shall fix, and also when specially sent for; to enter the date, hour, and duration of each visit in a book provided for that purpose.<sup>1</sup>

<sup>1</sup> A form of this book is printed on page 104.

2. To give to the Governor the name of a qualified medical practitioner who shall act for him when he is necessarily absent from home.

3. To examine all poor persons on their admission to the poorhouse, and to advise as to their classification<sup>1</sup> and treatment in terms of Rules XXI.-XXVI.

<sup>1</sup> The Medical Officer determines the classification of every inmate admitted to the poorhouse. He also revises the classification from time to time (see also Rule 6, below).

4. To receive and investigate complaints of illness, and to examine and give medical treatment to every sick inmate of the poorhouse.<sup>1</sup>

<sup>1</sup> At each of his visits to the poorhouse the Medical Officer should be specially careful to afford an opportunity of consultation to any inmate who may wish to consult him as to his health.

5. To inspect, at least once in every week, all children and infants, and to prescribe in any case where the appearance indicates failing health.

6. To revise systematically the classification<sup>1</sup> of all the inmates by examining each inmate at least once in every three months; and to revise the classification of any inmate on an application being made to him by such inmate or by the Governor.

<sup>1</sup> See also Rule 3, on preceding page.

7. To enter on the bed card of every sick inmate the name of the disease from which such inmate is suffering, together with directions as to medicines, diet, and other necessary treatment, and to enter in a book all necessary directions regarding any other inmate for whom he may prescribe. All bed cards should be filed for reference.

8. To prescribe the diet for the sick<sup>1</sup> and for children under the age of two years, and to revise, at least once in every four weeks, the diet of each sick inmate; provided that no allowance of fermented or spirituous liquor shall be continued longer than eight days without a written direction.

9. To inform the House Committee if, at any time, he deems a change in the diet essential to the health of the inmates.

<sup>1</sup> The diet of the sick is wholly in the discretion of the Medical Officer. A specimen of hospital diet is printed at page 94. The diet of the ordinary inmates should be in accordance with a scale drawn up by the House Committee (with the advice of the Medical Officer), and approved by the Local Government Board (see Rule XLVII. (2) and (3)).



10. To inform the Governor when an inmate becomes insane, and to grant a certificate<sup>1</sup> to that effect.

<sup>1</sup> It is usual to give the Medical Officer a fee of £1, 1s. for a lunacy certificate. The salary of the poorhouse Medical Officer is a charge against the Medical Relief Grant, but payment for services under the Lunacy Acts cannot be claimed against that Grant. Accordingly, payment for Lunacy Certificates should not be included in the Medical Officer's ordinary salary.

11. To notify to the Local Authority, and to inform the Governor of, any case of infectious disease that may occur in the poorhouse.<sup>1</sup>

<sup>1</sup> See Rule XXIII. (1).

12. To vaccinate<sup>1</sup> every child born in the poorhouse, or sent to the poorhouse unvaccinated, unless he finds it necessary to grant a certificate that vaccination should be postponed.

<sup>1</sup> The Medical Officer will also have regard to the Vaccination (Scotland) Act of 1907, in virtue of which a child, whose parent emits a statutory declaration of unwillingness to have the child vaccinated, may be exempted from vaccination.

13. To re-vaccinate any inmate of the poorhouse when required to do so.

14. On the death of any inmate, to record forthwith the following particulars in a book<sup>1</sup> which shall be submitted to the House Committee at every ordinary meeting:—

(a) Nature and duration of illness.

(b) When first intimated to the Medical Officer.

(c) The date and hour of death.

(d) Result of *post-mortem* examination when such is made; and

(e) Any remarks that may appear to be required.

15. To give the Governor, the House Committee, and the Local Government Board, when required, any reasonable information respecting the case of any poor person who is or has been under his care.

16. To keep a Register containing the following particulars of each patient under his care:<sup>2</sup>—Name, age, sex, date of admission to hospital, disease, result, date of discharge from hospital, or date of death, remarks; to submit such Register to the House Committee when required to do so.

<sup>1</sup> For a specimen form of the Medical Officer's Register of Deaths, see page 104.

<sup>2</sup> For a specimen form of the Medical Officer's Register of Sick, see page 104.

17. To make to the House Committee at the end of each year a report<sup>1</sup> on the medical administration of the poorhouse during the year, drawing attention to any defects in the buildings, ventilation, heating, drainage, and any other matters that, in his opinion, call for remedy, of which report a copy shall be sent to the Local Government Board.

<sup>1</sup> In this report the Medical Officer should deal, *inter alia*, with the following matters:—

- (a) The sufficiency of the accommodation provided for the various classes of inmates;
- (b) The heating and ventilation;
- (c) The dietary;
- (d) The quality and cooking of the food;
- (e) The nursing arrangements, noting specially whether the staff of nurses is adequate;
- (f) The sufficiency of the supply of medicines and medical appliances;
- (g) The equipment of the sick wards with medicines, medical appliances, disinfectants, hot and cold water, screens, chairs, bed-rests, &c.;
- (h) The sanitary arrangements;
- (i) The bathing of the sick;
- (j) Suggestions as to the improvement of the buildings;
- (k) The means adopted for the curative treatment of cases of phthisis, and for the isolation of cases of phthisis, itch, and all infectious or offensive cases;
- (l) Any other matters affecting the poorhouse that he may think it desirable to bring under the notice of the House Committee and of the Board.

18. To give directions as to the bathing<sup>1</sup> of the sick.

<sup>1</sup> See Rule XXX.

19. To advise the House Committee in appointing the Superintendent of Nurses and Trained Sick Nurses.

20. To inform the Governor when he considers it advisable to suspend from office any trained nurse or probationer nurse who may be found to be unfit or incompetent, or who neglects her duty.

21. In every case of death<sup>1</sup> by accident, sudden and unexpected death, or death under suspicious circumstances, to hand to the Governor, before the body is removed for interment, a special written report as to the cause of death.

<sup>1</sup> See Rule XVI. (35).

22. To make a *post-mortem* examination of the body when so required by the Procurator-Fiscal; in any case, to make such

examination if of opinion that it is necessary, and if the relatives, where such exist, consent.

23. To take charge of the stock of medicines in the poorhouse; to receive all medicines and medical appliances sent to the poorhouse; to ascertain whether the quantities charged have been delivered and are in terms of the contract; and, if so, to sign the bills of delivery and hand the same to the Governor; or, if incorrect, to report the same to the Governor.

24. To keep an account of all medicines and medical appliances issued from the store.

25. To prepare and dispense medicines for the inmates.

26. To see that due precautions<sup>1</sup> are taken with regard to poisonous medicines.

<sup>1</sup> The following instruction has been issued by the Local Government Board:—

1. All bottles containing poisonous medicines shall differ in shape and colour from those containing non-poisonous medicines. The Board suggest blue fluted bottles.
2. Such bottles as well as packets, &c., containing like medicines shall bear labels marked "Poison" or "For External Use Only." The name of the patient shall be affixed to each bottle, packet, &c.
3. Bottles, packets, &c., containing the medicines of patients in the Sick or Hospital Wards shall be kept under lock and key in charge of the nurse in attendance.
4. Bottles, packets, &c., containing medicines for the use of patients who are not in the Sick or Hospital Wards shall be kept under lock and key in charge of a paid official (not an inmate).
5. All medicines shall be brought to the patient at such times as are prescribed by the Medical Officer for their use, and removed by the nurse or paid official immediately after being used.

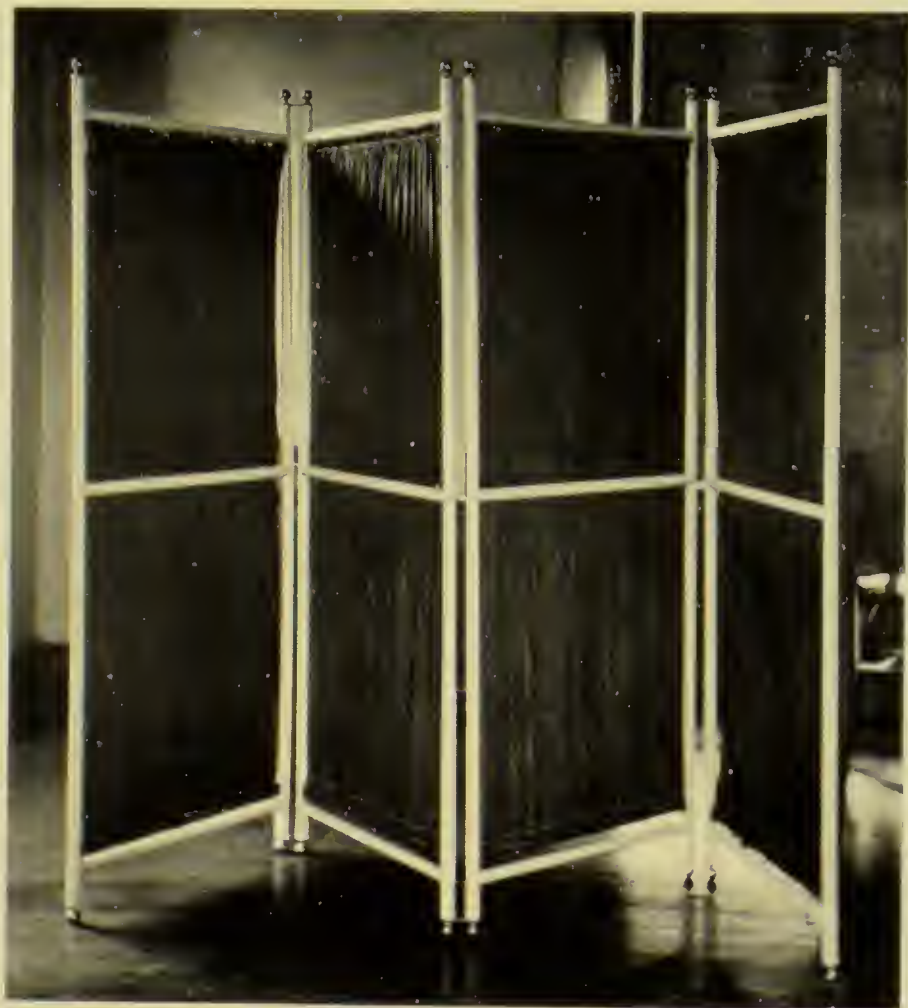
### MATRON.<sup>1</sup>

<sup>1</sup> The Matron should be a trained nurse registered by the Board. It is not advisable that the Matron should be the Governor's wife. It is preferable that there should be only one matron for the whole poorhouse, including the sick wards, and of course this is possible only when the Matron is an experienced nurse. In this case it would be necessary to combine Rules XVIII. and XXXIX.

XVIII. The following shall be the duties of the Matron:—

1. To assist the Governor and to carry out his instructions in the general management of the poorhouse, in maintaining good order and





Form of screen suitable for hospital wards, designed by Mr. T. Russell, Engineer, Chairman of the Dundee Poorhouse Committee. The framework of this screen is of wood, enamelled white, the joints and knobs are of brass, the hinges are double-acting. The cloth fabric is washable and is easily detached. The screen may be obtained from Messrs. Murray & Macdonald, Cabinetmakers, Dundee. A screen of this type could be manufactured in most poorhouses with the aid of the inmates.



cleanliness, in cleansing and ventilating the wards and all other parts of the premises, and in taking care of the articles provided for the use of the poorhouse.

2. To superintend the making and repair of the clothing supplied to the inmates.

3. To superintend the laundry.

4. To keep an inventory of all linen, clothing, bedding, blankets, sheets, stockings, table-napery, furniture, and other articles, and to enter therein the date on which every article was received, when it was first issued for use, and when it became unserviceable.

5. To make a requisition in writing to the Governor for such clothing, bedding, or other articles or materials<sup>1</sup> as may be necessary for use in the poorhouse, or for keeping the inmates employed.

<sup>1</sup> For Materials Conversion Book, see page 111.

6. To select from among the female inmates<sup>1</sup> fit persons to be employed in washing and mending the linen and other articles of clothing, and for scrubbing or otherwise assisting in the wards.

<sup>1</sup> Pauper inmates should not be employed in cooking, in attending on the sick, or in bathing other inmates.

7. To report to the Governor any negligence or misconduct by any of the assistants or servants under her charge.

8. To cause all females and all males under five years of age upon admission to be cleansed and clothed, and to be placed in the class which, in the opinion of the Medical Officer, is suitable for them.

9. To see that the food of the inmates and officials is properly cooked and served.

10. To see that all inmates for whom the Medical Officer may prescribe special diet are supplied with such diet; and that infants, women advanced in pregnancy, and women suckling infants have suitable diet, as directed by the Medical Officer; and to see that they are furnished with such changes of clothing as may be necessary.

11. To take special charge of children, and to see that every child under five years of age and every female inmate is clean<sup>1</sup> in his or her person and underclothing.

<sup>1</sup> The female inmates should be encouraged to bathe frequently.



12. To bathe, or cause to be bathed by a female official, at least once a week, every child under five years of age, and every female inmate, except those in the sick wards.

13. To visit, or caused to be visited, every night, all the wards of the female inmates, and to see that all the inmates are in bed, and that no danger is likely to arise through fires or lights.

14. To see that every inmate has clean underclothing at least once a fortnight, and clean stockings once a week, and that all the beds are kept clean.<sup>1</sup>

<sup>1</sup> Every bed should be supplied with cotton or linen sheets.

15. Before leaving the poorhouse, to inform the Governor where she will be found; and not to be absent from the poorhouse one whole night at the same time as the Governor.

16. When requested by the Governor, to search, or cause to be searched, any female inmate entering or leaving the poorhouse.

17. To visit the wards of the female inmates before noon every day, and to see that such wards have been duly cleansed and are properly aired.

### PORTER.

XIX. The Porter shall obey the instructions of the Governor, and in addition to assisting in the general work of the house, the following shall be his duties:—

1. To keep the gate, and to prevent any person from entering or leaving the poorhouse, unless on business connected with the poorhouse, or by special sanction.

2. To see that no inmate is allowed out of the poorhouse on leave of absence without a pass from the Governor or the Matron.

3. To see that all poor persons who apply for admission with a proper order are admitted to the poorhouse.

4. To inform the Governor when a poor person who has not an order applies for admission.<sup>1</sup>

<sup>1</sup> In no case should the Porter, without obtaining the instructions of the Governor, refuse admission to a visitor or to a poor person seeking admission to the poorhouse.

### ADMISSION OF POOR PERSONS.

XX. A poor person may be admitted as an inmate of the poor-house:—

1. On presenting an order signed by an Inspector of Poor, or by one of his assistants—the order to be accompanied by a medical certificate.<sup>1</sup>

2. By the Governor, on his own responsibility,<sup>2</sup> or, in his absence, by the Matron, in the case of a poor person who may apply for admission and who may appear to require immediate relief; or in the case of a person for whom admission may be asked in accordance with the provision of any Act of Parliament.<sup>3</sup>

<sup>1</sup> For form of Admission Order and attached Medical Certificate, see pages 19, 20.

<sup>2</sup> The parish in which the poorhouse is situated is liable in the first instance for the relief of any poor person admitted by the Governor on his own responsibility. The Inspector of Poor is, of course, entitled to claim to be relieved by the parish of settlement when that can be ascertained.

<sup>3</sup> The Board have issued the following instruction to Inspectors of Poor and Governors of Poorhouses in regard to the admission of children to the poorhouse under the Prevention of Cruelty to Children Act, 1904:—

The Board desire to remind Inspectors of Poor and Governors of Poorhouses that the Prevention of Cruelty to Children Act, 1894, has been repealed by the passing of a similar Act in 1904, 4 Ed. VII. Ch. 15. The Board accordingly deem it expedient to withdraw their circular of April 15, 1898, dealing with the 1894 Act, and to direct the attention of Parish Councils and Governors of Poorhouses to the provisions of the new Act.

Section 1 provides that any person over the age of 16 years having the custody, charge or care of any child under the age of 16 years who wilfully assaults, ill-treats, neglects, abandons, or exposes the child, or causes or procures the child to be assaulted, ill-treated, neglected, abandoned, or exposed in a manner likely to cause such child unnecessary suffering or injury to its health (including injury to or loss of sight or hearing, or limb, or organ of the body, and any mental derangement), shall be guilty of an offence. Such an offence is termed an offence of cruelty, and the Act makes provision as to the penalty that may be inflicted on the offender. In this connection it may be noted that under sub-section (2) of section 23 the Act is to apply in the case of a parent who, being without means to maintain a child, fails to provide for its maintenance under the Acts relating to the relief of the poor, in like manner as if the parent had otherwise neglected the child; and by sub-section (3) of the same section, for the purposes of the Act any person (*a*) who is the parent of a child, or (*b*) to whose charge a child is committed by its parent, or (*c*) any other person having actual possession or control



of a child, is to be presumed to have the custody, or charge, or care of the child.

While the Act does not directly impose upon Parish Councils the duty of instituting proceedings in these cases, it contemplates that they will do so where the circumstances are such as, in their opinion, render it desirable in the public interest that proceedings should be instituted by them, and Parish Councils are by section 21 empowered to pay out of the funds under their control the reasonable costs and expenses of any proceedings which they have directed to be taken under the Act in regard to the assault, ill-treatment, neglect, abandonment, or exposure of any child.

Under section 5 (1) a constable, or any person authorised by the Sheriff, is empowered to take to a "place of safety," which is defined by sections 29 and 30 as including (among other places) a poorhouse, any child (1) in respect of whom an offence under paragraph (a) of section 2 of the Act has been committed, or (2) in respect of whom an offence of cruelty within the meaning of the Act, or any of the offences mentioned in the first schedule to the Act, has been, or there is reason to believe has been, committed. A child thus taken to a poorhouse, as well as any child under the age of 16 who seeks refuge in a poorhouse as a place of safety, may be detained there until it can be brought before a Court of summary jurisdiction, and that Court may make such order as is mentioned in section 5 (3) of the Act, or may cause the child to be dealt with as circumstances may admit and require, until the charge made against any person in respect of any offence as above mentioned with regard to the child has been determined by the conviction or discharge of that person (section 5 (2)).

Again, in certain circumstances mentioned in section 10, power is given to the Sheriff to issue a warrant authorising a child to be taken or removed to a poorhouse as a place of safety, and to be detained there until it can be brought before a Court of summary jurisdiction, who may cause it to be dealt with as above indicated.

By section 5 (4) Parish Councils are bound to provide for the reception of children brought to a poorhouse in pursuance of the Act, and where the place of safety, to which a constable, or any person authorised by the Sheriff, takes a child, is a poorhouse, the Governor of the poorhouse is required to receive the child into the poorhouse if there is suitable accommodation, and to detain the child there until the case is determined. Any expenses incurred in respect of the child are to be deemed expenses incurred in the relief of the poor.

The Board again desire to point out that, in all cases where application is made under the Act, Inspectors of Poor and Governors of Poorhouses should lose no time in attending to such applications, and should at once make sure that the child, or children, on behalf of whom the application is made are, where necessary, suitably provided for.

When application is made to the Inspector of Poor to have the child sent to the poorhouse, he will, unless there are obvious reasons why he should decline to deal with the case, immediately obtain the necessary documents and have the removal effected. When, in terms of the Act, the child is taken direct to the poorhouse without application having been first made to the Inspector of Poor, the Governor will at once take steps to obtain the necessary Medical Certificate—as would be done in the case of any other person sent to the poorhouse.



The Board trust the Inspectors of Poor and Governors of Poorhouses will carefully carry out the foregoing instructions, and that they will at all times endeavour to act up to the spirit and intention of the Act when application is made to them.—*Circular-Letter, dated June 9, 1905.*

XXI. Every newly-admitted person shall be examined by the Medical Officer as soon as possible; but when it is stated in the medical certificate that a poor person requires immediate medical attention, or when the appearance of the poor person or any of his or her dependants suggests that there is urgent need for medical attention, the Governor shall forthwith send for the Medical Officer, who shall prescribe suitable treatment.

XXII. In every probationary<sup>1</sup> ward there shall be the means of communicating by bell with the officials, and a printed placard calling attention thereto shall be hung in each ward. If an inmate becomes ill during the night, the Governor shall be immediately apprised of the fact by the person in charge of the ward.

<sup>1</sup> It is intended that inmates shall be kept in the probationary wards until they can be cleansed, given suitable clothing, and certified by the Medical Officer as free from any infectious or contagious disease. The Governor must be prepared to receive persons suffering from such diseases as phthisis, cancer, itch, syphilis, pleurisy, influenza, &c. The Medical Officer should also be prepared to deal with, and the poorhouse should be suitable for the reception of, cases requiring surgical operation. When necessary, the officials must receive inmates at any hour of the day or night.

XXIII. If the Medical Officer find the poor person, on admission to the poorhouse, to be—

1. Suffering from infectious disease,<sup>1</sup> he shall notify the case to the Local Authority; if arrangements for removal are not made by the Local Authority, the Governor shall take such measures for the isolation and treatment of the patient, and for the protection of the other inmates, as the Local Authority or the Medical Officer may direct.

2. Suffering from any mental disease that requires treatment in a lunatic asylum, he shall grant a certificate to that effect, and shall immediately inform the Governor. The Governor shall forthwith intimate the fact to the Inspector of Poor of the parish of chargeability, and shall make such arrangements as may be necessary for placing the poor person under supervision, until his removal from the poorhouse.

<sup>1</sup> As far as possible, persons suffering from malignant and offensive

diseases, such as cancer or syphilis, should be placed in separate wards, and the utmost cleanliness should be maintained (see note on Rule XVI. (8).

XXIV. Before being permitted to communicate with the other inmates, and as soon as practicable after admission, every poor person shall be cleansed in a bath of suitable temperature, provided that persons certified as requiring the immediate attention of the Medical Officer or appearing to be seriously ill, shall not be bathed until the arrival of the Medical Officer, who shall instruct in each case.

XXV. A careful examination of the persons of newly-admitted inmates shall be made after they have been bathed and before they are permitted to put on the House Clothing. The Medical Officer shall direct as to the measures to be taken when vermin or their ova are discovered. Every case of skin disease shall be reported to the Medical Officer.

XXVI. The hair of all children upon whose heads vermin or their ova are found shall be cut before the children leave the probationary ward, provided that the hair of girls over seven years of age shall not be cut unless the Medical Officer so direct.

XXVII. Each poor person shall be given clean clothing.

### CLASSIFICATION OF INMATES.<sup>1</sup>

XXVIII. The inmates shall be classed as follows:—

1. Infants and Children.
2. Sick.
3. Ordinary.

XXIX. To each of the classes specified shall be assigned the wards best fitted for such class; and, when practicable, the said classes shall be further subdivided, *e.g.*, with reference to the character or behaviour of the inmates; provided that—

- (a) Respectable, aged married couples may be allowed to live together.
- (b) Children under five may be placed on the women's side of the poorhouse.

<sup>1</sup> The extent to which the inmates can be separated into classes is determined largely by the structure of the poorhouse and the number of



inmates. The classification suggested by the Board is the simplest possible, and should be developed, having regard to the character and health of the inmates. Decent inmates should not be required to associate with inmates of bad character. Infirm inmates should, if possible, be separated from healthy inmates. Great care must be taken to keep the sexes apart. A large number of small dormitories in which inmates of similar character and congenial disposition can be lodged are preferable to large dormitories in which all kinds of persons are indiscriminately herded together.

(c) A bed shall not be occupied by more than one adult.<sup>2</sup>

<sup>2</sup> The Board require separate cots to be provided for infants. On April 5, 1904, they issued the following circular-letter:—

“In the Reports received by the Board from the Governors of cases of sudden death occurring in poorhouses, the Board regret to observe the frequency with which—in the case of infants—the Medical Officer has found it necessary to state that, in his opinion, the death was caused by the overlying of the infant by its mother. The Board cannot but regard such an occurrence as an opprobrium in an institution. In their opinion, apart from the possibility of fatal accidents, the practice of placing a mother and child in the same bed is objectionable. In consequence, however, of the Reports which have from time to time reached them of deaths attributed to this practice, the Board now deem it their duty to bring the matter under the notice of House Committees for their serious consideration. The Board are clearly of opinion that only in very exceptional circumstances should a mother and child be allowed to occupy the same bed, and then only under special observation by night as well as by day. They strongly recommend that a sufficient number of cots be procured, one of which can be placed by the side of the mother’s bed when required, due provision being made for the warmth of the child.”

### BATHING.<sup>1</sup>

XXX. The following are the rules for bathing:—

1. After admission, every inmate shall be bathed at least once a week, unless exempted by the Medical Officer.

2. Before an inmate enters the bath, the official in charge shall ascertain by a thermometer the temperature of the bath, which should not be lower than 88° nor higher than 98° Fahrenheit, unless the Medical Officer otherwise direct.

3. During the bathing of the inmates, the bathroom shall not be left without a paid official or servant in attendance, who shall be responsible for the bathing. A nurse should superintend the bathing of the sick.

4. The water shall be changed after each inmate is bathed.

5. A separate towel shall be provided for each inmate bathed, and the towels shall be washed before being used again.



6. Any bruises, sores, or evidence of disease noticed by the person in charge of the bathing, shall at once be reported to the Governor or the Matron, and by them, if necessary, to the Medical Officer.

7. A copy of the Rules for bathing shall be hung in each bath-room.

<sup>1</sup> Economy might be promoted and a good deal of time saved in the bathing of inmates by the use of spray baths. The cost of fitting a number of sprays would be trifling, and by their use four or five inmates could be bathed in the time that it now takes to bathe one inmate. There would be a corresponding saving in the quantity of hot water required for each inmate. The inmates should be encouraged to bathe much more frequently than once a week—a practice that would be of the utmost benefit to their health and appearance. This would be facilitated by the use of sprays. Each inmate should be given a towel which might last him or her for a week. The daily use of baths would be of the utmost value in the reclamation of the “in-and-out” and vagrant class of inmates.

### DISCIPLINE OF THE INMATES.

XXXI. All the inmates of the poorhouse (except children and those disabled by sickness or infirmity) shall rise, begin work, leave off work, and go to bed at such times,<sup>1</sup> and be allowed such intervals for meals, as the House Committee, with the advice of the Medical Officer, shall direct.

<sup>1</sup> The times fixed should be reasonable and relative to the habits of the class from which the inmates are taken. It should be remembered that every inmate of a poorhouse is “disabled,” and consequently should not be required to rise for the purpose of beginning work so early as six or seven o’clock. A poorhouse is neither a factory nor a prison, but a species of hospital—a fact frequently lost sight of by zealous advocates of discipline. Nor should the inmates be required to go to bed earlier than nine or half-past nine. They should be encouraged to read and to play games, such as draughts, chess, dominoes, &c. At least an hour should be allowed for meals and subsequent rest.

XXXII. No inmates shall be supplied with tobacco<sup>1</sup> except—

(a) In the case of the sick, by direction of the Medical Officer, and

(b) In the case of the other inmates, with the permission of the Governor subject to the directions of the House Committee, who may determine in what rooms smoking shall be allowed; and no inmate shall smoke in any room other than those in which smoking is allowed.

<sup>1</sup> It is usual to supply from one to two ounces of tobacco per week to

those inmates who wish to smoke, and whose behaviour justifies this indulgence. The giving or withholding of tobacco acts as a splendid incentive to good conduct, and in the case of men its withdrawal renders the use of other forms of punishment practically unnecessary. Cleanliness should, however, be strictly insisted upon. Spittoons should be supplied in the day-rooms, and any inmate who persists in spitting on the floor or about the fireplace should be deprived of tobacco unless he amends his conduct. The inmates should be required to keep their teeth clean.

XXXIII. The inmates shall be employed according to their capacity and ability.<sup>1</sup>

<sup>1</sup> Work, on the part of those inmates who are able for it, is essential to their health and happiness. Such work is also necessary if the poorhouse is to be kept clean without employing an unnecessarily large staff of servants. The first use to be made of inmate labour should be the daily cleaning of the wards. What labour can be spared from that should be devoted to the garden and fields. If there is still a surplus, it should be employed in the making and repair of clothing, boots, and other articles required for the inmates, before other industries are resorted to. It should never be forgotten that an institution supported by the ratepayers has no right to compete with the poorer ratepayers in the production of cheap goods. It is desirable that every poorhouse should have a sufficient amount of land to employ all the labour that can be spared from domestic work.

XXXIV. Twenty-four<sup>1</sup> hours after having intimated to the Governor a desire to be dismissed from the poorhouse, or sooner if the Governor think fit, any adult inmate may quit the poorhouse; but no inmate shall carry away any clothes or other article belonging to the poorhouse without permission of the Governor or the Matron; and no poor person dismissed from the poorhouse, or so quitting it, shall again be received therein, except in the mode prescribed in Rule XX. for the admission of poor persons.

<sup>1</sup> This restriction, although of great use, has no basis in law. An inmate who wishes to leave the poorhouse is entitled to demand immediate discharge. But it would be very inexpedient if every pauper who, in a moment of pique or discontent, demanded his discharge were permitted to leave the poorhouse without having had an opportunity of reconsidering his position. Inmates who are in bad health or who have no resources frequently wish to leave, when it is quite obvious that their so doing will be very injurious to them. It is with a view to enabling officials and friends to remonstrate with such persons that the rule requiring twenty-four hours' notice has been framed, and as the rule is entirely in the interest of the inmates its irregularity may be condoned.

XXXV. The Governor may grant temporary leave of absence to an inmate. Except in special circumstances, this privilege shall be confined to the aged and to the well-conducted inmates.<sup>1</sup>

<sup>1</sup> As little restriction as possible should be placed on the liberty of



aged and well-conducted inmates. It must not be forgotten that a poorhouse is not a prison but an institution designed for the benefit of the inmates rather than for the protection of society.

XXXVI. No person shall visit any inmate except by permission of the Governor or the Matron, and subject to such conditions as the House Committee may prescribe.<sup>1</sup> The Medical Officer shall advise the Governor in regard to the admission of visitors to the sick.

<sup>1</sup> These conditions should be liberal, and should always be interpreted generously. If a decent person comes from a distance to see an inmate he should be admitted, even although the day or hour is different from that prescribed for such visits.

XXXVII. An inmate shall be entitled to write letters without such letters being read by the Governor, and to receive letters or parcels without such letters or parcels being detained or opened by the Governor.<sup>1</sup> But, if the Governor has reason to suspect that a letter or a parcel contains any article that ought not to be introduced into the poorhouse, he may require the inmate to open such letter or parcel in his presence.

<sup>1</sup> The Governor will supply inmates with stamps for their letters. But the Governor may use his discretion in supplying stamps if he has reason to think that an inmate is sending out what amounts to begging circulars. The Governor has no power to confiscate money or goods which an inmate may receive through making improper representations to members of the public. He may, however, with the approval of the House Committee, communicate with the donors.

### PUNISHMENT.<sup>1</sup>

XXXVIII. The Governor shall record in a book<sup>2</sup> to be provided for the purpose any punishment that he may inflict on an inmate, stating the nature and duration of the punishment and the reasons for the same. He shall submit the book to every meeting of the House Committee, and it shall be examined and initialed by the Chairman of the meeting.

<sup>1</sup> The Local Government Board have been advised that some of the forms of punishment formerly prescribed (such as confinement in a cell) are illegal.\* In this country no person can be so confined legally, except under a magistrate's warrant. In these circumstances, the Board have

\* Report of Departmental Committee of Local Government Board, page 55.



not prescribed specific punishments for offences against discipline. Serious offences, such as assault or breach of the peace, bring an inmate within the scope of the criminal law and should be reported to the police. The action to be taken by the Governor or House Committee in regard to minor offences, for which there is no legal remedy, is, in the above rule, left by the Board to the discretion of the House Committee. It may be that contingencies will arise in which some form of punishment within the poorhouse is absolutely necessary. A curtailment or alteration of diet, or threat of expulsion from the poorhouse, may effect the desired result. It is found, however, that, as the character of poorhouse administration improves, the need for the more drastic forms of punishment becomes less frequent. By the granting or withholding of little luxuries, such as tea or tobacco, the Governor has a great deal of disciplinary power in his hands, and in many poorhouses this is found to be amply sufficient. Any punishment that in its nature or method of application savours of anger or revenge is certain to defeat its object. No subordinate official should have the power to inflict punishment. Corporal punishment should be administered to children very sparingly, and never to girls. Children are so susceptible to praise or blame that a really capable Governor should have no need for recourse to physical chastisement.

<sup>2</sup> A form of this book is printed on page 103.

### SUPERINTENDENT OF NURSES.<sup>1</sup>

<sup>1</sup> A superintendent of nurses is necessary only in the larger poorhouses where there are a number of trained nurses. The Rules give her the same position in the hospital that the Matron has in the ordinary wards. She occupies the same position relative to the Medical Officer that the Matron occupies relative to the Governor. Where the Medical Officer is not resident, she will obey the instructions of the Governor in everything that does not relate to the medical treatment of the sick. In very large poorhouses the Superintendent of Nurses must necessarily be an official quite distinct from the Matron; but in poorhouses where the number of inmates does not exceed, say, five hundred, it would probably be expedient that the two offices should be combined. Of course, in such circumstances the Matron should be a trained nurse of high standing in her profession, and should certainly not be the Governor's wife. The appointment of the Governor's wife to such a post is a measure of petty economy which will tend to injure the Governor's domestic interests and the good administration of the poorhouse. The Governor's salary should be reasonably sufficient for the maintenance of himself and his family without such a call upon the services of his wife.

XXXIX. The Superintendent of Nurses shall carry out the instructions of the Medical Officer in all that relates to the treatment of the sick. In other matters she shall be subject to the instructions of the Governor.

The following shall be her duties:—

1. To advise the House Committee in appointing trained sick

nurses, and to be responsible for the manner in which the nurses perform their work.

2. To superintend the work of probationer nurses, ward maids, and servants employed in the hospital, and the work of any inmates who may be assigned for duty in the hospital; and to maintain discipline, cleanliness, and order.

3. To inform the Governor and the Medical Officer when she considers it advisable to suspend any nurse, ward maid, or servant who may be unfit for, or who neglects, her duty.

4. To apply to the Governor for such number of inmates as may be required for cleaning the hospital.

5. To give special attention to the heating and ventilation of the hospital.

6. To visit the sick wards every day before noon and to see that such wards have been duly cleansed.

7. To requisition from the Governor materials for providing the female sick with sewing and knitting.<sup>1</sup>

<sup>1</sup> A specimen form of the Materials Conversion Book is printed on page 111.

8. To requisition from the Governor such clothing, bedding, or other articles as may be necessary for use in the hospital.

9. To keep a correct account of the same.

10. To send to the Governor every morning the number of the several classes of diet required for each of the sick wards and for the nurses and other officials employed in the hospital.

11. To make to the Governor a daily return of the names of all patients admitted to or discharged from the hospital.

12. To see that patients admitted to the hospital are cleansed, clothed, and treated as directed by the Medical Officer.

13. To see that all the patients are regularly bathed, unless the Medical Officer otherwise direct, and that their persons are kept clean.

14. To report to the Governor all defects in the buildings, fittings, or furniture of the hospital.

15. To inform the Medical Officer and the Governor when the sickness of an inmate assumes an aspect of danger, and when death occurs.

16. To take care that, at the approach of death, an inmate is



screened off from the other patients in the ward, and that such inmate is not left unattended during either the day or night.

17. To see that the body of a deceased patient is washed and dressed before it is removed to the mortuary, and that a card bearing the name of the patient and date of death is attached to the shroud.

18. To inform the Governor where she will be found when she has occasion to leave the poorhouse, and never to be absent for one whole night without leave from the Governor and the Medical Officer.

### TRAINED SICK NURSES.<sup>1</sup>

XL. Where there is no Superintendent of Nurses or resident Medical Officer, the Governor shall be responsible for the efficient discharge of duty by a trained nurse.

<sup>1</sup> Trained Sick Nurses are appointed by the House Committee or the Governor with the advice of the Medical Officer and Superintendent of Nurses. If eligible for registration by the Local Government Board (which means that they must have served for at least two years in a hospital that is a training school for nurses and maintains a resident Medical Officer) Government grant, equal to half of the nurse's salary, with three shillings a week for rations and uniform, is given to the House Committee. Uniform is provided by the House Committee. Probationer nurses should always be employed where there is a resident Medical Officer. The nurses should have good quarters, bath, lavatory, and water-closet separate from those used by the inmates, an annual holiday of not less than three weeks, and their working hours should not exceed sixty per week.

The Medical Officer and the Superintendent of Nurses are primarily responsible for the manner in which the nurses perform their work. Where the Medical Officer is not resident, the Superintendent of Nurses, in the absence of the Medical Officer, is responsible to the Governor for the good management of the hospital. All complaints against the nurses should be submitted to the Governor, who will determine whether the complaint is sufficiently serious to warrant its being brought under the notice of the House Committee. If the charge is so grave as to make it undesirable that the nurse should continue to serve in the wards, the Governor may suspend the nurse from duty until he has consulted the House Committee or the Chairman of the House Committee.

Where there is a resident Medical Officer, probationer nurses should be trained in accordance with the syllabus prepared by the Local Government Board, and assisted to qualify for the special certificate of efficiency granted by the Board to those nurses that pass the prescribed examination. The work required from probationers should not be so exacting as to unduly curtail their opportunities for study.

The following shall be the duties of a Trained Sick Nurse:—

1. To take charge of a ward or wards, and to be responsible



for the cleanliness, ventilation, temperature, and good order of the same.

2. To attend to the comfort of the patients and to see that their persons, underclothing, and bedding are kept clean; to carry out the instructions of the Medical Officer in regard to treatment, and immediately to inform the Medical Officer or, in his absence, the Governor, of any serious complication or symptom.

3. To administer, according to the directions of the Medical Officer, all medicines, stimulants, and applications, keeping them at other times under lock and key.

4. To place all poisons in a separate cupboard, which shall be kept locked.<sup>1</sup>

<sup>1</sup> See Rule XVII. (26).

5. To allow no special food or liquor to be brought into the sick wards, unless ordered by the Medical Officer.

6. To conform to the hours of duty prescribed by the House Committee.

### GENERAL RULES FOR SUBORDINATE OFFICERS.<sup>1</sup>

XLI. The following rules shall be observed by the subordinate officers of the poorhouse:—

1. They shall obey all lawful orders.

2. They shall treat the inmates kindly and humanely; and at the same time, maintain order and discipline.

3. They shall inform the Governor when an inmate desires to see him, or to make a complaint.

4. They shall direct the attention of the Governor or the Medical Officer to any inmate who may appear to be out of health, although not complaining.

5. They shall report to the Governor all defects in the buildings, fittings, or furniture.

6. They shall not receive any gratuity or present from the inmates or their friends.

<sup>1</sup> The term "Subordinate Officers" includes all officials of the poorhouse except the Governor, Medical Officer, Chaplain, Matron, and Superintendent of Nurses. In the event of serious default or neglect of duty, the Governor is empowered to suspend a subordinate officer, and to report the matter to the House Committee or to the Chairman, who will determine what further action, if any, should be taken.

### RELIGION.

XLII. The religious instruction of the inmates of the poorhouse shall be committed to a Chaplain,<sup>1</sup> and the following shall be his duties:—

1. To lecture or preach<sup>2</sup> to the inmates every Sunday, and at such other times as the House Committee may direct.

2. To visit the sick inmates regularly, giving special attention to those seriously ill and desiring his services; to attend at the poorhouse when sent for by the Governor; and to note the date, hour, and duration of each visit in the book provided for that purpose.

3. To conduct the funeral service of any deceased inmate who is buried at the instance of the poorhouse authorities.

<sup>1</sup> The Board have not objected to the appointment of a layman as Chaplain, his qualifications and character being otherwise suitable.

<sup>2</sup> Instrumental music is usual at religious services in the poorhouse. The Board have intimated, however, that in their opinion the cost of an organ is illegal expenditure. While the Board had "sympathy with the wishes of the House Committee, they were of opinion that an organ could not be regarded as ordinary furnishing, and that, therefore, it would be illegal for the House Committee to pay for it out of the rates."—(Annual Report for 1906, page xxv.)

XLIII. The House Committee may grant permission to a well-conducted inmate to attend divine worship on Sunday at any church or chapel in the vicinity of the poorhouse.

XLIV. A minister of the religious persuasion of any inmate of the poorhouse shall, on the request of such inmate, be allowed to enter the poorhouse for the purpose of affording religious assistance to such inmate, or for the purpose of instructing his child or children in the principles of his religion; provided that such assistance or instruction shall be so given as not to interfere with the good order and discipline of the poorhouse.

XLV. A minister shall, on request, be admitted to the poorhouse to visit members of his congregation who may be inmates of the poorhouse, and, if desired, arrangements shall be made to enable him to conduct a religious service with such inmates.



XLVI. No work, except the necessary household work, shall be performed by the inmates on Sunday; and no inmate shall be asked to work on a recognised holy day of the Church to which he belongs.

### DIET OF THE INMATES.

XLVII. The dietary<sup>1</sup> of the poorhouse shall be framed by the House Committee, with the advice of the Medical Officer, and approved by the Local Government Board.

1. No article of diet which is not of good quality shall be given to any inmate.

2. The House Committee may, under the advice of the Medical Officer, direct the use of articles<sup>2</sup> other than those prescribed whenever the scarcity of any article, the season of the year, or any circumstance affecting the health of the inmates, shall be deemed to justify such change.

3. The diet of an inmate under medical treatment shall be such as the Medical Officer shall prescribe.

4. The Medical Officer shall revise, at least once in every four weeks, the diet of each sick inmate.

5. The Medical Officer shall enter on the bed card of every sick inmate an instruction as to the diet that such inmate is to receive.

<sup>1</sup> The dietary of the ordinary inmates is left to the discretion of the House Committee, acting with the advice of the Medical Officer. The scale drawn up by the House Committee must be submitted to the Board for approval. This scale may be varied from time to time with the approval of the Board. The dietary of the sick is wholly in the discretion of the Medical Officer. In 1898 the Board issued the model scale of diet, which is printed at pages 74-84. Many House Committees have, however, varied this scale with a view to (1) relieving its monotony, and (2) adapting the diet to the local habits of the people from whom the inmates of the poorhouse are taken. A model diet scale designed to allow a greater variety of food at each meal has been prepared by Dr. Johnston, Medical Superintendent of the Glasgow Parish Hospital, and is printed on pages 85-93.

<sup>2</sup> The Board have intimated that they will regard as illegal any expenditure incurred out of the rates in the form of "Treats" to the inmates. They have also issued the following circular-letter, dated March 12, 1900, on the subject of treats, the cost of which was defrayed by private benevolence:—

The attention of the Board has been drawn to the manner in which charitable entertainments have been conducted within the walls of some poorhouses and to certain abuses which have grown up in connection therewith.



The Board appreciate and desire to encourage the private benevolence which seeks to add to the comfort and amusement of the sick, the aged, and the children, but unless such entertainments are given with discrimination, and are the subject of careful regulation, they lead inevitably to abuse.

It is extremely inexpedient that all inmates of whatsoever class should be allowed to share in these entertainments. The Board need hardly remind Committees that every poorhouse contains two classes of inmates, who may be broadly distinguished as those of good and those of indifferent or bad character, the latter being specially selected from the paupers' roll for the discipline of indoor treatment—in other words, they are “the test class.” If the test class is admitted to privileges which are not extended to paupers on the outdoor roll, a clear injustice is done. Further, the Board are not without evidence that paupers of the worst type are attracted to the poorhouse at certain seasons by the expectation of sharing in the indulgences in which the outdoor poor do not participate. In one case within the knowledge of the Board a woman whose presence in the house was due to her eleventh illegitimate child was permitted to attend on the occasion of a New Year's entertainment.

Other, and not unusual, irregularities arise from the presence of numerous visitors, the prolongation of entertainments to late hours (in a recent instance music and singing continued till 2 A.M., and that in a hall situated beneath a sick ward), the consumption of intoxicants, and the general relaxation of discipline; all these have been made the subject of complaint by experienced officials, and the Board have no difficulty in arriving at the conclusion that their complaint is justified.

The Board, therefore, instruct me to say that entertainments in poorhouses should be strictly limited to inmates of good character and to the children; visitors and members of the House Committee should be present in such numbers only as may ensure the maintenance of good order; the usual hour for extinguishing the lights should be observed; and no intoxicating drinks should be provided.

I am to request you to lay this communication before the Committee at their next meeting, and to express the hope that they will co-operate with the Board, and will make such arrangements as will secure that all such entertainments as may be given shall be used for the encouragement of well-doing, and shall be conducted in an orderly manner. The Board are very reluctant to hold out any threat of further interference, but they may be compelled to consider measures for the removal of the abuses above noticed wherever the advice now given is not followed. You will have the goodness to favour me with a copy of the Committee's minute on the subject.



## APPENDIX





## I.

*Specimen of Diet (with cost) allowed to Staff in District Hospitals  
of Glasgow Parish.*

DIET OF RESIDENT MEDICAL OFFICERS FOR WEEK ENDING  
OCTOBER 26, 1907.

	Sunday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Total.	Rate.	Cost.
Butcher meat	8	6	10	2	11	4	11	52 oz.	Value	s. d. 1 10½
Bread . . .	7	10	9	9	9	9	8	61 „	1s. 9d. per 24 lbs.	0 3¼
Milk . . .	1	1	1	1	1	1	1	7 pts.	8¼d. per gallon	0 7
Cream . . .	¼	¼	¼	¼	¼	¼	¼	1¾ „	1s. 8d. „	0 4½
Potatoes . .	1	1	1	1	1	1	1	7 lbs.	75s. per ton	0 2¾
Vegetables .	7	7	7	7	7	7	7	49 oz.	½d. per lb.	0 1½
Haricot beans	½	...	...	...	...	...	...	½ „	18s. per cwt.	...
Beetroot . .	3	...	...	...	...	...	...	3 „	1d. per lb.	0 0¼
Apples . . .	3	...	...	...	...	...	...	3 „	2d. „	0 0½
Brambles . .	5	...	...	...	...	...	...	5 „	4½d. „	0 1¼
Suet . . .	...	½	...	...	...	...	1	1½ „	3¼d. „	0 0¼
Tea bread . .	...	1	...	1	...	1	...	3 only	4d. per doz.	0 1
Rolls . . .	...	1	1	1	1	1	1	6 „	1s. 6d. for 63	0 1½
Oatmeal . . .	...	1	1	1	1	1	1	6 oz.	30s. 3d. per 280 lbs.	0 0¼
Barley . . .	...	1½	...	...	...	...	...	1½ „	25s. 3d. „	0 0¼
Peas . . .	...	½	...	...	...	...	...	½ „	24s. „	0 0
Chicken . . .	...	½	...	...	...	...	...	½ Ch.	1s. 6d. each	0 9
Bullet tapioca	...	...	1	...	...	...	...	1 oz.	28s. per cwt.	0 0¼
Parsnips . .	...	...	4	...	...	...	...	4 „	8d. per stone	0 0
Fish . . .	...	...	...	7	...	†8	...	15 „	Value	0 3
Ham . . .	...	4	...	4	4	...	4	16 „	„	0 8¾
Rabbit . . .	...	¼	...	...	...	...	...	¼ Rabt.	9d. each	0 2¼
Preserves . .	...	...	...	...	1	5	...	6 oz.	24s. 4d. per cwt.	0 1
Lentils . . .	...	...	...	...	...	2	...	2 „	13s. 3d. per 100 lbs.	0 0¼
Butter . . .	...	...	...	...	...	11	...	11 „	109s. per cwt.	0 8
Tea . . .	...	...	...	...	...	3½	...	3½ „	1s. 3d. per lb.	0 3½
Sugar . . .	...	...	...	...	...	20	...	20 „	17s. 3d. per cwt.	0 2¼
Eggs . . .	...	...	...	...	...	6	...	6 only	8s. 4d. per 120	0 5
Flour . . .	...	...	...	...	...	7	...	7 oz.	22s. 9d. per 280 lbs.	0 0½
Currants . .	...	...	...	...	...	¼	...	¼ „	29s. per cwt.	0 0
Sultanas . .	...	...	...	...	...	½	...	½ „	48s. „	0 0¼
Cheese . . .	...	...	...	...	...	1¼	...	1¼ „	60s. „	0 0½
Coffee . . .	...	...	...	...	...	½	...	½ „	9d. per lb.	0 0¼
Sauces, etc.	...	...	...	...	...	...	...	...	Value	0 1
									Total cost, .	7 8½

† Halibut.

## II.

DIET OF NURSES, SERVANTS, &amp;c., FOR WEEK ENDING

OCTOBER 26, 1907.

	Sunday.	Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.	Total.	Rate.	Cost.
										s. d.
Butcher meat	8	6	10	2	11	4	11	52 oz.	Value	1 10 $\frac{1}{2}$
Bread . . .	7	10	9	9	9	9	8	61 „	1s. 9d. per 24 lbs.	0 3 $\frac{1}{4}$
Milk . . .	1	1	1	1	1	1	1	7 pts.	8 $\frac{1}{4}$ d. per gallon	0 7
Potatoes . .	1	1	1	1	1	1	1	7 lbs.	75s. per ton	0 2 $\frac{3}{4}$
Vegetables .	8	8	8	8	8	8	8	56 oz.	$\frac{1}{2}$ d. per lb.	0 1 $\frac{3}{4}$
Haricot beans	$\frac{1}{2}$	...	...	...	...	...	...	$\frac{1}{2}$ „	18s. per cwt.	...
Beetroot . .	3	...	...	...	...	...	...	3 „	1d. per lb.	0 0 $\frac{1}{4}$
Apples . . .	3	...	...	...	...	...	...	3 „	2d. „	0 0 $\frac{1}{2}$
Brambles . .	5	...	...	...	...	...	...	5 „	4 $\frac{1}{2}$ d. „	0 1 $\frac{1}{4}$
Suet . . .	...	$\frac{1}{2}$	...	...	...	...	1	1 $\frac{1}{2}$ „	3 $\frac{1}{4}$ „	0 0 $\frac{1}{4}$
Tea bread . .	...	1	...	1	...	1	...	3 only	4d. per doz.	0 1
Rolls . . .	...	1	1	1	1	1	1	6 „	1s. 6d. for 63	0 1 $\frac{1}{2}$
Oatmeal . . .	...	1	1	1	1	1	1	6 oz.	30s. 3d. per 280 lbs.	0 0 $\frac{1}{4}$
Barley . . .	...	1 $\frac{1}{2}$	...	...	...	...	...	1 $\frac{1}{2}$ „	25s. 3d. „ „	0 0 $\frac{1}{4}$
Peas . . .	...	$\frac{1}{2}$	...	...	...	...	...	$\frac{1}{2}$ „	24s. „ „	0 0
Bullet tapioca	...	...	1	...	...	...	...	1 „	28s. per cwt.	0 0 $\frac{1}{4}$
Parsnips . .	...	...	4	...	...	...	...	4 „	8d. per stone.	0 0
Fish . . .	...	...	...	7	...	†8	...	15 „	3d. per lb.	0 3
Ham . . .	...	4	...	4	4	...	4	16 „	Value	0 8 $\frac{3}{4}$
Rabbit . . .	...	...	...	$\frac{1}{5}$	...	...	...	$\frac{1}{5}$ Rabt.	9d. each	0 2
Preserves . .	...	...	...	...	1	4	...	5 oz.	24s. 4d. per cwt.	0 0 $\frac{3}{4}$
Lentils . . .	...	...	...	...	...	2	...	2 „	13s. 3d. per 100 lbs.	0 0 $\frac{1}{4}$
Butter . . .	...	...	...	...	...	10	...	10 „	109s. per cwt.	0 7 $\frac{1}{4}$
Tea . . .	...	...	...	...	...	3	...	3 „	1s. 3d. per lb.	0 3
Sugar . . .	...	...	...	...	...	17	...	17 „	17s. 3d. per cwt.	0 2
Eggs . . .	...	...	...	...	...	5	...	5 only	8s. 4d. per 120	0 4 $\frac{1}{4}$
Flour . . .	...	...	...	...	...	6	...	6 oz.	22s. 9d. per 280 lbs.	0 0
Currants . .	...	...	...	...	...	$\frac{1}{4}$	...	$\frac{1}{4}$ „	29s. per cwt.	0 0
Sultanas . .	...	...	...	...	...	$\frac{1}{2}$	...	$\frac{1}{2}$ „	48s. „	0 0 $\frac{1}{4}$
Cheese . . .	...	...	...	...	...	1 $\frac{1}{4}$	...	1 $\frac{1}{4}$ „	60s. „	0 0 $\frac{1}{2}$
Coffee . . .	...	...	...	...	...	$\frac{1}{2}$	...	$\frac{1}{2}$ „	9d. per lb.	0 0 $\frac{1}{4}$
Sauces, etc. .	...	...	...	...	...	...	...	...	Value	0 1
Total cost, .										6 4 $\frac{1}{2}$

† Halibut.



III.

STANDARD RECIPES SUITABLE FOR THE ORDINARY AND  
SICK WARDS OF POORHOUSES.

Prepared by MISS F. A. MERCHANT,  
*Matron of the Eastern District Hospital, Glasgow.*

RICE PUDDING.

$\frac{1}{4}$  lb. rice, 1 oz. suet, 1 oz. sugar, 2 oz. currants, 1 pint milk. Wash the rice and put it in a pudding basin; chop up the suet and add it; also add the sugar, a very little grated nutmeg, and the currants well washed; pour the milk over, and put in a slow oven for one and a half hours, or steam for an hour. The currants may be omitted.

STEWED LIVER.

1 lb. ox liver, 1 oz. dripping, 2 onions, 1 oz. flour, salt and pepper, mustard, vinegar. Wash the liver thoroughly and give it a rough dry; cut it up in small square pieces; put the dripping in the pot and let it get hot; put in two large onions, chopped, and the liver; fry them fairly well, turning them over; mix the flour, salt and pepper, and a few drops of vinegar, and then add  $\frac{3}{4}$  pint of water. Stir and let it stew gently for one hour.

IRISH STEW.

1 lb. mutton, 3 onions,  $1\frac{1}{2}$  lb. potatoes, salt and pepper. Cut up the meat in rather small pieces, put it in a stewpan with a cupful of water, and allow it to stew for half an hour; pare and cut the potatoes  $\frac{1}{2}$  an inch thick; chop up the onions and scald them. When the meat has stewed for a quarter of an hour put the potatoes in the saucepan on the top of the meat; add the onions, salt and pepper, 10 oz. of water, and stew very slowly for three-quarters of an hour. Serve hot.

ENGLISH STEW.

$\frac{3}{4}$  lb. stewing beef, 1 onion,  $\frac{1}{2}$  oz. dripping, 1 oz. flour, salt and pepper,  $1\frac{1}{2}$  pints water. Put the dripping in a stewpan to get quite hot; chop the onion, and fry it in the dripping; cut the meat in small pieces and fry it also; mix together in a bowl, smoothly, the flour, salt and pepper, suet and water; pour all this into the saucepan and stir over the fire till it boils. Put the lid on and allow to simmer for three-quarters of an hour. Suet dumplings are very nice cooked with the stew.

SUET DUMPLINGS.

6 oz. flour, 2 oz. chopped suet,  $\frac{1}{18}$  oz. baking powder,  $\frac{3}{4}$  oz. chopped parsley, salt and pepper. Mix all the dry things, rubbing the suet through the flour; make into a firm paste with the cold water; divide into ten

or twelve small pieces, which roll up into balls, having the outsides well floured. Drop the balls into the stew, and cook for half an hour longer ; then serve.

#### PEA SOUP.

Required—A good bone, 1 lb. split peas, 1 carrot, 2 onions, a pinch of carbonate of soda, 1 dessert-spoonful of chopped parsley, pepper and salt, 6 pints of water. Boil the bone for six or eight hours ; wash the peas and add them, also the carrot grated, the onions chopped, and the soda. Let all boil for two hours, put through a coarse strainer, add the parsley or mint, salt and pepper. Serve.

#### POTATO SOUP.

Required—A good bone, 2 lbs. potatoes, 2 large onions, 1 carrot or parsnip,  $\frac{1}{2}$  oz. sugar,  $\frac{1}{2}$  pint of milk, 5 pints of water, salt and pepper. Boil the bone for six or eight hours ; cut the potatoes in very small pieces, chop the onions, grate the carrot or parsnip ; put all in the soup with the sugar, and allow to boil for one and a half hours longer, when the milk, salt and pepper must be added. Remove the bone and serve.

#### LENTIL SOUP.

Required—A good bone, 1 lb. lentils, 2 onions, 1 carrot, 1 turnip, 5 pints water, one pinch or 10 grs. of carbonate of soda,  $\frac{1}{2}$  oz. sugar, parsley, salt and pepper. Boil the bone for six or eight hours ; wash the lentils thoroughly ; add them with the carbonate of soda and sugar ; let it boil ; and then add onions, carrot and turnip, all cut into small pieces ; allow to boil for about two hours ; then put all through a coarse strainer ; add salt and pepper, and parsley. Serve. This soup is quite good made without bones.

#### LEEK SOUP.

1 lb. veal or mutton, 6 large or 12 small leeks, 2 potatoes, 5 pints of water, salt and pepper. Cut the meat from the bones into small pieces, and put it on to boil with the water for one hour ; then have the leeks cut in short slices, scald them, and add to the soup, with the potatoes cut in very small slices, add salt and pepper ; a few prunes give a good flavour to the soup. The meat may be omitted, and stock made with one or two good bones.

#### BEAN SOUP.

Required— $\frac{1}{2}$  lb. haricot beans, 1 turnip, bit of parsley or celery, 1 onion, 1 oz. dripping, 3 pints water, a pinch or 10 grs. carbonate of soda, salt and pepper,  $\frac{1}{2}$  pint milk. Soak the beans for 24 hours in cold water, drain them and put on to boil with 3 pints of water, soda, and the dripping ; when it boils add all the vegetables, cut up in small pieces ; let the whole boil for two hours, then rub through a sieve ; add the milk, salt and pepper, warm up, and serve.

## FISH SOUP.

Required—1 cod's head, or fresh trimmings of fish, a good handful of fresh parsley, 1 small carrot, 2 onions, a bit of turnip, bit of celery or parsnip, 1 oz. butter, 2 oz. flour, 6 oz. milk, 4 pints water. Take out the eyes and wash the head in many waters till quite clean; put into the soup pot, with the water boiling; wash the parsley and put aside some of the leaves to add to the soup afterwards. In the meantime put in all the stalks and leaves, and all the vegetables, cut up finely; let the whole boil for one and a half hours; strain through a fine sieve; and return to the pot, which should be washed out; mix together in a basin, smoothly, the butter, flour and parsley, finely chopped, milk, salt and pepper; add to the soup, stir and allow it to boil for five minutes. Serve. Fish may be added, cut up in neat pieces, after straining, and allowed to boil with the flour, &c., but this is not necessary.

## SAGO SOUP.

6 potatoes, 1 large onion, 1 small turnip, a bit of celery or parsnip,  $\frac{1}{4}$  lb. sago, 4 pints water,  $\frac{1}{2}$  pint milk, salt and pepper, 1 dessert-spoonful dripping. Pare the potatoes and cut them in small pieces, put them in a saucepan with the dripping, onions chopped, turnip and parsnip, and stir all over the fire for five minutes; then put in the water, and allow to boil for one hour; then put the whole through a cullender, and put it back in a saucepan with the sago (which should be soaked in the milk one hour); salt and pepper; stir till it boils—five minutes. Serve.

## PORRIDGE.

4 oz. oatmeal, 1 pint water, salt. Put the water in a clean pot, and when it boils stir the oatmeal very gradually in, and allow it to boil for thirty minutes, stirring frequently; then sprinkle the salt, and boil for ten minutes longer.

## SCRAP BREAD PUDDING.

$\frac{1}{2}$  lb. bread,  $1\frac{1}{2}$  table-spoonfuls chopped suet or dripping, 2 oz. currants, 1 oz. sugar,  $\frac{1}{16}$  oz. ground ginger, 5 oz. milk, 1 egg. Take all the scraps that are clean, and neatly cut from them all very dark crust; put the bread into a basin of water to soak for an hour, have very clean hands, and, after squeezing the water entirely out, put the bread into a dry basin, and add to it the sugar, dripping or suet, and the fruit; boil the milk and pour over bread, &c., in the basin; whisk it up well with a fork; beat up the egg and add it, also the ground ginger; butter a basin, into which put the pudding, and allow it to steam for one and a half hours.

## MARMALADE PUDDING.

$\frac{3}{4}$  lb. bread crumbs,  $\frac{1}{2}$  lb. marmalade,  $\frac{1}{4}$  lb. suet, 1 oz. sugar,  $\frac{1}{4}$  oz. car-



bonate of soda, butter-milk or water. Grate the bread and put it in a basin; add the suet and sugar, and mix well together; then add the carbonate of soda; now add the marmalade, and mix with as much butter-milk or water as will wet the whole, but it should not be very moist; grease a basin, and put the pudding in, and allow to steam, with a greased paper over, for two and a half hours. This pudding is very nice served with a little sweet sauce flavoured with marmalade.

#### TREACLE PUDDING.

$\frac{3}{4}$  lb. flour, 2 oz. raisins,  $\frac{1}{16}$  oz. carbonate of soda,  $\frac{1}{16}$  oz. ground ginger,  $\frac{1}{16}$  oz. spice, 1 oz. sugar, 1 oz. treacle, 2 oz. suet, 5 oz. butter-milk or water. Chop the suet, and stone the raisins; rub the suet among all the dry ingredients; mix all with the butter-milk or water, pour it into a greased basin, cover with a greased paper, and steam for one and a half hours. Serve.

#### MUTTON BROTH.

$\frac{1}{2}$  lb. lean mutton, 1 pint cold water, 1 oz. rice, salt and pepper. Cut the mutton into small pieces, and put it into a saucepan with  $\frac{3}{4}$  pint of water; add salt; bring slowly to the boil and skim carefully; allow to simmer for two hours; skim occasionally; add the rice (well washed) with 5 oz. of cold water, and allow the broth to simmer for one hour more. Strain; remove fat. Flavour may be varied with a small onion, carrot or herbs. Rice may be omitted.

#### ARROWROOT.

$\frac{1}{2}$  oz. arrowroot,  $\frac{1}{4}$  oz. sugar, 10 oz. milk. Wet the arrowroot with a little of the milk. Boil the remainder of the milk; pour over the arrowroot, stirring all the time. Sweeten with sugar, and serve.

#### GRUEL.

Put into a basin 2 oz. of Scotch oatmeal, and after wetting it pour over the remainder of the milk or water boiling, stirring all the time. Stir for a few minutes, and allow to stand for five minutes. Strain fluid into a clean saucepan and boil for ten minutes. It may be sweetened with honey, treacle or sugar, or may be flavoured with salt or butter, about  $\frac{1}{6}$  oz.

#### TOAST WATER.

2 oz. bread, 1 quart of cold water. Dry the bread slowly, then brown. Put it in a jug with the water; cover, and let stand for one hour. Strain through muslin, and serve.

## RICE WATER.

1 oz. whole rice, 2 pints of water, 1 oz. raisins. Wash the rice well; cut the raisins into pieces, but do not remove the stones. Put the rice and raisins into a saucepan with the water, and boil for one hour. Skim occasionally, strain, serve cold.

## LEMONADE.

3 lemons,  $\frac{1}{2}$  pint boiling water, 2 oz. sugar. Put the rind of lemons into a jug with sugar. Squeeze the juice of lemons, being careful to keep back the pips; pour on the boiling water, cover, and set aside to become quite cold. Strain and bottle. Do not keep longer than three days. Serve 1 oz. with soda water or fresh cold water.

## CHICKEN BROTH.

Half fowl, parsley, salt and pepper, 1 quart of water. Skin and chop up half a fowl or chicken, place it in a saucepan with a quart of water, adding a sprig of parsley, a crust of bread, salt and pepper. Allow to boil slowly for about two hours. Remove fat, and strain. It is then ready for use.

## SAGO AND FRUIT.

$\frac{1}{4}$  lb. rhubarb or apples,  $1\frac{1}{2}$  oz. sago, 10 oz. water, 3 oz. milk. Peel the rhubarb and cut in very small pieces; allow to boil with 10 oz. water for ten minutes. Wash the sago and soak it for ten minutes in a teacupful of warm water; add the sago to the rhubarb, sweeten with sugar, and allow to boil for ten minutes. Serve with 3 oz. of milk.

## BARLEY WATER.

1 oz. barley, 1 pint of cold water. Wash the barley well, and put in a saucepan with  $\frac{1}{2}$  pint of cold water. Allow to boil; throw away the water, return barley to saucepan with one pint of cold water, and allow to simmer for about two hours; strain and allow to cool before serving. Sugar and the thin rind of  $\frac{1}{4}$  lemon may be added when required.

## IV.

## LIST OF POORHOUSES IN SCOTLAND.

(A List of the Poorhouses containing Lunatics is printed at Page 128.)

[Poorhouses marked \* contain Observation Wards.]

No.	Name of Poorhouse.	Sanctioned Accommodation.	Situation.
1	Aberdeen . . .	961	Old Mill, 1 mile N.-W. of Aberdeen.
2	Arbroath and St. Vigeans Combination. . .	140	10 minutes' walk E. of Station.
3	Athole and Breadalbane Combination . .	73	Over a mile from Ballinluig Station.
4	Black Isle Combination .	73	Nearly a mile from For-trose Station.
5	Buchan Combination .	138	$\frac{1}{4}$ mile from New Maud Station.
6	Campbeltown . . .	124	400 yards from Steamer Pier.
7	Cunninghame Combina-tion . . . .	479	2 miles from Irvine Station.
8	Dalkeith Combination .	92	3 minutes' walk from Esk-bank Station, $\frac{1}{2}$ mile from Dalkeith Station.
9	Dalziel . . . .	117	1 mile from Motherwell Station.
10	Dumbarton Combination .	204	$\frac{1}{2}$ mile from Dumbarton Station.
11	Dumfries . . . .	94	1 mile from Dumfries Station.
12	Dundee, East* . .	966	$1\frac{1}{2}$ miles from Dundee Station.
13	Dundee, West . . .	276	1 mile from Dundee Station.
14	Dunfermline Combination	230	1 mile from Lower Station.
15	Dysart Combination .	155	200 yards from Thornton Junction.
16	East Lothian Combination	88	200 yards from East Linton Station.
17	Easter Ross Combination .	75	Nearly a mile from Tain.
18	Edinburgh, Craiglockhart	1158	20 minutes' walk from Morn-ingside Road Station.
19	Edinburgh, Craigleith .	830	1 mile N.-W. from Edin-burgh.



No.	Name of Poorhouse.	Sanctioned Accommodation.	Situation.
20	Falkirk . . . . .	326	$\frac{1}{4}$ mile from Falkirk Station.
21	Forfar . . . . .	77	1 mile from Forfar Station.
22	Galashiels Combination .	65	$\frac{3}{4}$ mile from Galashiels Station.
23	Glasgow, Barnhill . . . .	2542	Close to Barnhill Station.
24	Glasgow, Eastern District Hospital * . . . .	380	In Duke Street, $\frac{1}{4}$ mile from Belgrove Station.
25	Glasgow, Stobhill Hospital	1922	3 miles from Queen Street Station.
26	Glasgow, Western District Hospital . . . . .	260	1 mile from Buchanan Street.
27	Govan Combination * .	1428	Cars to Linthouse, near the Poorhouse.
28	Greenock . . . . .	455	Near three Stations, and Steamers call daily.
29	Hamilton Combination .	220	Near Hamilton Station.
30	Hawick Combination .	103	$\frac{3}{4}$ mile from Hawick Station.
31	Inveresk Combination .	128	500 yards from Inveresk Station.
32	Inverness . . . . .	168	1 mile from Highland Railway Station, Canal Steamers' Pier 2 miles distant.
33	Islay Combination . . .	48	11 miles from Steamer Pier, 3 miles from Bridge-end.
34	Jedburgh Combination .	72	1 mile from Jedburgh Station.
35	Kelso Combination . . .	59	1 mile from Station.
36	Kineardineshire Combination . . . . .	117	$\frac{1}{2}$ mile from Stonehaven Station.
37	Kirkealdy Combination .	130	1 mile from Kinghorn Station.
38	Kirkeudbright Combination . . . . .	136	$\frac{1}{2}$ mile from Kirkeudbright Station.
39	Kirkpatrick Fleming Combination . . . . .	96	600 yards from Kirkpatrick Station.
40	Kyle Combination . . . .	201	Near Ayr Station.
41	Lanark . . . . .	60	$\frac{1}{2}$ mile from Lanark Station.
42	Latheron Combination .	50	6 miles from Lybster Station.

No.	Name of Poorhouse.	Sanctioned Accommodation.	Situation.
43	Leith . . . . .		In course of erection.
44	Lews Combination . . . .	66	Beside Stornoway.
45	Linlithgow Combination . .	168	1 mile from Linlithgow Station.
46	Lochgilphead Combination	72	3 miles from Ardrishaig. Daily Steamer.
47	Long Island Combination	20	Near Loehmaddy.
48	Lorn Combination . . . .	234	Oban, $\frac{1}{2}$ mile from Railway or Steamer.
49	Maybole Combination . . .	72	100 yards from Maybole Station.
50	Monkland, New . . . . .	220	1 mile from Airdrie Station.
51	Monkland, Old . . . . .	288	Near Whifflet Station.
52	Morayshire Combination . .	120	$1\frac{1}{4}$ miles from Station.
53	Mull Combination . . . . .	125	$1\frac{1}{4}$ miles from Tobermory Steamer Pier.
54	Nairn Combination . . . . .	75	$\frac{1}{4}$ mile from Nairn Station.
55	Omoa Combination . . . . .	258	50 yards from Omoa Station.
56	Orkney Combination . . . .	49	$\frac{1}{2}$ mile from Kirkwall.
57	Paisley* . . . . .	635	$1\frac{1}{2}$ miles from Station.
58	Peebles Combination . . . .	72	$\frac{3}{4}$ mile from Peebles Station.
59	Perth . . . . .	260	5 minutes' walk from Station.
60	Renfrewshire Combination	428	$1\frac{1}{6}$ miles from Crookston Station, $1\frac{1}{2}$ miles from Nitshill Station.
61	Skye Combination . . . . .	51	$\frac{3}{4}$ mile from Portree Pier.
62	Stirling Combination . . . .	176	$\frac{3}{4}$ mile from Station.
63	Sutherland Combination . .	114	$1\frac{1}{2}$ miles from Bonar Bridge Station.
64	Thurso Combination . . . .	149	1 mile from Halkirk Station.
65	Upper Nithsdale Combination . . . . .	126	1 mile from Thornhill Station.
66	Upper Strathearn Combination . . . . .	89	$\frac{3}{4}$ mile from Crieff Junction.
67	Wigtownshire Combination	134	$\frac{1}{4}$ mile from Strauraer.
68	Zetland Combination . . . .	72	Near Lerwiek.

## V.

## NOTES ON THE MANAGEMENT OF A POORHOUSE FARM.

By MR. M. FRASER,

Governor of Buchan Combination Poorhouse, Maud, Aberdeenshire.

THESE notes are meant to show how a small piece of land attached to an institution, where surplus labour is plentiful, may, by judicious management, be made to yield a substantial return, and at the same time provide congenial employment for the workers.

The land attached to this poorhouse comprises some twelve acres of very indifferent quality, and is in parts steep and difficult to work. All the labour is by the resident male lunatics, and is exclusively manual—that is, no horse labour is employed, the soil being all cultivated by spade, graip, and hoc; I work it on the 5-shift system—2 grass, 1 oats, 1 turnips and 1 potatoes—this plan seems to me to be the most profitable where the institution absorbs practically the whole of the produce every year. The different shifts are deeply trenched alternately (that is, from grass to potato land), so that the whole of the twelve acres is trenched once in every five years. I seldom resort to artificial manure, except perhaps in the case of turnips and potatoes. I find the farm manure from the cows and pigs ample.

The cesspool refuse I keep separate, and, mixed with soil and rubbish, it makes capital top-dressing, and raises splendid cabbages and other vegetables. There are 4 cows and from 6 to 8 pigs kept; and I try to regulate the time of calving, so that 3 of the cows are always in milk, which is charged to the institution at the rate of 9d. per gallon. For the past year the income from this source alone has been over a £100. The calves find a ready market, being in many cases sold before they are calved, as they have gained a local reputation for quality. The pigs are sold fat, and young ones are bought to replace them, as I find it more profitable to *buy* young pigs than to breed them. Potatoes are grown to the extent of about 10 tons per year; they are used in the house, and are charged at market rates. Cabbages, carrots and other vegetables are also grown in sufficient quantity for the requirements of the house, and charged at the rate of 3s. 6d. per cwt.

In each year three acres of oats are grown, made into meal, and charged at the same rate as the meal supplied by contract. The labour of certain of the male lunatics is let out to farmers in the district, at a small rate per day. This forms a pleasant variety in their daily routine, and helps to augment the profits; the income from this source for last year being £6, 2s.

The lunatics, when employed on the land, get a lunch each forenoon,



consisting of 4 oz. bread, with syrup or cheese, and occasionally a jug of table beer.

Appended is an abstract of income and expenditure for past year, showing a nett profit of £96, 16s. 1d.

INCOME.				EXPENDITURE.			
	£	s.	d.		£	s.	d.
Milk, 3423 galls. at 9d. . . .	128	7	3	Value of stock at May 1, 1906 . . . .	55	10	0
Meal, 18 bolls at 12s. 8d. . . .	11	8	0	Pigs bought . . . . .	9	18	0
Potatoes, 11 tons at 50s. . . .	27	10	0	Cows " . . . . .	37	0	0
Vegetables, 65 cwt. at 3s. 6d. . . .	11	7	6	Straw and turnips . . . . .	18	14	6
Pork, 8 stones at 7s. . . . .	2	16	0	Manure . . . . .	6	1	4
Two cows sold . . . . .	17	10	0	Cake and feeding stuffs . . . . .	11	14	8
Four calves sold . . . . .	11	14	0	Seeds, farm and garden . . . . .	10	11	2
Eleven pigs „ . . . . .	26	7	0	Joiner work and tools . . . . .	3	8	7
Patients' labour . . . . .	6	2	0	Sundries . . . . .	4	10	5
Value of stock at May 1, 1907 . . . .	48	0	0	Feu-duty . . . . .	36	17	0
				Nett profit for year . . . . .	96	16	1
	£291	1	9		£291	1	9

VI.

(See Rule VI., page 192.)

I.—MEDICAL CERTIFICATE AS TO FITNESS OF POORHOUSE FOR OCCUPATION.

I HEREBY certify, on soul and conscience, that on the                      day of                      I visited and carefully examined the Poorhouse of                      , and that having regard to the Drainage, Ventilation, Furniture, and arrangements, and to the condition of the Plaster-work and Building generally, I am of opinion that the Poorhouse is in every respect fit for the immediate reception, without risk of injury to their health, of a number of inmates not exceeding                      .

(Date)

(Signature)

(NOTE.—Any circumstances requiring special notice may be inserted below.)

(Signature)

II.—MEDICAL CERTIFICATE AS TO THE FITNESS OF PART OF A POORHOUSE FOR OCCUPATION.

I HEREBY certify, on soul and conscience, that on the                      day of                      I visited and carefully examined<sup>1</sup>

of the Poorhouse of                      , and that, having regard to the Drainage, Ventilation, Furniture, and arrangements, and to the condition of the Plaster-work and Building generally, I am of opinion that the

<sup>1</sup> Insert description of Wards, &c.

above Wards are in every respect fit for the immediate reception, without risk of injury to their health, of a number of inmates not exceeding

(Date)

(Signature)

(NOTE.—*Any circumstances requiring special notice may be inserted below.*)

(Signature)

### III.—ARCHITECT'S CERTIFICATE AS TO THE FITNESS OF A POORHOUSE FOR OCCUPATION.

I HEREBY certify, that on the                      day of  
I visited and minutely inspected the Poorhouse of  
                    and compared the whole Buildings, Drainage, and Yards with  
the Plans approved and signed by the Local Government Board; that I  
find the whole of the said Buildings, Drainage, and Yards executed in  
conformity with the aforesaid Plans; and that I am of opinion that the  
Poorhouse is in every respect safe and suitable for immediate occupation.

(Date)

(Signature)

(NOTE.—*Any circumstances requiring special notice may be inserted below.*)

(Signature)

### IV.—ARCHITECT'S CERTIFICATE AS TO THE FITNESS OF PART OF A POORHOUSE FOR OCCUPATION.

I HEREBY certify, that on the                      day of  
I visited and minutely inspected<sup>1</sup>

of the Poorhouse of                      and compared the Buildings, with  
the Plans approved and signed by the Local Government Board; that I  
find the whole of the said Buildings executed in conformity with the  
aforesaid Plans; and that I am of opinion that the Buildings are in every  
respect safe and suitable for immediate occupation.

(Date)

(Signature)

(NOTE.—*Any circumstances requiring special notice may be inserted below.*)

(Signature)

<sup>1</sup> Insert description of Wards, &c.

## VII.

APPROXIMATE QUANTITY AND COST OF FURNISHINGS, CLOTHING, &c.,  
REQUIRED FOR POORHOUSE ACCOMMODATING 250 INMATES.

<i>Brushes.</i>				£	s.	d.
3 doz.	Bannister brushes	.	4s. 6d. doz.	0	13	6
2 „	Boot brushes	.	7s. 6d. „	0	15	0
3 „	Broom heads and handles	.	24s. „	3	12	0
2 „	Closet brushes	.	10s. 6d. „	1	1	0
1 „	Fluc brushes	.	10s. 6d. „	0	10	6
3 „	Grate brushes	.	9s. „	1	7	0
2 „	Hair brushes	.	10s. 6d. „	1	1	0
1 „	Hearth brushes	.	15s. „	0	15	0
1 „	Pot brushes	.	3s. „	0	3	0
4 „	Scrubbing brushes	.	4s. „	0	16	0
$\frac{1}{2}$ „	Skin brushes	.	18s. „	0	9	0
$\frac{1}{2}$ „	Switches	.	10s. 6d. „	0	5	3
$\frac{1}{2}$ „	Feather brushes	.	6s. 6d. „	0	3	3
1	Carpet sweeper	.	.	0	9	0

<i>Delf.</i>				£	s.	d.
18	Basins	.	1s. each	0	18	0
44 doz.	Bowls	.	1s. 5d. doz.	3	2	4
12	Caraffes and tops	.	1s. 1 $\frac{1}{2}$ d. each	0	13	6
120	Chambers	.	6d. „	3	0	0
8 doz.	Cups and saucers	.	2s. 6d. doz.	1	0	0
2 „	Egg cups	.	1d. each	0	2	0
12	Ewers	.	1s. „	0	12	0
12	Jugs	.	9d. „	0	9	0
10 doz.	Mugs	.	1s. 2d. doz.	0	11	8
36	Peppers	.	2 $\frac{1}{2}$ d. each	0	7	6
6	Pie dishes	.	6d. „	0	3	0
50 doz.	Plates	.	1s. 6d. doz.	3	15	0
3 „	Salt dishes	.	1s. „	0	3	0
1 „	Soap dishes	.	4s. 6d. „	0	4	6
60	Spittoons and spit mugs	.	4 $\frac{1}{2}$ d. each	1	2	6
2 doz.	Tea-pots	.	11d. „	1	2	0
6 „	Tumblers	.	3 $\frac{3}{4}$ d. „	1	2	0
1 „	Urinals	.	1s. 7d. „	0	19	0

Carry forward . . . £31 7 6



			£	s.	d.
	Brought forward	.	31	7	6
1½ Dinner sets	.	.	1	12	6
1 doz. Jelly dishes	.	1s. 1½d. each	0	13	6
1 „ Sugar and creams	.	1s. 5d. each	0	17	0
3 Tea sets	.	.	1	16	0
1 set Toilet ware	.	.	0	15	0

*Cutlery, Ironmongery.*

12 doz. Forks	.	2s. 6d. doz.	1	10	0
12 „ Knives	.	2s. 6d. „	1	10	0
30 „ Spoons	.	2s. „	3	0	0
4 Carvers	.	.	0	13	3
1 doz. Hatchets	.	15s. doz.	0	15	0
2 „ Kettles	.	2s. 6d. each	3	0	0
1 Mincing knife	.	.	0	2	0
2 Ham knives	.	.	0	7	0
6 doz. Pails	.	1s. 4d. each	4	16	0
1 Potato masher	.	.	0	0	6
1 doz. Pots	.	2s. 6d. each	1	10	0
4 pairs Scissors	.	.	0	4	6
3 doz. Scuttles	.	1s. 9d. each	3	3	0
3 „ Shovels	.	1s. „	1	16	0
4 Cruets	.	.	1	9	6
1 Tea urn	.	.	0	12	6
1 Chopper	.	.	0	6	9
1 Meat saw	.	.	0	2	6

*Tinware, &c.*

½ doz. Candlesticks	.	6d. each	0	3	0
½ „ Dish covers	.	2s. 6d. „	0	15	0
1 „ Dividers	.	1s. 6d. „	0	18	0
1 Fish slice	.	1s. 6d. „	0	1	6
1 doz. Lapping and gal tins	.	.	2	0	0
4 Milk cans	.	.	2	18	6
1 doz. Milk measures	.	6d. each	0	6	0
½ „ Pans	.	6d. „	0	3	0
½ „ Scoops	.	.	0	6	0
3 Sieves	.	.	0	5	0
12 Trays	.	.	0	12	0
1 doz. Tureens	.	3s. each	1	16	0
12 Polishing blocks	.	.	12	0	0

Carry forward . . £84 4 0

## POORHOUSE FURNISHINGS

	£	s.	d.
Brought forward . . .	84	4	0
<i>Furnishings.</i>			
8 Ash bins . . . . .	2	0	0
1 Ambulance stretcher . . . . .	2	16	0
1 Bake board . . . . .	0	4	3
12 Barrows . . . . . 12s. 6d. each	7	10	0
2 doz. Baskets . . . . . 1s. 6d. „	1	16	0
$\frac{1}{2}$ „ Baths . . . . . 3s. „	0	18	0
300 Beds . . . . . 22s. „	330	0	0
24 Cots . . . . . 22s. 6d. „	27	0	0
2 Bells . . . . .	0	15	0
120 Bibles . . . . .	4	0	0
2 Bread-cutting machines . . . . .	1	2	0
13 Cabinets and desks . . . . .	55	0	0
4 Carpets . . . . .	13	9	0
200 Chairs and couches . . . . .	40	0	0
6 Clocks and timepieces . . . . .	5	0	0
10 Coal-scuttles (officials' rooms) . . . . .	6	2	6
2 doz. Combs . . . . . 6 $\frac{1}{2}$ d. each	0	13	0
5 „ Door-mats and scrapers . . . . .	11	0	0
3 Fire-guards . . . . .	0	15	0
2 doz. Fire-irons . . . . .	6	3	0
20 Forms . . . . .	5	0	0
2 Garden seats . . . . .	1	0	0
18 Graips and spades . . . . .	2	0	0
2 Hair-cutting machines . . . . .	0	5	0
$\frac{1}{2}$ doz. Hammers . . . . .	1	0	0
3 Hoes . . . . .	0	9	0
120 Hymn books . . . . .	1	10	0
1 doz. Irons . . . . .	0	12	0
1 „ Looking-glasses . . . . .	1	16	0
300 Mattresses { 100 Hair at 25s. = £125 { 200 Straw at 3s. 9d. = £37, 10s. }	162	10	0
12 Mirrors . . . . .	2	15	0
600 Pillows . . . . . 1s. 9d. each	52	10	0
3 Riddles . . . . . 1s. 4d. „	0	4	0
3 Roller pins . . . . .	0	1	6
18 Rugs . . . . .	3	8	6
6 Rakes . . . . .	0	4	6
1 Safe . . . . .	6	2	6
4 Side-boards . . . . .	19	11	6
Carry forward . . . . .	£861	7	3

	£	s.	d.
Brought forward . . . . .	861	7	3
9 Screens and covers . . . . .	13	8	0
1 Scythe . . . . .	1	0	0
1 Sewing-machine . . . . .	6	0	0
1 doz. Ladders . . . . . 10s. each	6	0	0
$\frac{1}{2}$ „ Stools . . . . . $\left\{ \begin{array}{l} 3 \text{ office, 6s. 6d.} \\ 3 \text{ small, 2s.} \end{array} \right\}$	1	5	6
24 Tables . . . . .	24	0	0
48 Thermometers . . . . .	2	8	0
1 Tin opener . . . . .	0	0	6
14 Wardrobes, dressing-tables, and wash-stand for officials' rooms . . . . .	41	16	9
$\frac{1}{2}$ doz. Washboards . . . . .	0	6	0
1 Weighing scale and weights . . . . .	1	5	0
1 Weighing machine . . . . .	3	0	0
24 Weights . . . . .	1	4	0
12 Wooden trays . . . . .	2	8	0
150 Lockers . . . . . 8s. 3d. each	61	17	6
Linoleum . . . . .	20	0	0
1 Hall stand . . . . .	3	7	0
3 doz. Towel rails . . . . .	2	8	0
2 Navy's picks and mattocks . . . . .	0	13	0
1 Grindstone . . . . .	1	2	6
1 Copying press . . . . .	1	8	0
1 Chaff cutter . . . . .	6	0	0

*Engineers' Tools.*

Smith's hearth . . . . .	2	9	6
Smith's anvil . . . . .	1	15	0
1 Coupling pliers . . . . .	0	1	9
12 Files . . . . .	0	0	9
3 Pipe vices and cutters . . . . .	2	0	6
1 Ratchet brace . . . . .	0	8	3
1 Screw plate . . . . .	0	7	6
3 Smithy tongs . . . . . 1s. 8d. each	0	5	0
1 Soldering bolt . . . . .	0	2	6
2 Stocks and dies } . . . . .	0	13	9
2 Taper taps in sets }			
2 Trowels . . . . . 1s. 10d. each	0	3	8
1 Twist drill . . . . .	2	2	0
4 Wrenches, 8s., 12s. 6d., 1s. 9d., 5s. 3d. . . . .	1	7	6
Carry forward . . . . .	£1074	2	8



	£	s.	d.
Brought forward . . . . .	1074	2	8
1 Hammer . . . . .	0	1	2
1 Gauge glass cutter . . . . .	0	3	3
1 Belt punch . . . . .	0	0	9
3 Lamps, 1s. 6d., 1s. 3d., 7d. . . . .	0	3	4

*Joiners' Tools.*

1 Putty knife . . . . .	0	0	8
1 Glazier's diamond . . . . .	0	10	6
1 Centre bit . . . . .	0	1	0
1 pair Pincers . . . . .	0	0	6
4 Saw files . . . . .	0	0	8
8 Saws . . . . .	1	8	0
1 Spokeshave . . . . .	0	0	6
1 Hammer . . . . .	0	2	0
3 Screwdrivers . . . . .	0	3	0
3 Planes . . . . .	0	9	0
1 Vice . . . . .	0	16	0
2 Squares and rules . . . . .	0	4	0
5 Chisels and handles . . . . .	0	2	9
1 Brace and bit . . . . .	0	15	0

*Shoemakers' Tools.*

$\frac{1}{2}$ doz. Awls . . . . .	0	10	0
Beeswax . . . . .	0	2	0
2 Hammers . . . . .	0	3	0
2 Knives . . . . .	0	1	6
1 Nipper . . . . .	0	1	6
1 Shoe rasp . . . . .	0	0	4
1 Shoe frog . . . . .	0	2	6
Stand and feet . . . . .	0	3	6

*Clothing for 110 Men and 15 Boys.*

125 pairs Boots . . . . .	7s. 3d. pair	45	6	3
125 „ Braces . . . . .	5 $\frac{1}{2}$ d. „	2	17	3
125 Caps . . . . .	9d. each	4	13	9
12 Caps (night) . . . . .	6 $\frac{1}{2}$ d. „	0	6	6
30 Collars . . . . .	4 $\frac{1}{2}$ d. „	0	11	3
15 Jerseys . . . . .	1s. 8d. „	1	5	0

Carry forward . . . . .	£1135	9	1
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			£	s.	d.
	Brought forward	.	1135	9	1
250 Drawers	.	25s. 6d. doz.	26	11	3
125 Jackets	.	6s. 6d. each	40	12	6
250 Scarves	.	3s. 6d. doz.	3	12	11
250 Semmits	.	2s. each	25	0	0
250 Shirts	.	23s. doz.	23	19	2
12 pairs Shoes	.	5s. pair	3	0	0
24 „ Slippers	.	2s. 8d. „	3	4	0
250 „ Socks and stockings	.	8½d. „	8	17	1
250 „ Trousers	.	4s. 6d. „	56	5	0
125 Vests	.	2s. 11d. each	18	4	7

*Clothing for 110 Women and 15 Girls.*

250 Aprons	.	1s. 2d. each	14	11	8
24 pairs Boots	.	5s. 9d. pair	6	18	0
72 Caps (day)	.	4½d. each	1	7	0
200 Caps (night)	.	4½d. „	3	15	0
20 Dresses	.	2s. 6d. „	2	10	0
12 Jackets	.	5s. „	3	0	0
250 Night-dresses	.	23s. doz.	23	19	2
500 Petticoats	.	34s. „	70	16	8
30 Pinafores	.	1s. each	1	10	0
250 Semmits	.	23s. 6d. doz.	24	9	7
72 Shawls (large)	.	4s. each	14	8	0
150 Shawls (small)	.	1s. 9½d. „	13	8	9
250 Chemise	.	1s. 0½d. „	13	0	5
125 pairs Shoes	.	6s. 2¼d. pair	38	12	11
250 Short gowns	.	1s. 4d. each	16	13	4
36 pair Slippers	.	2s. 1d. pair	3	15	0
250 pairs Stockings	.	12s. doz.	12	10	0
190 „ Stays	.	11d. pair	8	15	0
24 Infants' flannel suits	.	1s. 9d. each	2	2	0

*Bed Clothing.*

400 Bed covers (2 kinds)	.	3s. 6d. each	70	0	0
600 pairs Blankets	.	12s. 6d. pair	375	0	0
300 Canvas pads	.	1s. each	15	0	0
1000 Sheets	.	19s. 9d. doz.	82	5	10

Carry forward	.	£2163	3	11
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				£	s.	d.
	Brought forward	.	.	2163	3	11
750 Pillow slips	.	.	5d. each	15	12	6
48 Waterproof sheets	.	.	2s. 6d. each	6	0	0
24 Table covers	.	.	.	4	0	0
600 Towels	.	.	8½d. each	21	5	0
				<hr/>		
				£2210	1	5
				<hr/>		



## PLANS



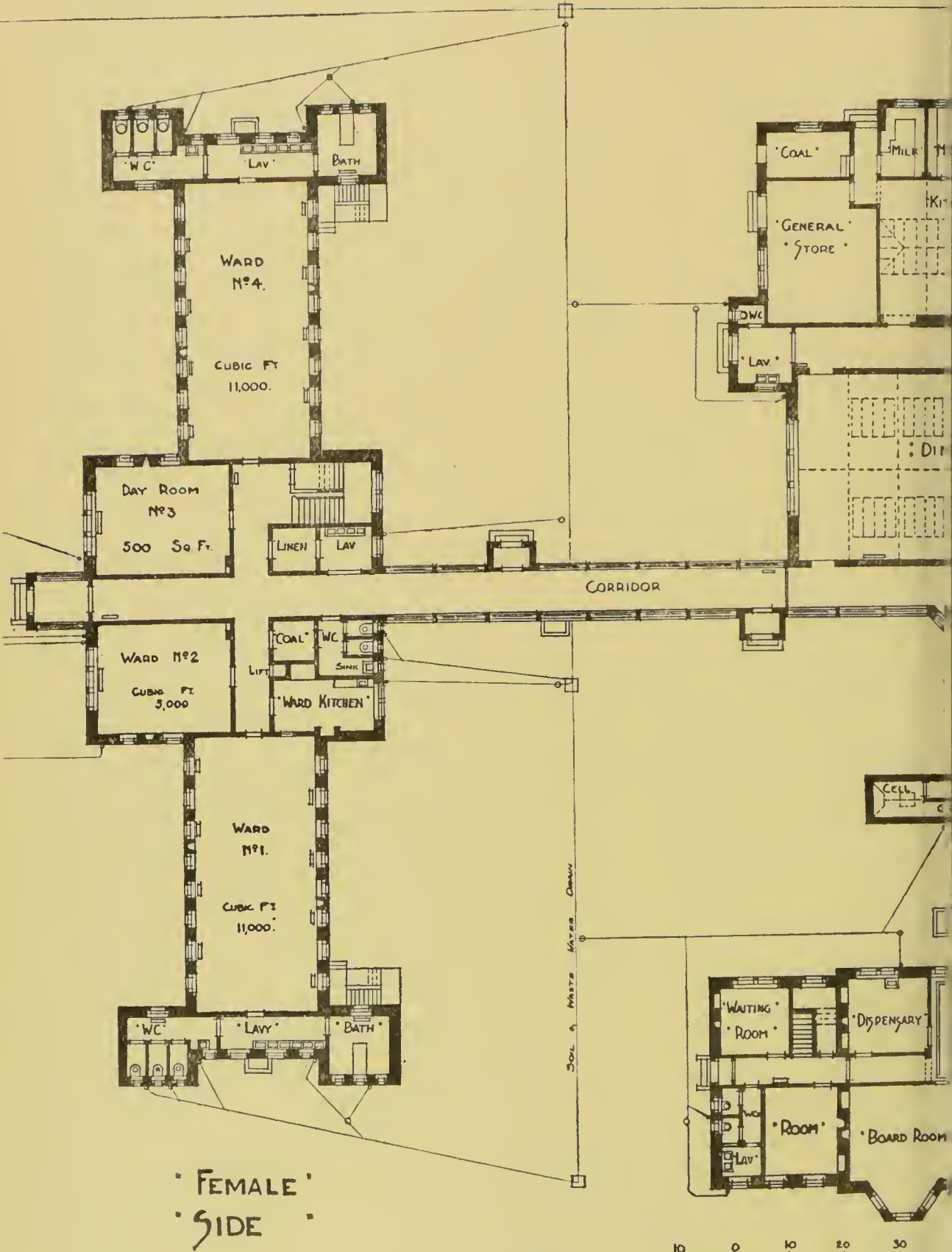




GROUND FLOOR PLAN

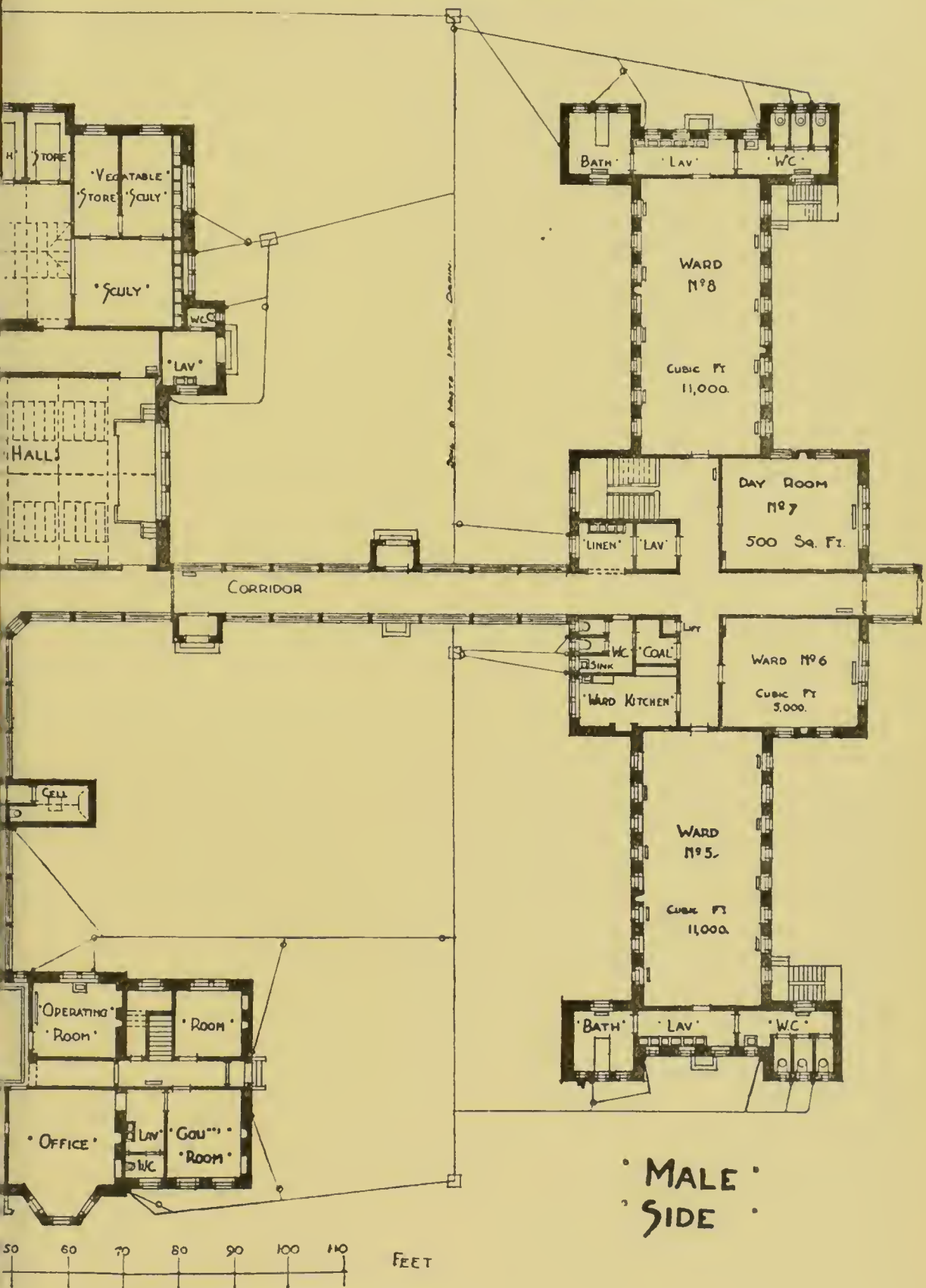
INFIRM AND AGED

RENFREW



SCALE OF  
Designed by Messrs. Macwhannell & Rogerson

# HIRE COMBINATION POORHOUSE



Architects, 58 West Regent Street, Glasgow.



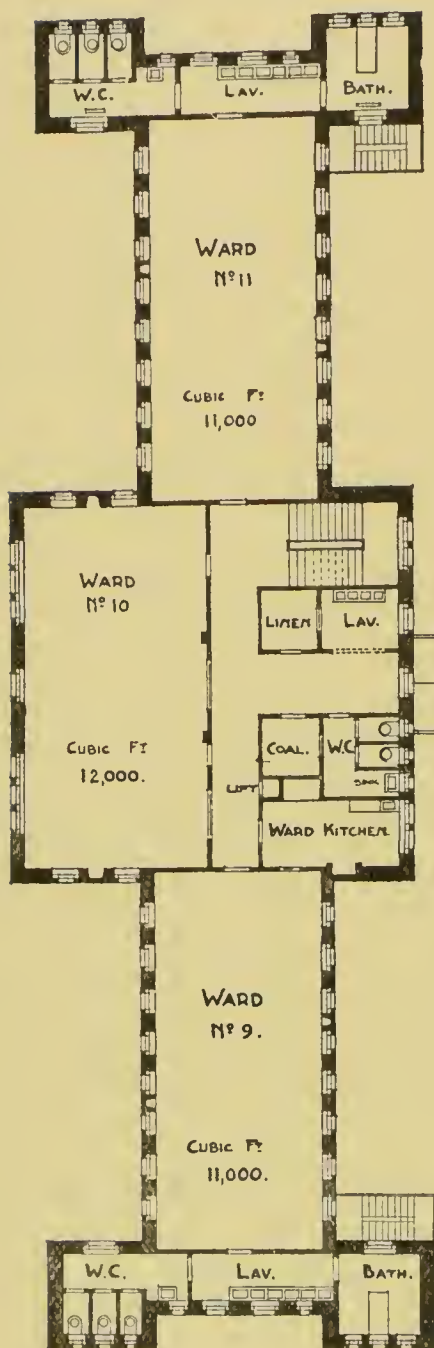




# 'FIRST FLOOR PLAN'

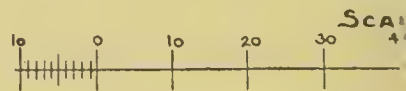
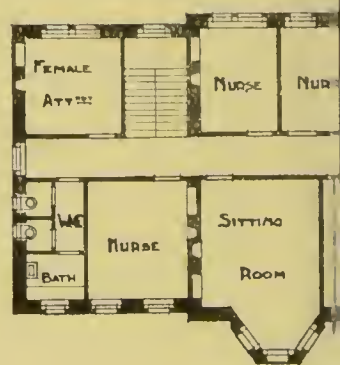
## 'SICK'

RENFRID



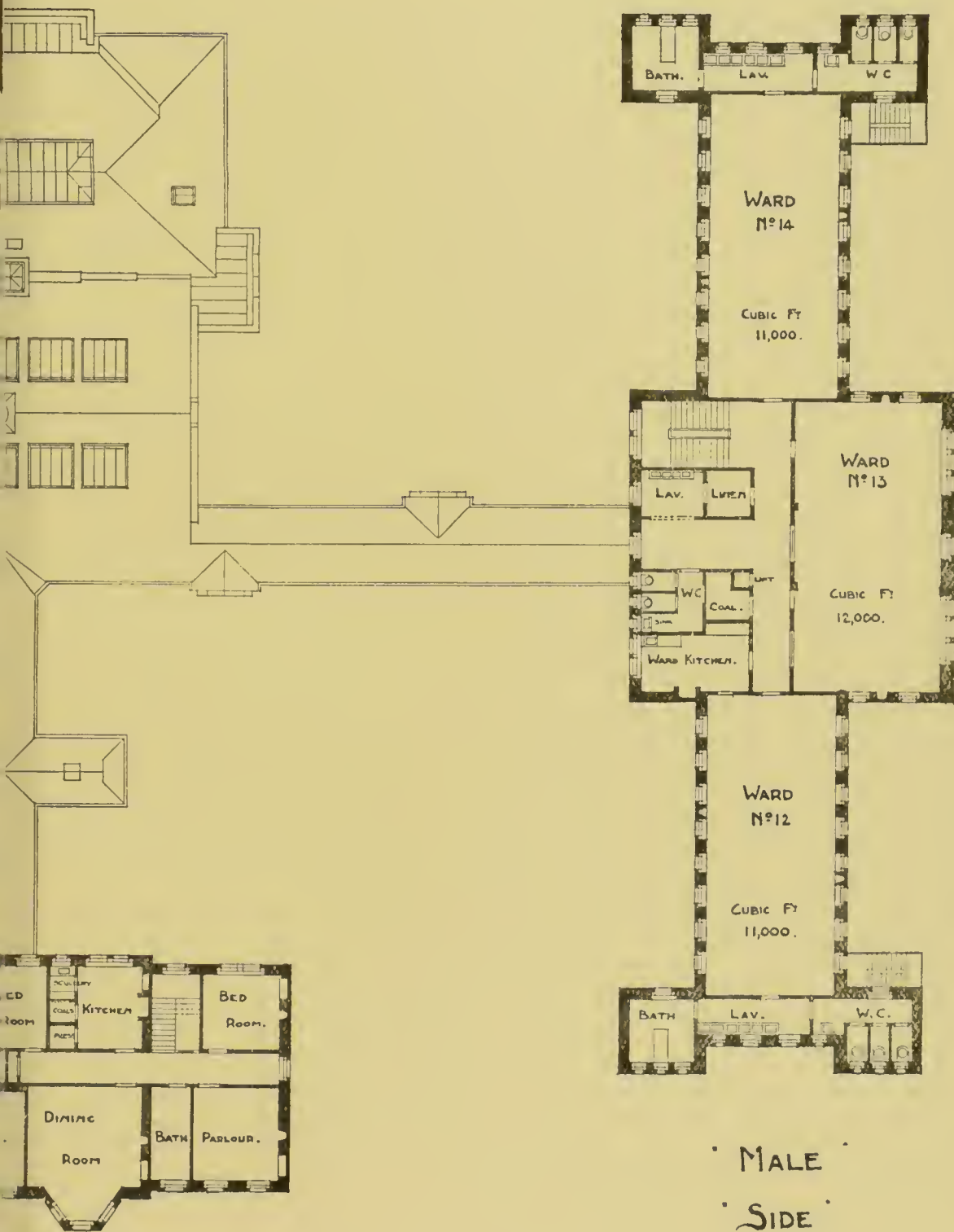
# 'FEMALE'

## 'SIDE'



Designed by Messrs. Macwhannell & Rogers

# SHIRE COMBINATION POORHOUSE



MALE  
SIDE

Architects, 58 West Regent Street, Glasgow.



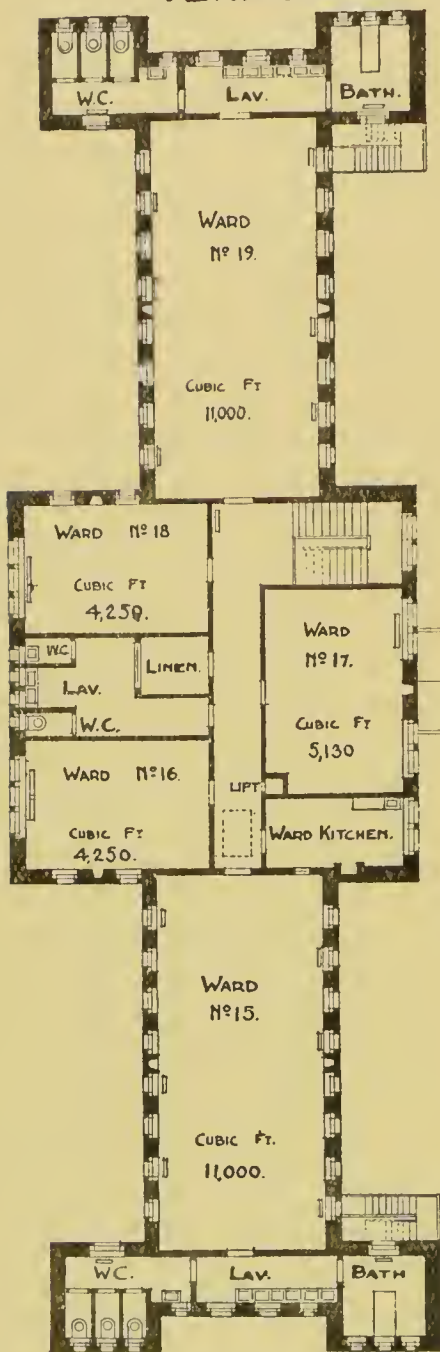




# SECOND FLOOR PLAN

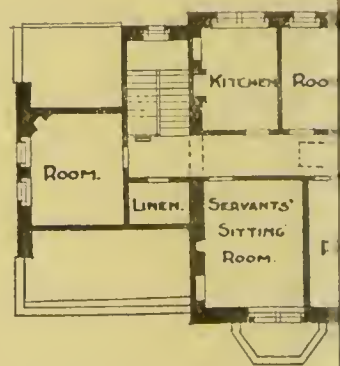
REMAINING

## TURNOUTS

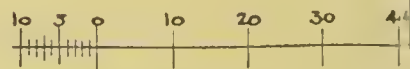


## FEMALE

## SIDE



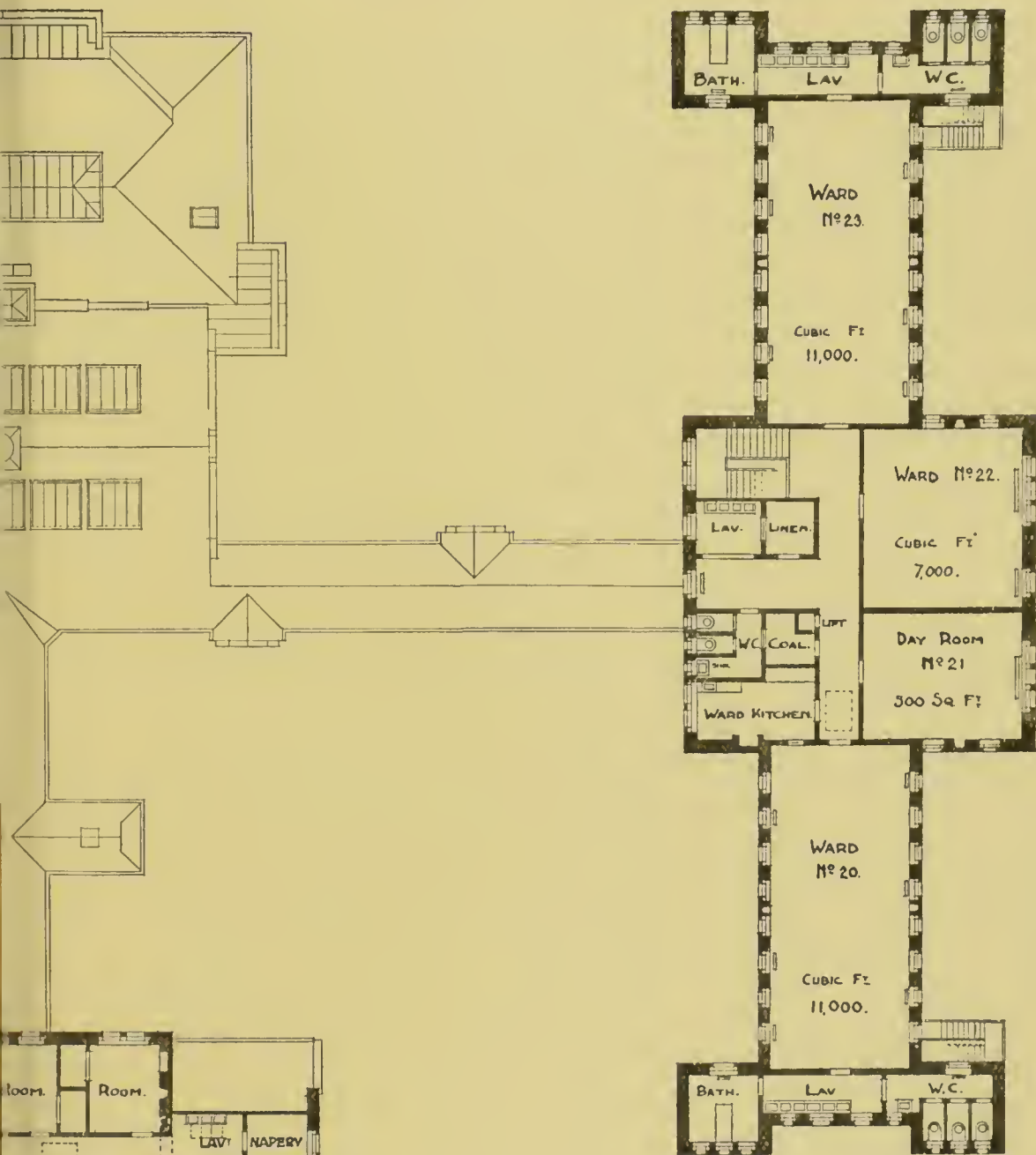
SCALE



Designed by Messrs. Macwhannell & Rogers



# REWSHIRE COMBINATION POORHOUSE



MALE

SIDE

, Architects, 58 West Regent Street, Glasgow.



## RENFREWSHIRE COMBINATION POORHOUSE.

This poorhouse was erected by the Renfrewshire Combination (fourteen parishes) from plans designed by Messrs. Macwhannell & Rogerson, Architects, Glasgow.

The site selected extends to fully nine acres, and is situated about five miles south-west of Glasgow.

The buildings comprise administrative block, kitchen and offices, ward blocks, probationary block, children's block, workshops, boiler house, laundry and piggery.

The total cost of the buildings, inclusive of architects' and measurer's fees, was £55,226, 14s. 2d. The site cost £2509, 6s. 3d., and the furnishings cost £1125, 6s. 11d.

The poorhouse has been licensed by the Local Government Board for 428 beds.

The poorhouse is built of Bothwell Park clay brick (hollow walls), faced with Cleghorn terra-cotta brick, and is designed on the double pavilion principle. The administrative and ward blocks are built three storeys in height, and are connected on the ground floor with corridors.

To enable parishes to arrive at the probable cost of a new poorhouse the following statement giving the actual measurements is submitted :—

Digger, mason and brick works . . .	£24,213	19	5
Wright work . . . . .	9,208	8	0
Slater work . . . . .	1,219	6	2
Plumber work . . . . .	4,376	17	10
Plaster work . . . . .	2,488	0	0
Tile work . . . . .	2,185	7	9
Painter work . . . . .	915	7	3
Iron railings . . . . .	487	5	8
Laundry fittings . . . . .	545	7	6
Cooking apparatus . . . . .	339	4	1
Hoists . . . . .	37	6	0
Ranges and grates . . . . .	243	13	3
Fire-escape stairs . . . . .	195	0	0
Electric light . . . . .	2,598	2	1
Weighing machine . . . . .	42	0	0
Distributers for filters . . . . .	139	2	0
Carry forward . . . . .	£49,234	7	0



Brought forward	.	.	£49,234	7	0
Bells	.	.	.	9	15 0
Blinds	.	.	.	64	10 0
Hose	.	.	.	20	18 5
Notice boards	.	.	.	3	11 0
Lancashire boilers	.	.	.	660	12 0
Heating	.	.	.	2,349	1 0
Consulting engineer	.	.	.	21	0 0
Telephones	.	.	.	70	19 9
Architects' fees	.	.	.	1,600	0 0
Measurer's fees	.	.	.	780	0 0
Clerk of Works	.	.	.	412	0 0
					<hr/>
					£55,226 14 2
					<hr/>

The illustrations give three floors of the administrative and ward blocks. On the ground floor of the administrative block, to the right of the entrance, are the public office, the Governor's office, an operating-room and a store room for clothing; to the left are the waiting-room, the dispensary, the matron's room and the board room, with the necessary w.-c. and lavatory accommodation.

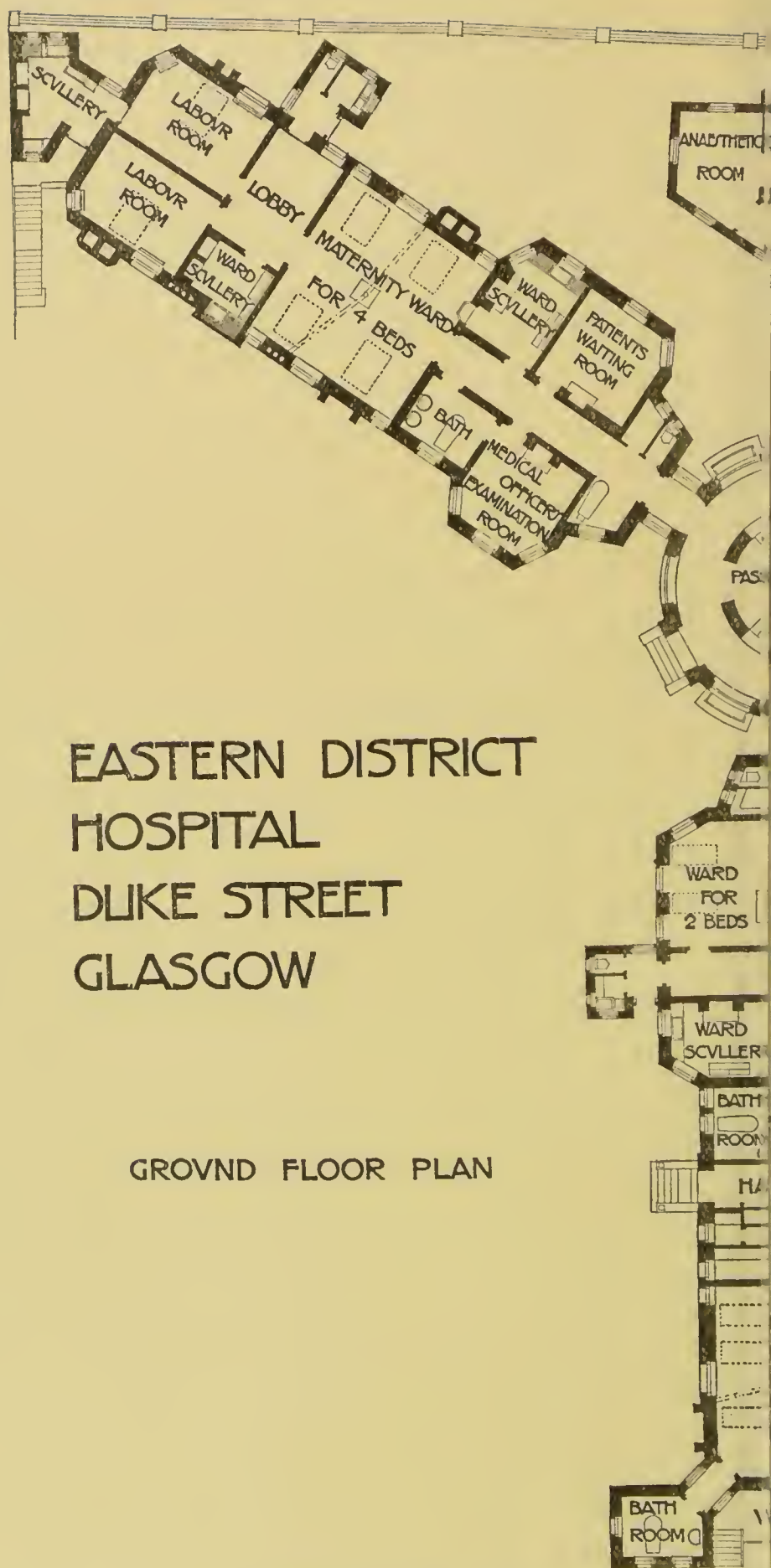
Immediately behind this block, and connected by a corridor, are the dining-hall, the kitchen and scullery (with offices), and the general store.

To right and left are the male and female blocks connected by corridors. Each of these blocks contains two large wards (50 feet by 22 feet by 10 feet high=11,000 cubic feet), spaced for 18 beds; one small ward (25 feet by 22 feet by 10 feet high=5000 cubic feet); a day-room, a ward kitchen, and the necessary bath, lavatory and w.-c. accommodation.

On the first floor in the administrative block are the Governor's house and accommodation for nurses; on the second floor accommodation for servants is provided.

On the first and second floors of the ward blocks the accommodation is almost similar to that on the ground floor.



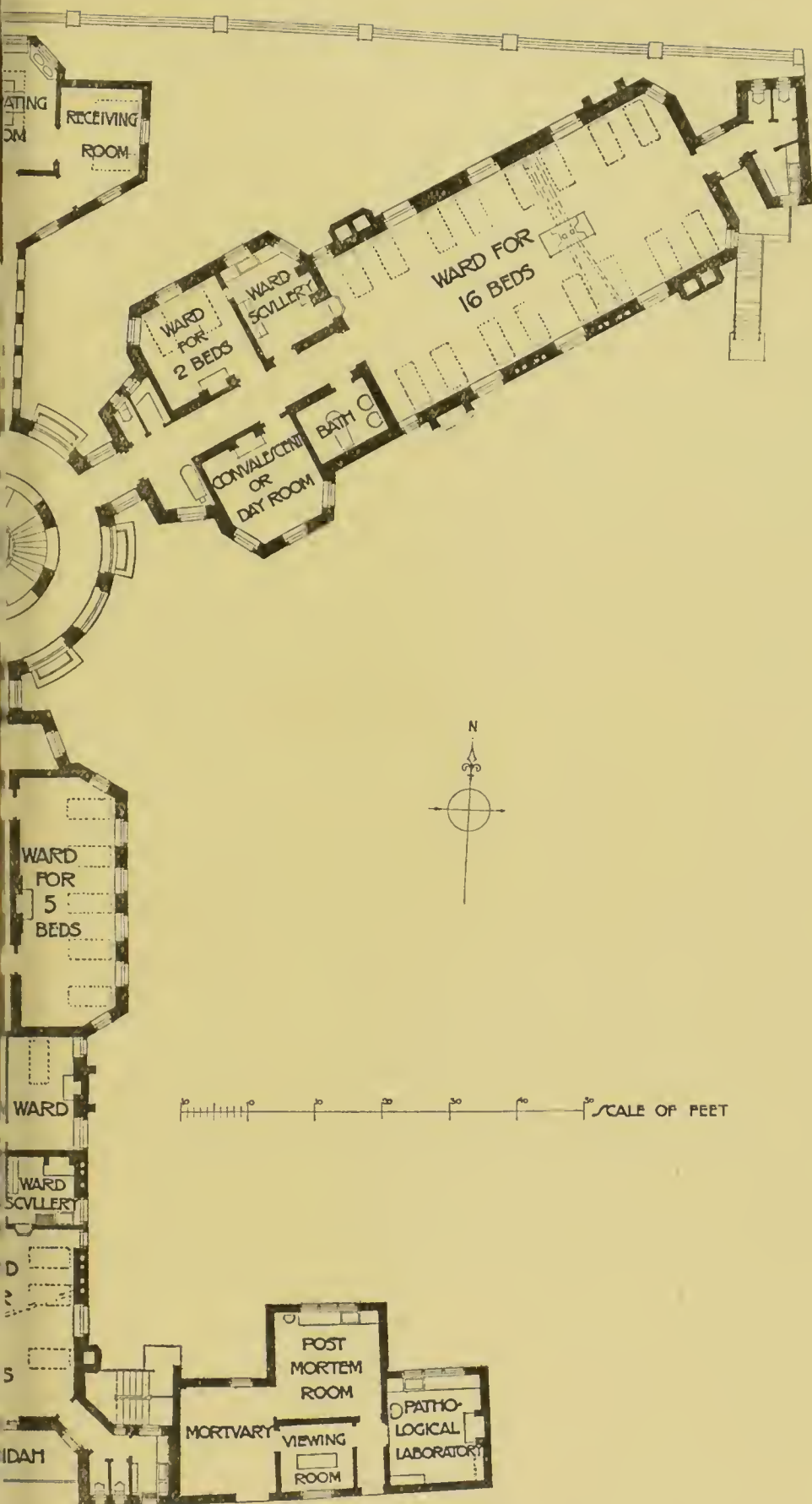


# EASTERN DISTRICT HOSPITAL DUKE STREET GLASGOW

GROVND FLOOR PLAN

Designed by Mr. A. Hessel Tiltman, Archt





, 1 Raymond Buildings, Gray's Inn, London, W.C.



## EASTERN DISTRICT HOSPITAL, GLASGOW.

### *Ground-Floor Plan of Main Building.*

This hospital was built by the Glasgow Parish Council from designs by Mr. A. Hessel Tiltman, Architect, London. The illustration given shows the ground-floor plan of the hospital, and indicates clearly that the most has been made by the architect of the very limited site.

The form of the plan is that of a three-armed cross (the arms being practically of equal length), joining the centre staircase and covered way, both of which are separated from the wards and their accessories.

The arm to the right shows a large ward for 16 beds, with w.-c. and lavatory accommodation cut off by a ventilated passage. At the end towards the staircase, are placed a small ward for two beds, a convalescent or dayroom, a ward scullery and a bathroom.

The arm to the left contains a maternity ward for four beds, with two labour rooms, and the necessary scullery and w.-c. accommodation. Towards the end of this arm, nearest the central staircase, are placed the medical officer's examination room, patients' room, ward scullery, and bath and lavatory accommodation. Between these two arms, and to the north of the central staircase, is placed the operating-room, with receiving-room and anæsthetic room.

The third arm consists of four wards for 6, 5, 2 and 1 bed respectively, with the necessary scullery, bathroom and w.-c. accommodation.

A verandah is placed to the south of the large ward between the two projections. Immediately to the west of the front of this arm are placed the mortuary, post-mortem room and pathological laboratory.

The upper floors contain large medical and surgical wards.

The buildings accommodate over 300 inmates, and the total cost, inclusive of site, was £99,077, 19s. 10d.



## MOTHERWELL POORHOUSE HOSPITAL.

This poorhouse was erected by the parish of Dalziel from designs by Mr. A. Cullen, Architect, Hamilton. It occupies a fine situation overlooking the river Clyde.

The hospital block herein shown is complete in every respect, and provides accommodation for 16 males and 12 females. A special feature in the plan is the sun-rooms at the south end of the large wards.

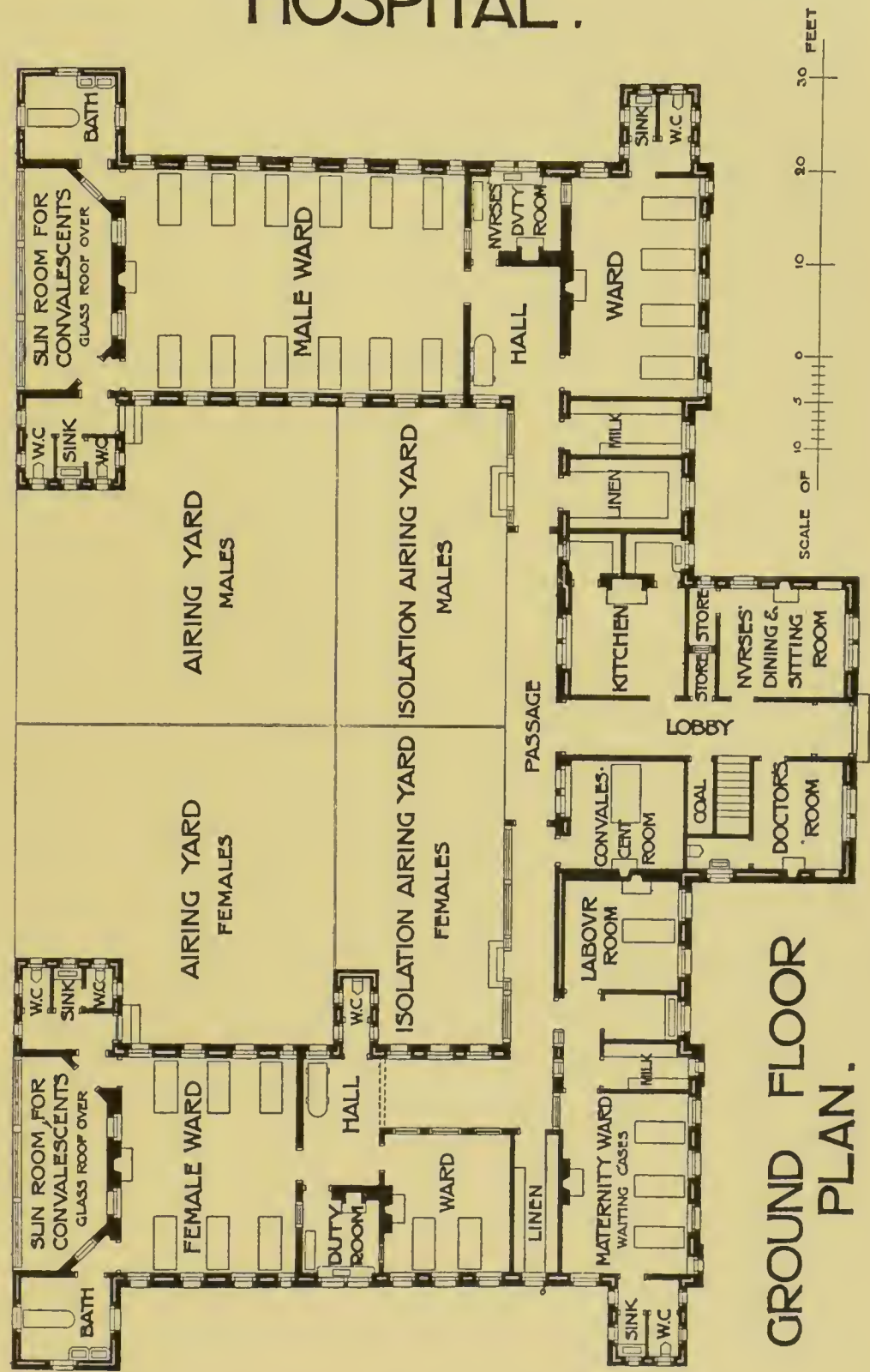
The central part of the building is two storeys in height, and is occupied by the doctor, matron and nurses. There are also a kitchen and other offices attached, so that practically the block is self-contained and independent of the other parts of the institution.

The walls are built of brick, having a 9-in. outer and a  $4\frac{1}{2}$ -in. inner facing, with a 2-in. hollow space between, and all angles and corners are rounded. The internal walls are plastered with adamant and painted with Duresco. The flooring is of maple, having coved skirting at junction of walls.

The sanitary fittings are of the most modern type. The heating is by hot water radiators placed between the beds. The foul air is extracted by special flues in the walls alongside the smoke flues, finished on outlet with blow-through louvre gratings.

The building otherwise is finished in the simplest manner possible.

# MOTHERWELL POORHOUSE. HOSPITAL.



GROUND FLOOR  
PLAN.

Designed by Mr. A. Cullen, Architect, Brandon Chambers, Hamilton.



## OMOA COMBINATION POORHOUSE.

*Hospital, Nurses' Home, and Dormitory for Ordinary Inmates.*

This is a large institution lately erected by the combined Parishes of Bothwell, Cambusnethan and Shotts, from designs by Mr. A. Cullen, Architect, Hamilton.

It is situated near Omoa Station, on the main line between Glasgow and Edinburgh.

The buildings, which are symmetrically placed on the site, consist of—

- (1) Receiving block near the entrance gate.
- (2) Administrative block in the centre of the group.
- (3) Dormitory and dayroom blocks (illustrated in accompanying plan).
- (4) Hospital block consisting of nurses' home and two pavilions connected by covered ways (illustrated in accompanying plan).
- (5) Cottages for married couples.
- (6) Laundry and disinfecter.

The plans of buildings illustrated consist of—

(A) Ordinary dormitory and dayrooms, which are two storeys in height. On the ground floor of each pavilion are dayrooms with a ward for the aged and infirm, and the upper floor is divided into two dormitories of 10 beds each. The bathrooms and lavatories are arranged round the entrance hall, and the sink rooms and water-closets are placed at the ends of the dormitories, and disconnected therefrom by a ventilating lobby.

(B) The hospital block is in three sections, consisting of a central administrative department, with ward pavilions to the right and the left, connected to the central part by covered ways.

Each pavilion is divided into three wards and provides accommodation for 24 males and 18 females. The maternity wards for 5 beds are, for convenience, attached to the nurses' block. Each ward is provided with its own bathroom, sink-room and water-closet, and the sanitary fittings are of the most efficient description.

The walls of all the buildings are faced with stone, having a lining of brick inside and a hollow ventilating space between. The internal walls are plastered with adamant, and the ceilings of ordinary plaster. The floors of wards are laid with pitch-pine in 3-in. widths, and all passages are paved with granolithic.

The woodwork is stained and varnished, and the plaster walls are tinted with distemper. The heating is by hot water, steam being led

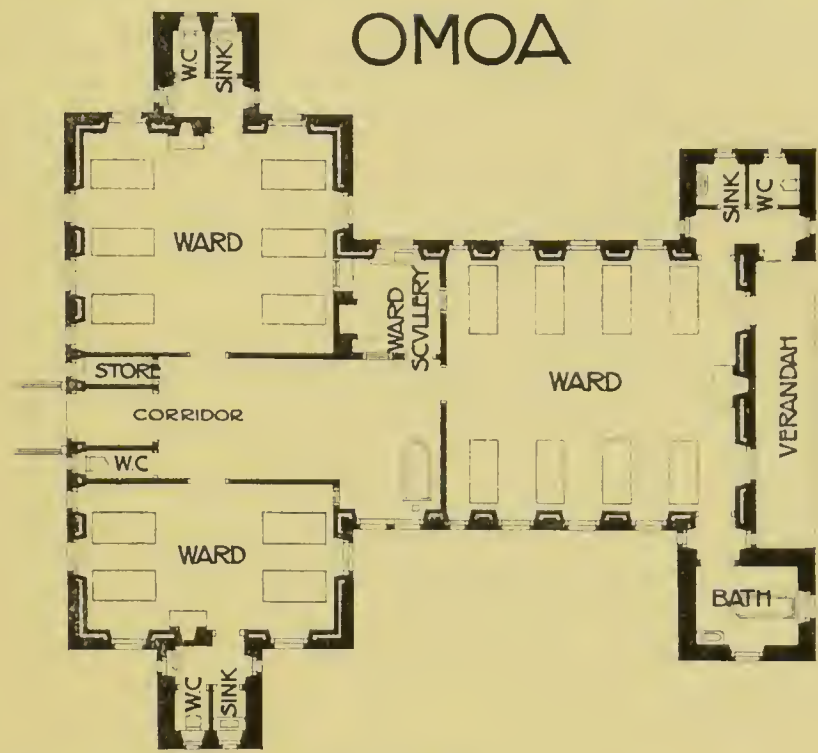


from the boilers through underground duets to the several bloeks and conneected to ealorifiers. From the ealorifiers hot-water pipes are taken round the wards with radiators in the entrancee halls and passages.

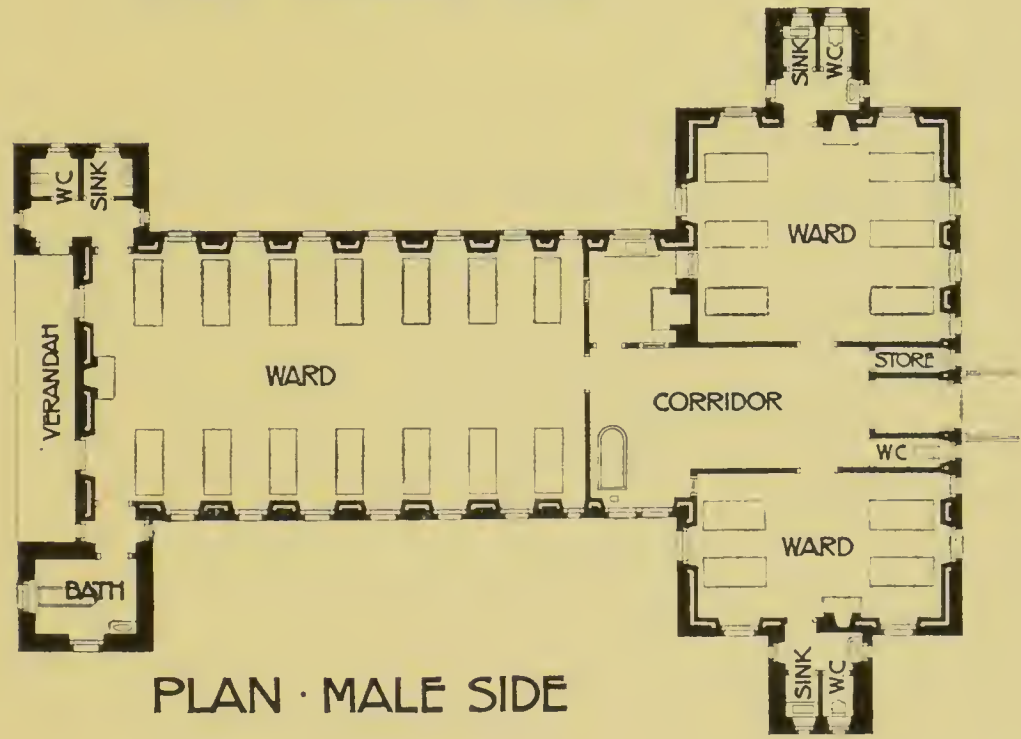
The foul air is extraected by means of specially constructed flues in the walls.

The drainage of the institution had to be specially treated, there being no means of outlet for the sewage, and in order to meet the sanitary regulations of the county authorities the septie tank system had to be adopted.

# COMBINATION POORHOUSE.



PLAN · FEMALE SIDE



PLAN · MALE SIDE

## HOSPITAL WARDS



Designed by Mr. A. Cullen, Architect, Brandon Chambers, Hamilton.



# COMBINATION POORHOUSE. OMOA

PAVILION

FEMALES



UPPER FLOOR PLAN



GROVND FLOOR PLAN

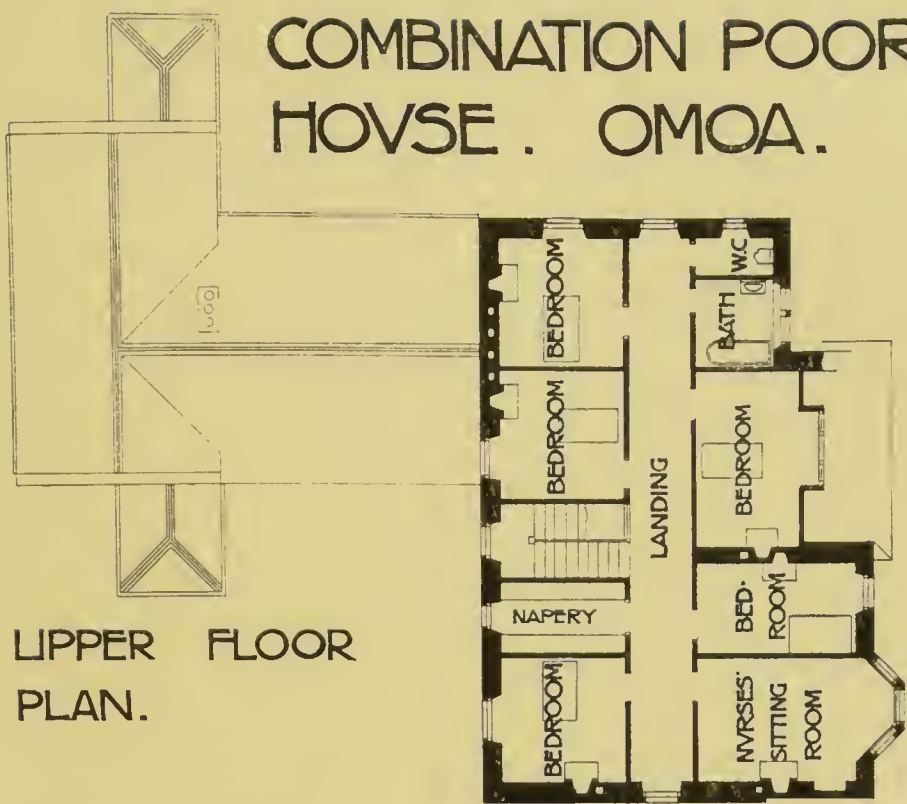
SCALE OF  FEET.

Designed by Mr. A. Cullen, Architect, Brandon Chambers, Hamilton.



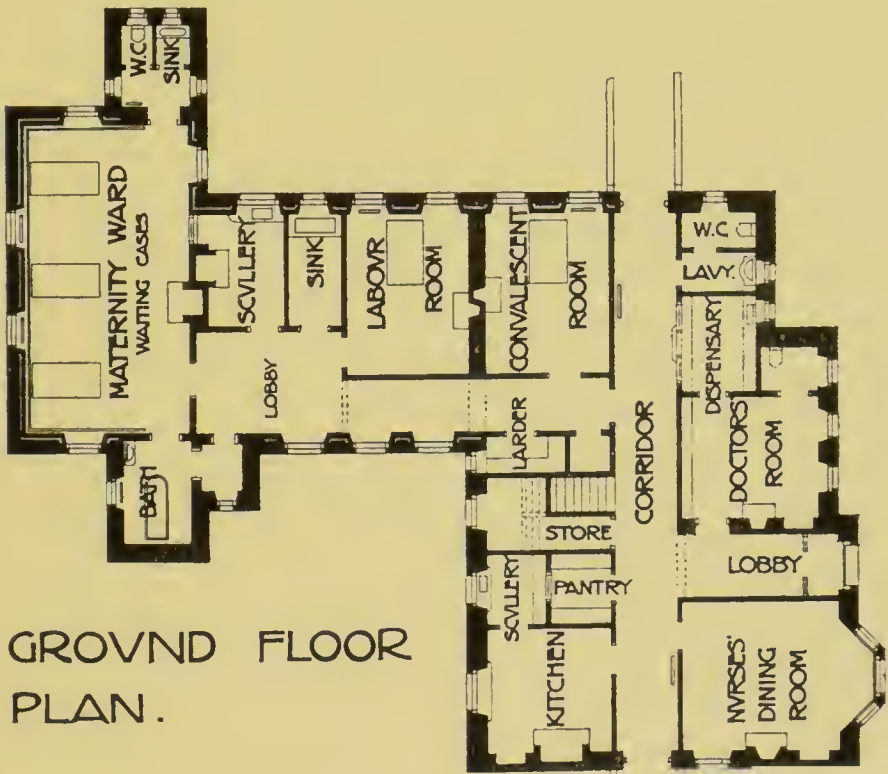


# COMBINATION POOR-HOUSE . OMOA.

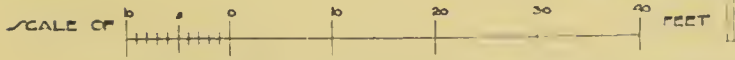


UPPER FLOOR PLAN.

# HOSPITAL & NVRSES BLOCK.



GROVND FLOOR PLAN.



Designed by Mr. A. Cullen, Architect, Brandon Chambers, Hamilton.







## ABERDEEN POORHOUSE.

### *Probationary Block.*

This poorhouse was built by the Parish Council of Aberdeen from designs by Messrs. Brown & Watt, Architects, Aberdeen. It is situated at Old Mill, about a mile north-west of Aberdeen.

The illustration given is the ground plan of the probationary block and entrance lodge.

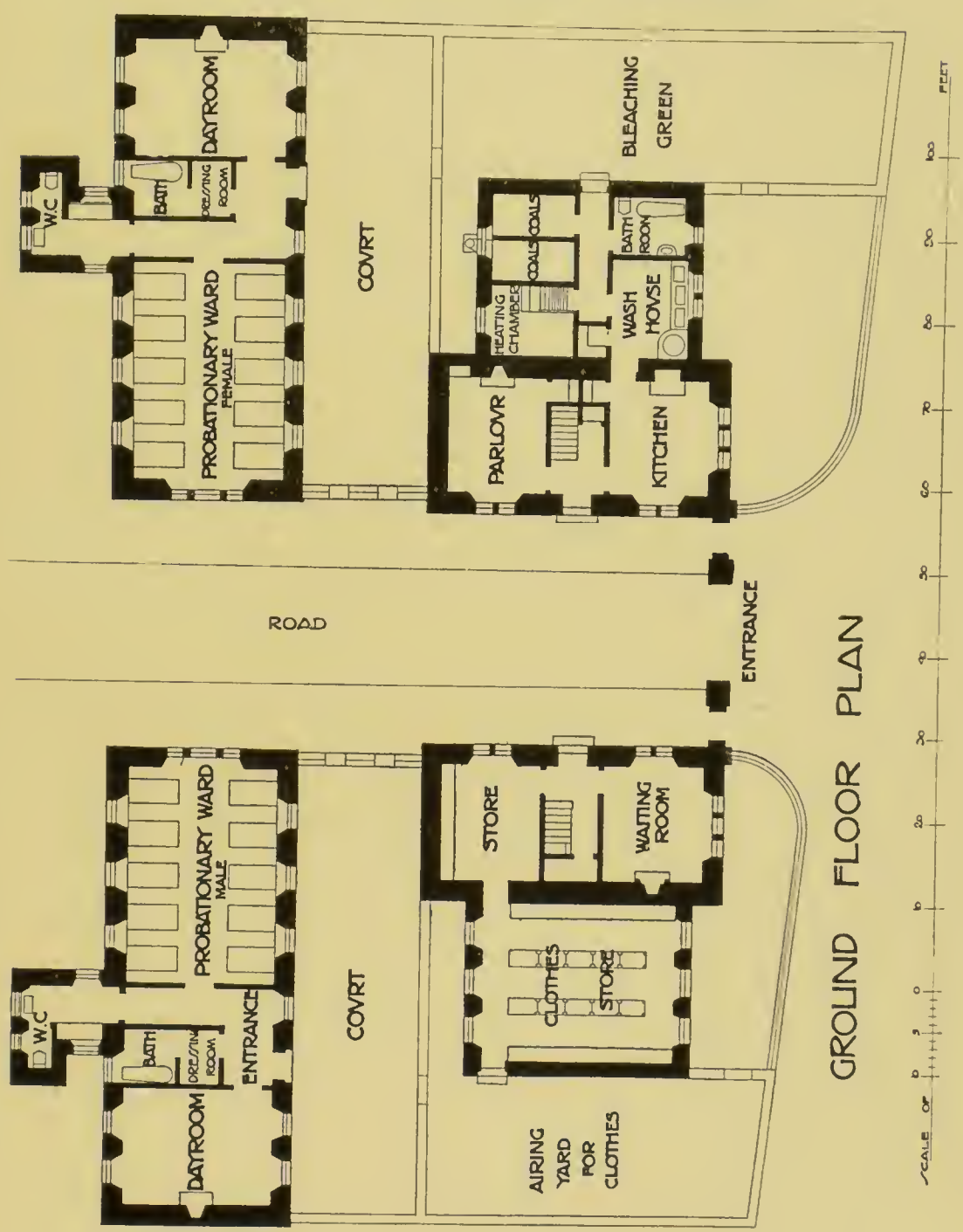
The walls are built of granite.

There are four distinct blocks. The block to the left on entering consists of waiting-room, store-room and clothes stores, and that to the right consists of porter's house, comprising parlour, kitchen, washhouse, bathroom, &c. Immediately behind these two blocks, and separated by a court 15 feet wide, are the two probationary blocks, male and female, identical in plan. Each block consists of a dormitory 26 feet by 18 feet, which contains 12 beds ; a dayroom 18 feet by 14 feet ; a bathroom, with dressing-room and w.-c. ; and a lavatory cut off by a ventilated passage.

# ABERDEEN POORHOUSE

## PROBATIONARY BLOCK

## AND ENTRANCE LODGE



Designed by Messrs. Brown & Watt, Architects, Aberdeen.







## STOBHILL HOSPITAL, GLASGOW.

### *Infirm Block.*

This hospital, built by the Glasgow Parish Council from designs by Messrs. Thompson & Sandilands, Architects, Glasgow, is situated to the north-east of Springburn Public Park, Glasgow. The site extends to 53 acres.

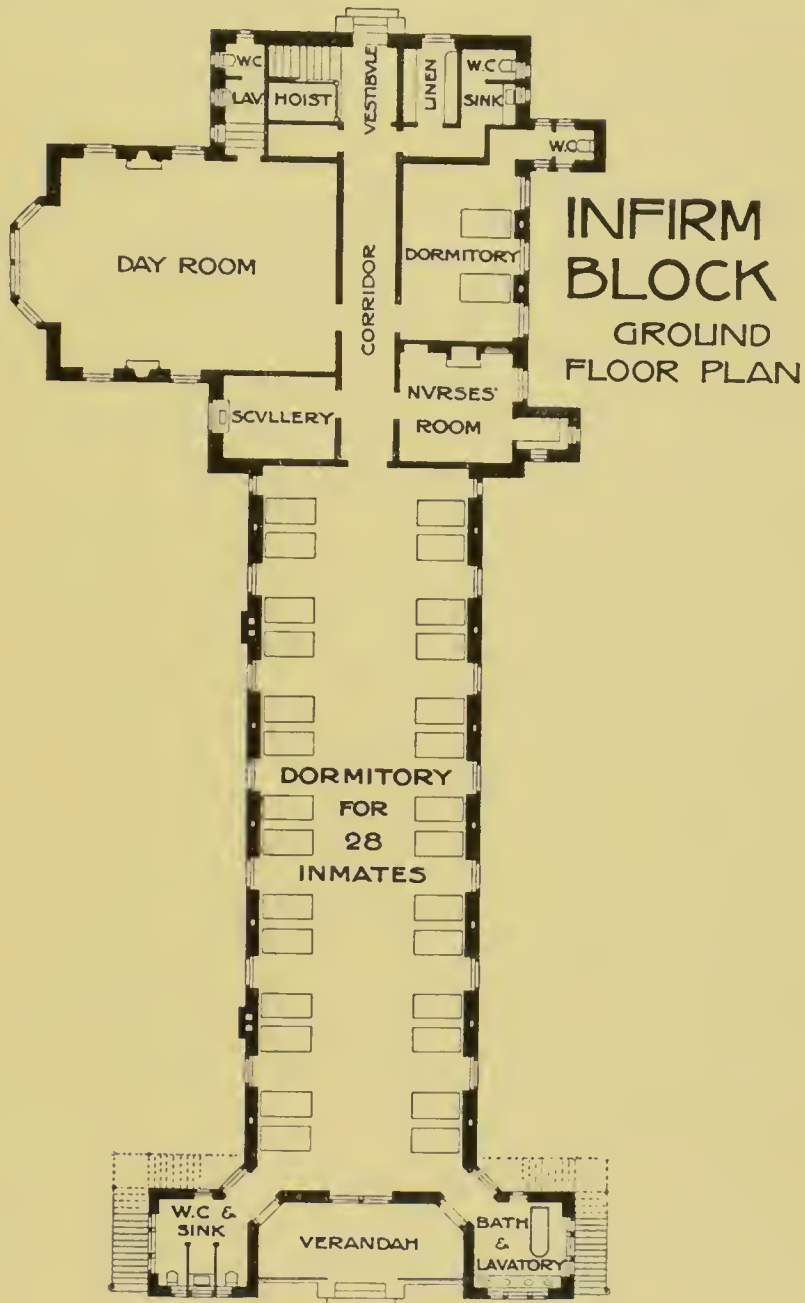
The illustration given is the ground-floor plan of an infirm block, and is typical of the other blocks. The walls are built of brickwork (hollow walls), with red sandstone sills and lintels.

The plan comprises an entrance vestibule, with staircase and hoist on one side and linen and w.-c. accommodation on the other side. A corridor 35 feet long and 6 feet wide extends from the vestibule to the large dormitory. On one side of the corridor are placed a dayroom and a scullery, and immediately opposite are placed a small dormitory for two beds and a nurse's room with pantry. The large dormitory is 84 feet long by 24 feet wide and 12 feet from floor to ceiling. It accommodates 28 beds, and thus gives 864 cubic feet for each inmate. At the end of this ward, cut off by cross-ventilated passages, are two projections, one for bath and lavatory basins, and the other for two water-closets and a sink. Between the projections a verandah is placed.

Fire-escapes in the form of iron stairs are placed on the outer side of these projections.

The buildings are licensed for occupation by 1922 inmates, and their cost, inclusive of site, was £401,802, 18s. 11d.

# STOBHILL HOSPITAL GLASGOW



SCALE OF 0 10 20 30 40 50 FEET

Designed by Messrs. Thomson & Sandilands, Architects,  
241 West George Street, Glasgow.







## OBSERVATION WARDS AT GOVAN POORHOUSE.

The plan of these wards is simple and ingenious. The building is of one storey, situated near to, but entirely detached from, the lunatic wards. The axis of the building is east and west, the ground in front being open. The material used is stone. The entrance is at each end, and is by a porch, which gives room for coal-bin, boot-rack, &c.

The building contains one section for males and another for females. The larger dormitories are at the ends of the building. In the centre there are six small rooms, so arranged that they can be made use of for either sex as required.

A bathroom, lavatory, and water-closet are provided for each sex. There is a separate water-closet for the attendant. There is no chain-pull attached to the patients' w.-c., which flushes automatically. The pipes are guarded so that nothing can be hung from them. The key of the bath is detachable, and is kept by the attendant.

The chief accommodation for the patients consists of a dayroom and dormitory. Between these rooms, and with an inspection window into each, is the attendant's room.

Ventilation is by means of fresh-air inlets below the window sills. In cold weather the fresh air impinges against steam-heated radiators in the window embrasures. The foul air is discharged by means of roof ventilators. The wards are heated by steam.

The walls are "hard" plastered, and the corners and angles are rounded.

The special feature of these wards is the arrangement that enables the single-bedded dormitories to be used for either sex. Special care has been taken in designing these rooms, which are intended for noisy or restless patients. The windows do not open, but may be covered by a door that locks. At night the rooms are lighted by gas jets accessible only from the outside corridor. The jets are situated in little recesses in the wall, each fitted with a pane of strong glass. The inmate is thus prevented from having access to the gas, and there are no brackets or other projections that might facilitate suicide.

# GOVAN POORHOUSE OBSERVATION WARDS



Designed by Mr. John Thomson, Governor, Govan Poorhouse, Glasgow.



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