

[The following Rules are in substitution for those which appeared in the London Gazette of 11th December, 1900.]

THE INEBRIATES ACTS, 1879 to 1899.

RULES FOR RETREATS LICENSED UNDER THE ABOVE ACTS.

I, THE Right Honourable Charles Thomson Ritchie, being one of His Majesty's Principal Secretaries of State, by virtue of the power conferred on me by the above Acts, do hereby revoke the rules for Retreats made on the 10th day of August, 1888, by the Right Honourable Henry Matthews, then one of Her late Majesty's Secretaries of State, and in their place I do hereby make the following rules for Retreats licensed under the above Acts:—

Application for Licence.

1. Before application is made to a local authority by any person or persons desirous of obtaining a licence to conduct a retreat under the Inebriates Acts, the following particulars with respect to the proposed institution shall be previously submitted to the Secretary of State for approval.

- (1.) The name proposed for the retreat.
- (2.) The names of persons applying for a licence.
- (3.) A description and plan of the site.
- (4.) Plans of building, showing area, height, and arrangement of rooms, the external offices and conveniences attached to the buildings, and all necessary details as to safe custody, water supply and baths, fire escapes, drainage, ventilation and sanitary arrangements.

The plans must exhibit:—

- (a.) Adequate bedroom or dormitory accommodation, day rooms and proper provision for the employment of inmates. Dormitories should show 600 cubic feet of air space per head and separate bedrooms at least 720 cubic feet, but no calculation for height of room is to exceed 12 feet, and in each case conditions must exist for efficient ventilation.
- (b.) Separate and suitable room or rooms to be used, in case of necessity, for the treatment of cases of illness.

Forms.

2. The forms numbered I to VI in the Appendix A hereto shall be used for the purposes set out in the headings thereof, and in lieu of the forms set out in the Second Schedule of the Act of 1879. Forms VII and VIII are for the use of licensees making application to Justices for "Discharge" or "Leave of Absence" in the case of patients detained under the Acts, and in accordance with sections 12 and 19 respectively of the Act of 1879.

Plans.

3. The plan or plans submitted to the Justices according to the Form No. 1 of Appendix A, shall be hung up in some conspicuous place in the retreat.

On the plan or plans the rooms to be appropriated to the use of inebriates, hereafter termed "patients," shall be distinguished from those used by the licensee and his family.

Superintendent and Deputy.

4. The resident licensee of a retreat shall, wherever possible, be a registered medical man.

He may from time to time appoint a Deputy, who shall be a person approved by the Inspector, to assist him in the execution of his duties and in the general management of the retreat.

The local authority granting a licence for a retreat may give consent to the appointment of such Deputy as a permanent officer, so that he may at any time be ready to act during the temporary absence of the licensee in accordance with the conditions of section 3 of the Inebriates Act, 1888.

Books.

5. The licensee of the retreat shall provide and keep the following books, namely:—

- (a.) The "Register of Admissions and Discharges."
- (b.) The "Case Book," in which the medical attendant, or the licensee, if acting as medical attendant, shall enter the name, sex, and previous occupation of every patient admitted into the retreat, and other particulars.

Subsequent entries shall be made in the case book recording the progress of each case, and also all bodily ailments, injuries, or accidents happening to the patients; the medicines and alcoholic stimulants (if any) administered; and the special treatment adopted for the cure of the patient, with the result. Such entries shall be made monthly or oftener.

The licensee shall take such steps as are reasonably practicable to learn the history of his patients after they have been licensed or discharged, and the information thus procured shall be entered in the Case Book in the words "Doing well," "Improved," "Not improved," "Not heard of," "Insane," or "Dead," as the case may be, together with any particulars of interest that may have been ascertained.

The "Register," and "Case Book" shall respectively be in the forms, and contain entries of the particulars given and indicated in the Schedules B and C hereto annexed.

- (c.) A "Licensee's Journal," in which shall be entered, under date, particulars of all matters of importance occurring in the retreat, noting therein all instances of infraction of discipline or offences by patients, servants, or persons unconnected with the institution, especially detailing all circumstances associated with the obtaining of liquor by patients, either by their own efforts or by aid of other persons, and the means taken to prevent recurrence. Should any physical restraint or coercion be employed, a full detail of the circumstances shall be at once entered in the journal. A note shall also be made at the commencement of every month stating the number of private patients accommodated in the retreat, in addition to those duly admitted "under the Acts."
- (d.) A "Visitors' Book," with which shall be bound up Queen's Printer's copies of the above Acts, which shall be for the use of the Inspector, and the Inspector shall enter therein such observations and report as he may think fit, and a copy of all such entries shall, within three days after the date thereof respectively, be transmitted by the licensee to a Secretary of State by post.
- (e.) The licensee shall keep a list of all patients residing in his house, or who may be absent on licence, together with the payments made by or for each of them.

Notices.

6. In addition to the notices required by the Acts, the licensee shall, immediately after the death or within two days of discharge of any patient in the retreat, send by post notice of such death or discharge to the Clerk of the Local Authority and to a Secretary of State.

The licensee shall, within two clear days, send by letter to the Inspector notice of every licence permitting a patient to be temporarily absent from the retreat, and such notice shall give the name and address of the person with whom the patient is to reside during such absence.