

any improper use of them. She will at once notify any damage to them to the quartermaster, or to the officer in charge of a hospital in which no quartermaster is doing duty, in order that the amount may be assessed and recovered by means of the Personal Charge Book, as laid down in Regulations for Army Medical Services.

166A. She will submit all applications from patients for writing materials, tobacco, &c., to the officer in charge of the ward for approval, and will take such requisitions and letters to be stamped to the officer in charge of the hospital for transmission to the patient's Commanding Officer. Requisitions for these articles will be made on Army Book 38.

166B. She will see that no money, articles of diet or extras, books, tracts, pictures, or unauthorised articles of equipment are introduced into the wards without the previous sanction of the officer in charge.

167. A sister must comply with the instructions of the matron and officers. She must daily report to the matron as to the condition of her wards, or of the various departments of which she is in charge. She must be careful to mention any irregularities which may have occurred, or other matters to which her attention should be directed.

167A. She must give the matron the earliest possible information of any serious cases or operations connected with her wards, or of any other matters of importance affecting the welfare of the patients under her care.

167B. If a ward sister deems a special nurse or male attendant necessary, she must immediately report the fact to the Matron. At night, the night sister must make these arrangements, mentioning full particulars in the night report.

168. The sister is held responsible for reporting to the Matron if any of the staff nurses serving under her are not well, and if they appear to need medical or surgical attention.

169. The sister is personally responsible for the correct measurement of all drugs employed for hypodermic injections, sleeping draughts, and strong poisons.

She will ensure that all poisons and external applications are kept in their appointed place, and that the special poison cupboard is kept carefully locked, and the key removed.

She will keep the keys of such store closets and lock-up places in the wards as may be required for the carrying out of these duties.

170. A sister is prohibited from utilising the services of nursing orderlies for any but nursing and routine ward work. She will be held responsible for carrying out the prescribed courses of nurse-training, and will, by every means in her power, afford the orderlies ample opportunity of learning their duties, and will endeavour to awaken the interest of the orderlies in all that pertains to nursing.

171. She will herself take part in the nursing of all patients seriously ill.

171A. A sister must always be present (unless, under special circumstances, her presence is not required) when an anæsthetic is administered. Should the sister be off duty, and no other sister be readily available, the staff nurse in charge of the patient must give immediate notice to the Matron, that the necessary assistance may be supplied.

171B. Sisters will be detailed in rotation for duty

as night sister for a period of not less than two or three months, as the Matron may decide. A night sister will begin duty at 9 p.m., reporting herself at the Matron's office to receive instructions; she will visit the wards at stated hours during the night, and oftener if necessary; and, on coming off duty, she will submit to the Matron at 9 a.m. a written report on the condition of the patients.

Staff Nurses.

172. Staff nurses will obey the orders which they receive from the Matron or sisters.

172A. In the absence of a sister from a ward, whether temporarily or permanently, the senior staff nurse present will be held responsible for the performance of the duties ordinarily performed by a sister.

172B. They must scrupulously refrain from relegating an unfair share of routine ward work to the orderlies.

172C. Staff nurses must take a full share in duties which are necessary, however unpleasant, and must set an example of cheerful alacrity in attending to the patients' wants, treating every patient with gentleness and consideration. Staff nurses must pay constant attention to the personal cleanliness of the patients.

172D. When in doubt or difficulty, staff nurses will refer to the sister in charge of their ward, and will abide by her decision.

172E. Paragraphs 161A, B, C, D, E, F, and G apply to staff nurses as well as to sisters.

173. Staff nurses are not to go into each other's rooms after 10.30 p.m. Their bedrooms are to be neat and tidy, and all lights are to be extinguished therein by 11 p.m., unless special permission be given.

General.

174. The period of service abroad, reckoning from the date of embarkation at home, will be from 3 to 5 years, according to climate, unless such period be incompatible with the interests of the public service.

175. On a matron, sister, or staff nurse becoming non-effective, she will hand over her copy of the "Regulations for Army Medical Services, &c.," and of the "Manual for the Royal Army Medical Corps," in her possession, to the officer in charge of the hospital, who will forward them direct to the Principal Medical Officer for disposal.

Returning from the Front.

The following Nursing Sisters are now on their way home from South Africa:—

In the *Orissa*:—Sisters A. C. Lindsay, M. N. Jephson, L. O. Dixon, K. E. King, A. M. A. Turner, M. Barton, K. French, L. A. Clarke, and E. M. King. Due at Southampton on October 28th.

In the *Simla*:—Nursing Sisters S. E. Oram, S. C. Snowdon, M. R. Marketpeace, and Civil Nursing Sisters F. H. Anderson and N. Ferreira. Due at Southampton on October 29th.

In the *Norman*:—Sisters A. Beith and M. R. McDowell. Due at Southampton on November 1st.

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