

MINISTRY OF PENSIONS.

Instructions and Notes

ON THE

TREATMENT AND TRAINING

OF

DISABLED MEN.



LONDON:
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE.
To be purchased through any Bookseller or directly from
H.M. STATIONERY OFFICE at the following addresses:
IMPERIAL HOUSE, KINGSWAY, LONDON, W.O.2, and
28, ABINGDON STREET, LONDON, S.W.1:
37, PETER STREET, MANCHESTER:
1, ST. ANDREW'S CRESCENT, CARDIFF:
23, FORTH STREET, EDINBURGH:
or from E. PONSONBY, LTD., 116, GRAFTON STREET, DUBLIN.

1917.

Reprinted 1918.

Price 3d. Net.

MINISTRY OF PENSIONS.

Instructions and Notes

ON THE

TREATMENT AND TRAINING

OF

DISABLED MEN.



LONDON:
PUBLISHED BY HIS MAJESTY'S STATIONERY OFFICE,
To be purchased through any Bookseller or directly from
H.M. STATIONERY OFFICE at the following addresses:
IMPERIAL HOUSE, KINGSWAY, LONDON, W.C.2, and
28, ABINGDON STREET, LONDON, S.W.1;
37, PETER STREET, MANCHESTER;
1, ST. ANDREW'S CRESCENT, CARDIFF;
23, FORTH STREET, EDINBURGH;
or from E. PONSONBY, LTD., 116, GRAFTON STREET, DUBLIN.

1917.

Reprinted 1918.

Price 3d. Net.

CONTENTS.

	PAGE.
1. INSTRUCTIONS	3
Treatment	4
Training	8
Payment of Charges and Allowances	10
2. SCHEDULE I.—In-Patient and Out-Patient Treatment ...	17
3. " II.—Special Treatment, otherwise than in or at an institution	18
4. " III.—Training in Technical Institutes	18
5. " IV.—Training in Factories and Workshops ...	20
6. NOTES ON TREATMENT AND TRAINING	22
Treatment	25
Training	39
7. PAYMENT OF CHARGES AND ALLOWANCES DURING TREAT- MENT AND TRAINING	47
APPENDIX A.—Extracts from Royal Warrant and Order in Council	52
APPENDIX B.—Scale of Allowances to discharged Soldiers and to Seamen and Marines, and to their wives and families	55
INDEX	61

INSTRUCTIONS ON THE TREATMENT AND TRAINING OF DISABLED MEN.

1. The following Instructions shall be observed in the administration of Article 6 of the Royal Warrant, 29th March, 1917, and of the corresponding Regulation appended to the Order in Council 30th March, 1917. These Instructions may be modified or added to by any further instructions issued from time to time by the Minister of Pensions.

2.—(1) All arrangements for treatment or training given at the expense of the Ministry shall stand referred to and be under the control of the Disablement Sub-Committee appointed by the Local Committee under Section 2 (7) of the Naval and Military War Pensions, &c., Act, 1915, or, failing such appointment, of the Local Committee itself.

(2) Where in the case of a County the Local Committee of the County shall have delegated any of their powers under Section 4 (f) of the same Act to a Sub-Committee or District Committee, such powers shall not include the power to send a disabled man for medical examination or to provide treatment or training for such man otherwise than in accordance with arrangements made by the Local Committee of the County.

3. (1) Where a Joint Committee of two or more Local Committees has been constituted under Section 2 (8) of the Naval and Military War Pensions Act, 1915, a Local Committee shall in considering the arrangements to be made with institutions for treatment or training act in consultation with the Joint Committee.

(2) The term "Local Committee" for the purpose of these Instructions shall include a Joint Committee so far as the Local Committees within its area may have delegated to such Joint Committee their powers for providing treatment and training for disabled men.

TREATMENT.

4. (1) Treatment may be provided under Article 6 of the Royal Warrant and Order in Council at the cost of the Ministry of Pensions in the case of any discharged disabled man whose disablement is determined by the Minister of Pensions to be due to or aggravated by his war service, if such treatment is required in consequence of his disablement.

(2) Treatment may also be provided for a man discharged from Service on account of incapacity *not* certified to be due to or aggravated by War Service* in accordance with Instructions 5 to 15, but treatment in such cases may not be provided for more than twelve months after the termination of the present war.

5. Treatment for the purpose of these Instructions means any form of special medical or surgical treatment which is certified to be necessary in manner hereinafter provided and which is approved by the Minister of Pensions. Special treatment shall include curative manual training prescribed on medical grounds in an orthopaedic or other institution.

6. The following forms of treatment shall be deemed to be approved, namely :—

- (1) Treatment in, or as an out-patient at, any hospital under the direct control of a Naval or Military Officer, hereinafter termed a "Military Hospital."
- (2) Treatment in, or as an out-patient at, any civil hospital having a resident medical officer, and not being a poor law institution or a private institution, provided the arrangements made comply with such general conditions as to fees and other matters as are stated in Schedule I to these Instructions, or as may hereafter be approved.
- (3) Treatment given in accordance with any scheme of treatment approved by the War Pensions Statutory Committee before the issue of these Instructions.

* As to the manner in which such cases should be dealt with, see Instructions 29 and 30 and page 23 of the "Notes."

7. (1) Any arrangements proposed to be made for treatment in other Institutions or otherwise than as provided in Instruction 6, shall require approval by the Minister of Pensions and shall, unless in any case good reason to the contrary is shown, comply with the conditions laid down in Schedule I. or II., as the case may be.

(2) The Minister of Pensions may at any time require that any arrangements for medical examination or treatment made by a Local Committee shall after due notice be modified or discontinued.

8. For the purpose of determining the institutions within or reasonably accessible from their area with which it is proposed to make arrangements for treatment, the Local Committee shall, so far as they have not already done so,

- (a) ascertain, from the Deputy Director or Assistant Deputy Director of Medical Services for their area, the Military hospitals under his control to which cases of wound or injury may suitably be sent for medical examination or treatment ;
- (b) ascertain the general and special (civil) hospitals and other institutions suitable,

and shall submit for approval to the Minister of Pensions, as soon as may be after the issue of these Instructions, a general statement of all such Institutions, of the classes of case for which they are suitable, and of the arrangements made, or proposed to be made, with them, and shall from time to time submit for approval any modifications of or additions to the statement.

9. Except where arrangements are made by the Minister of Pensions for the transfer of cases on discharge from military or other hospitals direct to other institutions or otherwise for special forms of treatment, the Local Committee shall be responsible for securing the treatment necessary :

provided that in any case of tuberculosis the Local Committee shall, if in their opinion the treatment required in the case is not already being provided, refer the case to the Insurance Commissioners, and (subject to any further Instructions that may be

issued) the Local Committee shall not provide treatment for any such case except with the sanction of the Minister of Pensions.

10. Before treatment is provided or allowances to the man and his family under Instruction 34 are paid in any case the Local Committee shall be satisfied, in accordance with a medical report, or medical certificate or certificates, as to :—

- (a) the nature of the man's incapacity and that it is, so far as can be ascertained, due to or connected with his disablement;
- (b) the institution or class of institution suitable for any special treatment required, or any other directions necessary for the treatment recommended.

11. In any case where on, or before, his discharge from service, or on resurvey by a Medical Board after his discharge, a certificate in respect of a disabled man is furnished to the Local Committee by the Minister of Pensions, or by the Board of Admiralty or by the Medical Officer of any military hospital, treatment shall be provided for the man by the Local Committee in accordance with such certificate.

12. Subject to the foregoing Instruction, any disabled man who applies to the Local Committee for treatment, or who is found to be in need of treatment, shall be referred for medical examination in the first instance to the Medical Referee* appointed by the Minister of Pensions :

provided that if the Local Committee are satisfied on any certificate, given by a general practitioner in attendance on the man or otherwise, that the case is one requiring immediate and urgent treatment, or unnecessary delay or inconvenience would be caused by requiring the man to be examined by the Medical Referee, they may, after consultation with the Medical Referee, send the man at once to the nearest military hospital (if the case is one of wound or injury) or (in any other case) to the appropriate civil hospital with which arrangements have been or may be made.

* See "Notes," page 26.

13. (1) The Medical Referee shall in every case referred to him give a certificate in the form prescribed by the Minister of Pensions and shall, if he considers that the case requires Institutional treatment, deal with it as follows :—

- (a) If the case is one in which he is satisfied that the disability is due to a wound or injury sustained in naval or military service and requires surgical (including orthopædic) treatment, whether residential or otherwise, he shall refer the case to a suitable military hospital.
- (b) In any other case he shall refer the man to the general or special hospital suitable to the circumstances of the case, with which arrangements have been or are made with the authorities of such hospital by the Local Committee in accordance with Instruction 8.

(2) The Medical Referee shall be furnished by the Local Committee with a copy of any medical certificate or report in their possession relating to any case referred to him.

(3) The reasonable travelling and out-of-pocket expenses incurred by the man for purposes in connection with his examination and treatment may be defrayed by the Local Committee.

14. The Local Committee shall in all cases determine the period for which treatment shall be allowed in the first instance, but the treatment may be continued beyond the expiry of this period on medical advice that such continuance is desirable :

provided that in any case where the period of treatment is likely to exceed six months the Local Committee shall report the case to the Ministry two weeks before the expiry of the period, and shall not continue to provide the treatment without the sanction of the Minister of Pensions.

15. The Local Committee shall not without the sanction of the Minister of Pensions be empowered to defray the cost of any treatment given to a disabled man which was not authorised by them or on their behalf and is not in accordance with these Instructions.

Refusal to accept or carry out Treatment.

16. Where a disabled man to whom treatment has been offered refuses, or is found in fact not to have accepted the treatment, the facts of the case shall forthwith be reported to the Minister of Pensions by the Local Committee who shall state whether in their opinion such refusal was reasonable or otherwise, with a view to consideration by the Minister of the application of the penalty provided by Article 4 of the Royal Warrant.

17. Where a disabled man for whom treatment is provided leaves the institution before the period of treatment arranged for is completed, or, if an out-patient, ceases attendance, or refuses to continue to carry out such treatment as may be prescribed or refuses to conform to the rules of any institution, or acts otherwise in such manner as to retard his own recovery, the Local Committee shall cancel the provision of such treatment and of any allowances made to the man or to his family under Instructions 31 to 37, and shall report the facts to the Minister of Pensions for his consideration.

TRAINING.

18. Training may be provided at the expense of the Ministry for any disabled man whose disablement is determined by the Minister of Pensions to be due to or aggravated by War Service, and with respect to whom the Local Committee are satisfied that, owing to his disablement, it would be advisable in his interest that he should receive training.

19. Training shall include any form of training (other than orthopaedic manual training prescribed on medical grounds) the conditions of which may be approved by the Minister of Pensions.

20. Training may be provided concurrently with any course of treatment given under the terms of preceding Instructions.

21. The following forms of training shall, subject to the provisions of Instruction 22, be deemed to be approved, namely:—

- (1) training in any Agricultural College, farm colony, or other institution or on any farm or croft established or assisted by the Board of Agriculture and Fisheries, or the Board of Agriculture for Scotland, or the Department of Agriculture and Technical Instruction for Ireland,
- (2) training for individual men (not exceeding five at any one time in any single industry) in any workshop or factory subject to the general conditions laid down in Schedule IV to these Instructions or such other conditions as may hereafter be approved.
- (3) training given in accordance with any scheme approved by the War Pensions Statutory Committee before the issue of these Instructions.

22. Where the Local Committee (or a Joint Committee to which the necessary powers have been delegated by the constituent Local Committee) propose to provide a course of training for one or more disabled men otherwise than in accordance with Instruction 21, they shall on the Form provided for the purpose submit the scheme or statement of their proposals to the Ministry of Pensions for approval, and such approval will ordinarily be given if the scheme comply with the conditions laid down in Schedule III or IV (as the case may be) to these Instructions.

23. In order that the training of disabled men may be so regulated as not to conflict with the interests of employers and employed in any trade, the Minister of Pensions may, after consultation with the Ministry of Labour, from time to time issue further Instructions as to the conditions to be observed in regard to the training of men for any particular trade (to be termed a "Special trade"), and thereupon any course of training already being given or proposed to be given shall comply with such conditions unless in any case the Minister of Pensions otherwise determines.

24. The Minister of Pensions may at any time require that a Local Committee shall, after due notice, discontinue or vary the conditions of any course of training, which is being provided by them.

25. The Local Committee shall decide as to the training to be offered to and provided for a disabled man, and in so deciding, the Local Committee shall consider, in addition to the man's own choice of occupation :

- (a) his previous occupation ;
- (b) the suitability of the occupation to the man's age, disablement and physical condition.
- (c) the recommendation, if any, as to training which may be indicated on the notification of award of pension, or in any report by a hospital visitor.
- (d) the opportunities for earning a permanent livelihood in the occupation.

26. Training shall in all cases be allowed for a specified period, which shall not, without the consent of the Minister of Pensions, exceed the periods laid down in Schedules III and IV.

27. The reasonable travelling expenses incurred by a man in connexion with any course of training undertaken by him may be defrayed by the Local Committee.

28. Where a Local Committee are satisfied that a disabled man for whom training has been provided is not taking full advantage of such training, they may withdraw such training and thereupon any allowance paid to or in respect of the man under Instructions 31 to 37 shall cease.

CHARGES AND ALLOWANCES PAYABLE.

29. Any charges and allowances in respect of men receiving treatment or training shall be payable by the Local Committee as follows :—

- (a) In the case of discharged men whose disablement is determined by the Minister of Pensions to be due to or aggravated by war service, charges and allowances shall be payable in accordance with Instructions 33 to 37.
- (b) In the case of men discharged on account of unfitness *not* determined to be due to or aggravated by war service, charges in respect of treatment given in or at an institution shall be payable in accordance with Instruction 37 ; but

training shall not be provided and no allowances in respect of the man or his family shall be paid in such cases.

30. For the purpose of the foregoing Instruction the Local Committee shall in any case of doubt, before paying any allowances in respect of the man or his family, refer to the Ministry of Pensions.

31. The payment of all charges and allowances authorised under Article 6 of the Royal Warrant to or in respect of any disabled man during any periods of treatment or training provided under that Article shall be made by the Local Committee, except as provided in Instruction 38, in the cases, respectively, of men in Sanatoria and other institutions for tuberculosis, whose treatment has been provided by the Insurance Commissioners, or of men in Asylums for the insane, or in other cases where treatment is arranged for by the Ministry.

32. The payment of charges made by the authorities of the institution or by the person responsible for the treatment or training of a disabled man shall be made by the Local Committee on the written demand of the Institution or the person responsible, specifying the period and nature of the treatment or training given and shall not exceed the rates of payment agreed upon.

Allowances to or in respect of men unable to provide for their own support whose disability is due to war service.

33. The amount of any allowances payable to a disabled man under Article 6 of the Royal Warrant and Order in Council being required to be determined according as the man is deemed during any period of treatment or training to be unable to provide for the support of himself and his family, a man shall for the purpose of these Instructions be deemed unable to provide for the support of himself and his family if,

- (a) in a case of treatment, the treatment lasts more than a week and it is considered that during the period of treatment the man is not reasonably

able to work or should not on medical grounds be required to work at a remunerative occupation; or if,

- (b) in a case of training, the course of training occupies at least 30 hours a week.

34. Where a course of treatment, which is expected to last more than 7 days, or a course of training is provided, and *the man is deemed unable to support himself*, the Committee shall recover from him the Identity Certificate ('ring paper') on which his pension is being paid and forward it to the Pension Issue Office, Baker Street, W. 1, with a notification on the prescribed form of the date on which the treatment or training will commence. The Pension Issue Office shall thereupon cease payment of the Pension, and the Committee shall make the following weekly payments for each complete week *beginning on the first Wednesday after the commencement of the treatment or training*, namely:—

A.—*Where the man is obliged in consequence of his treatment or training to live away from home:—*

- (1) if the man is an inmate of an institution (other than an asylum for the insane) with which the Committee have made arrangements, the Local Committee shall credit him with the sum of 27s. 6d. per week (or such other sum in accordance with his rank as is shown in Appendix B to these Instructions as appropriate to the highest degree of disablement), and, after deducting therefrom the sum of 7s. per week in respect of his maintenance, shall pay, either directly or by arrangement with the Authorities of the Institution, to the man weekly, such amount not exceeding 5s. a week as he may desire (unless in any case the Minister of Pensions, on the representation of the Superintendent or Manager of the Institution or for any other reason, otherwise determines) and shall dispose of the balance by way of addition to the allowance payable to his wife or dependant or pay it to him on his discharge from the institution as he may desire;

- (2) if the man is in receipt of out-patient treatment or in receipt of training (otherwise than as an inmate) at an institution, the Local Committee shall pay to the man weekly the whole sum mentioned in the preceding paragraph without deduction.
- (3) and *in either case* the Local Committee shall pay his wife, if he is married, in respect of herself the sum of 13s. 9d. a week (or such other sum, in accordance with her husband's rank as is shown in Appendix B to these Instructions) and to her or to any other person having charge of the man's children allowances in respect of such children under the age of 16 at the rates shown in that Appendix; or, if the man is unmarried, to a dependant parent (or parents) a sum not exceeding 10s. weekly; and to an unmarried wife a sum not exceeding 10s. weekly together with allowances for the man's children as above; and to any other dependant a sum not exceeding 5s. weekly. And, in any case

B.—*Where the man is able to live at home during his treatment or training:—*

The Local Committee shall pay to the man weekly the sum of 27s. 6d. (or such other sum in accordance with his rank as is shown in Appendix B to these Instructions) together with allowances for his children at the rates specified in that Appendix.

Provided that if the man at any time during a period of treatment or training is in receipt of a regular wage or remuneration from an employer the allowances payable to or in respect of him under this Instruction shall be reduced by the amount of such wage, or by such less amount as the Minister of Pensions may determine.

Provided also that in any case of treatment the foregoing allowances shall not be payable for a period exceeding six months unless, on a report of the case made by the Committee at least two weeks before the expiry of such period, the sanction of the Ministry of Pensions shall have been obtained.

35. For the purpose of the preceding Instruction the treatment may be deemed to commence as from the date on which the man notifies his acceptance thereof, if for any cause, other than the man's own choice, such treatment could not be given forthwith, and if the man is deemed unable to provide for his own support and that of his family, and, while awaiting such treatment, allowances may be paid accordingly for a period not exceeding four weeks before the actual commencement of treatment, unless the Minister of Pensions otherwise allows.

36. At a date not less than one week before the date at which any period of treatment or training terminates, the Local Committee shall notify the Pension Issue Office, Baker Street, W. 1, and thereupon the pension otherwise payable to the man shall be again issued with effect from the first Wednesday following the termination of the treatment or training, the man's identity certificate being forwarded by the Pension Issue Office to the Local Committee who shall forthwith return it to the man. If the case was one of training there shall be paid by the Ministry to the man with the first or subsequent payment of any pension otherwise payable to him a sum equal to 5s. a week for the period of such training on a certificate being furnished by the Local Committee that the full course of training has been carried out, but not otherwise.

37. Upon the discharge of the man from an institution or the completion of his period of treatment or training, the Local Committee shall :—

- (a) pay to the institution, or to the person responsible for the treatment or training, such weekly charges, if any, as shall have been agreed upon ; provided that in cases of prolonged treatment or training such charges may be paid quarterly.
- (b) pay to the man any balance of the allowance due to him in respect of the period of treatment or training ; provided that if the period of treatment or training which the man actually received was less, owing to his refusal to continue such treatment or training, than the period judged necessary by the Local Committee then no further amount shall be paid to the man in respect of the allowance otherwise due to him.

38. In the following cases all charges and allowances in respect of the man and of his family shall be paid by the Minister of Pensions, and the Local Committee shall not be responsible for any payment in respect of such cases, namely,

- (a) men admitted to asylums for the insane,
- (b) men admitted *on discharge from service* to sanatoria or other institutions for tuberculosis by the Insurance Commissioners.
- (c) men admitted on discharge from service or otherwise to institutions for treatment or training under arrangements made by the Minister of Pensions.
- (d) any other class of case in respect of which the Ministry may hereafter notify that they will be responsible for such payments.

39. In any case where the Local Committee consider that a case of treatment will be of prolonged duration (*e.g.*, in incurable cases) they should request the Ministry to undertake responsibility for all payments in respect of the man and of his wife and family and thereupon, if the Ministry agree, the Local Committee shall cease to be responsible for making any payments in respect of the case.

Special allowances in certain cases of out-patient treatment.

40. Where any treatment provided by the local Committee is out-patient treatment and *does not oblige the man to live away from home or otherwise render him incapable of providing for his own support and that of his family*, the allowances specified in Instruction 34 shall not be payable ; but the Local Committee shall, if the man applies and shows that such treatment involves a loss of wages or travelling expenses or both, and they are satisfied as to the facts, pay to the man by way of supplementary allowance an amount in respect of actual loss of wages not exceeding 1s. an hour, up to a maximum of 10s. per week, for any time occupied in obtaining such treatment together with his reasonable travelling expenses ; provided that for this purpose the Local Committee shall obtain a statement from the man's employer as to the time and wages so lost.

Miscellaneous.

41. Notwithstanding anything in Instructions 34 and 35, it shall be open to a disabled man to whom these Instructions apply to make application to the Local Committee and to show that the allowances so paid are less than the Alternative Pension to which he would have been entitled under Article 3 of the Royal Warrant if he had been entirely without earning capacity, and thereupon the Committee shall assess the amount of such Alternative Pension in the manner required by the Instructions relative to the Administration of Alternative Pensions and shall, as from the date that such assessment is confirmed by the Ministry, in lieu of the allowance calculated in accordance with Instruction 34, pay out of any Alternative Pension assessed by the Ministry the allowances so assessed, provided that the amount paid directly to the wife, family or dependants of the man shall not be less than the amount they would otherwise have received under Instruction 34.

42. In the event of a disabled man dying in an Institution to which he had been admitted as an in-patient under arrangements made by the Local Committee, the Committee may pay the expenses of his burial within the sum of £4.

Accounting.

43. The total of the payments made by the Local Committee in each quarter under these Instructions shall for the present be included in the relative quarterly account rendered to the Statutory Committee.

Forms will be supplied to the Local Committee on which a record shall be kept of each case in receipt of treatment or training at any time during the quarter, shewing the period of treatment or training, and the charges and allowances, if any, paid by them and other particulars required. These forms, and all relevant receipts for payments made, shall be forwarded at the end of each quarter to the Minister of Pensions.

Schedule I.

1. The following conditions shall be observed by the Local Committee for the purpose of any arrangements made by them for the treatment of a disabled man, *in or at an Institution* other than a Military Hospital.

2. The weekly charge for in-patient treatment for which the Local Committee may accept liability shall not exceed (except with the sanction of the Minister of Pensions) the minimum charge made in the case of ordinary patients by the managers of the Institution and shall in no case exceed (except with such sanction),

the sum of 21s. weekly in the case of convalescent homes,
 " " 28s. " " " other institutions.

3. In any case where out-patient treatment is given at an Institution, the fee (if any) payable by the Local Committee shall not exceed 1s. for the first and 6d. for each subsequent attendance of the patient, unless treatment consists of or includes massage, electrical, X ray, or other special form of treatment, in which case the fee shall not exceed 2s. 6d. for the first visit, and 1s. 6d. for each subsequent visit to include all services.

4. No fees shall be paid by the Committee otherwise than direct to the Managers of the Institution with whom arrangements have been made.

5. No arrangements shall be made by a Local Committee with an institution involving any payment for unoccupied beds or otherwise than for individual patients proposed to be sent, without the sanction of the Minister of Pensions.

6. It shall be a condition of any arrangement entered into between the Local Committee and the Managers of the Hospital or other institution for the treatment of a disabled man that the Officer in charge of such Institution shall notify the Local Committee, in the case of in-patient treatment, of the date of admission and departure of the man as soon as either event occurs, and, in the case of out-patient treatment, immediately upon the commencement and termination of treatment.

7. Except in the case of patients sent to special institutions for orthopaedic treatment or for epilepsy, blindness, paraplegia, paralysis and neurasthenia, no

arrangements for the treatment of a discharged disabled man shall be entered into with any Institution at a distance of more than 50 miles from the man's place of residence without the sanction of the Minister of Pensions.

Schedule II.

1. The following shall be the conditions under which a special course of treatment *otherwise than in or at an institution* may be provided for a disabled man by the Local Committee.

2. Special treatment otherwise than in or at an institution shall not be given unless the Local Committee are satisfied on the advice of the Medical Referee that institutional treatment cannot suitably be given.

3. Special treatment shall mean treatment given by, or under the supervision or direction of, a qualified medical practitioner who is considered suitable for the case by the Medical Referee.

4. The Local Committee shall not be liable for any payment in respect of treatment such as a general medical practitioner is required by the terms of his agreement under the National Insurance Acts to give to an insured person.

5. Special treatment may include nursing if prescribed by the medical certificate provided for in paragraph 10 of the Instructions, or by the medical practitioner in attendance, but nursing shall not be provided in any case where an allowance for an attendant is made by the Minister of Pensions under Article 6 (4) of the Royal Warrant.

6. The Local Committee shall obtain from the medical practitioner in attendance a report upon the case at such intervals as may be necessary to enable them to judge of the progress of the case, and shall in any case be notified by the medical practitioner immediately upon the commencement and termination of treatment.

Schedule III.

1. The following shall be the conditions under which training may be provided at the expense of the Ministry

of Pensions *in a technical or other institution* in consideration of which the allowances provided under Article 6 of the Royal Warrant and Order in Council shall be payable.

2. The training shall be given in or at a technical or other institution whether provided by a Local Education Authority or otherwise; but in any case the training shall be approved by a Local Education Authority, unless in any case the Minister of Pensions otherwise determines.

3. Where the subject of training or instruction is one which ordinarily forms part of the curriculum of the institution or would be, or is being, provided otherwise than specially for disabled men by the institution or by a Local Education Authority, no fee shall be paid by the Local Committee other than the fee, if any, which would be paid by an ordinary student.

4. Where special arrangements for a class or course of instruction for disabled men are proposed to be made the fees payable shall represent the additional expenditure only incurred thereby, exclusive of all standing charges in respect of the institution, and in any case shall not exceed 7s. 6d. per head per week, except with the sanction of the Minister of Pensions.

5. Where a Joint Committee has been set up by two or more Local Committees for the purpose of advising on or concerting schemes of treatment or training, the Local Committee should at a convenient stage consult the Joint Committee in regard to their proposals before submitting them to the Minister of Pensions for approval.

6. If in any trade for which training is proposed there exist associations recognised as representing employers or workpeople engaged in that trade within the area of the Local Committee, such associations shall be consulted with regard to the proposals by the Local Committee or Joint Committee.

7. The Local Committee, concerned shall be satisfied that there is a reasonable probability that the men proposed to be trained will secure a permanent livelihood after the training at a rate of wages that may be considered fair, having regard to the current rate of wages

for similar work in the district and to the capacity of the man for such work.

8. The period of training proposed shall not exceed six months unless before the commencement of the training the conditions of the trade can be shown to the satisfaction of the Minister of Pensions to require a longer period.

9. A married man shall not be given a course of training which obliges him to live away from home without the sanction of the Minister of Pensions and in any such case it shall be shown either :—

- (a) that the man can obtain employment, at the end of the course of training, in his home district, or
- (b) that the man has given an undertaking in writing that he is prepared to change his home at the end of the course of training as may be necessitated by the nature of his employment.

Schedule IV.

1. The following shall be the conditions under which training may be provided *in the workshop or factory of a private employer or public company* in consideration of which the allowances provided under Article 6 of the Royal Warrant and Order in Council shall be payable.

2. The employer shall undertake to give personally, or otherwise provide, definite instruction to or for the man. The Committee may also require that a written report shall be furnished by the employer as to the man's progress and efficiency at some time during the period of training.

3. The Local Committee shall be satisfied that the man will receive adequate training in his employment, and that there is a reasonable prospect of his securing a permanent livelihood at the end of his period of training at a rate of wages that may be considered fair having regard to the current rate of wages for similar work in the district and to the capacity of the man for such work.

4. The man shall be trained to learn either the entire process of the trade in cases where a knowledge of the whole trade is necessary or, in other cases, so much of the process as will afford a reasonable likelihood of

his securing permanent employment after his period of training is over.

5. No fees shall be paid to an employer for the training of disabled men without the sanction of the Minister of Pensions.

6. It shall be open to the Local Committee or the Disablement Sub-Committee to withdraw the man at any time if they are not satisfied with the nature of the training given.

7. The employer shall during any part of the period of training pay the man such wage, if any, as represents the net value of the man's work to the employer, and the allowance paid to the man under Instruction 34 shall be reduced by the amount of such wage or any portion thereof.

8. Where a scheme of training is proposed under Instruction 22, the Local Committee shall, before submitting the scheme for approval to the Minister of Pensions, consult any recognised association of employers or of workpeople within the area of the Local Committee in the particular trade in which training is proposed to be given.

9. The period of training proposed shall not exceed four months unless before the commencement of training the conditions of the trade can be shown to the satisfaction of the Minister of Pensions to require a longer period.

NOTES ON TREATMENT AND TRAINING.

Cases for which treatment or training may be provided under Article 6 of the Royal Warrant.

Article 6 of the Royal Warrant and Order in Council provides for the special medical treatment and training of discharged disabled men *whose disablement is determined by the Minister of Pensions to be due to or aggravated by naval or military service in the present war.* The Local Committee should regard themselves as responsible for all discharged men of this class living in their area. They should make it their business to get in touch with every such man, whether or not he has obtained employment or occupation since his discharge, and see that the treatment or training which his condition needs is secured for him when he needs it. Many men are able very readily at the present time to obtain employment of one kind or another, but such employment may, owing to their physical condition, be actually detrimental to their permanent health. Others may drift into occupations in which their employment may only be temporary, whereas if they had received training for a skilled occupation they would have the prospect of permanent employment. It is vitally important both in the man's interest and in that of the nation that any case which needs either treatment or training should be taken in hand at once. Local Committees must not be content with dealing only with the men who happen to present themselves to them for assistance; they must see that they have information as to the condition of all discharged pensioners in their areas, and make a point of getting in touch with them directly they are discharged.

Local Committees are now furnished with full information as to their discharged disabled men (a) by the Form 3463 sent from the military hospital from which the man is discharged giving all general information about the man; (b) by the Form 18/8, or Form N. 230, issued from the Ministry, as to the man's pension or gratuity; (c) by the white card, Army Form W. 3555, issued from the military hospital, which indicates the further treatment, if any, that is needed; and (d) by the Report made by the hospital visitor as to the suitability of the man for training on discharge.

The discharged man, also, is now fully informed of what to do if he needs help. He is instructed on discharge as to (a) placing himself in touch with his Approved Society and the Insurance Committee of the County or County Borough in which he lives in order that he may obtain his benefits as an insured person, and keep up his insurance; and (b) communicating with his Local Committee in case he needs information as to his pension or as to treatment or training. Arrangements are, moreover, now being made to issue to each man on a single card, which he will permanently retain, all the information he requires as a part of his Discharge Certificate. For men discharged before the present arrangements came into force, the poster issued for display in all Post Offices should be a useful guide and Local Committees should see that the poster is properly exhibited in all likely places. At the same time the Local Committee should not rely on this alone, but should take the initiative through their visitors and assistants, to get in touch with these men. Difficulty has often been experienced in the past, in inducing men to undertake, or to persevere in the treatment or training offered them. But the allowances provided in cases of treatment or training are now sufficiently generous to remove all fear of the man or his family suffering while he is undergoing either. See as to the scale of allowances Instruction 34. On the other hand, the liability to forfeiture of one-half the pension in a case where treatment is refused, as provided in Article 4 of the Royal Warrant, should operate to secure the acceptance of treatment wherever it is clearly and reasonably required in the man's interest.

Cases NOT Covered by Article 6 of the Royal Warrant.

Article 6 of the Royal Warrant does not apply to men discharged on account of incapacity which is *not* determined by the Minister to be due to, or aggravated by, their war service. Under the former Royal Warrants such cases were either given a temporary pension of 4s. 8d., or a higher sum (in accordance with their rank) if the length of their military service justified it, but if not, they received neither gratuity nor pension. Under Article 7 (2) of the new Warrant all such cases are given a gratuity

which is based mainly on the ascertained degree of the man's incapacity.

These cases will not be eligible for treatment and training with the full allowances payable under Article 6, but the Minister has been able, under the sanction of the Treasury, to secure treatment (not training) for these cases where the incapacity which necessitates treatment is connected with the incapacity for which the man was discharged from military service.

It will be recognised that where a man is discharged for incapacity which is clearly in no way connected with his military service he cannot be placed on the same footing and entitled to the same privileges as a man who has been injured by his war service, and this distinction has been recognised both in the Regulations of the Statutory Committee and in the Royal Warrant. In dealing with such cases, however, it will be open to the Local Committee to represent to the Minister any case which has been refused a disability pension, if the medical and other evidence in their opinion seems to point to the conclusion either that the first decision was arrived at without full knowledge of the facts, or that an incapacity which becomes serious some time after the man's discharge really originated in, or was aggravated by, his military service, and the Minister is prepared, acting under Article 9 of the Royal Warrant, to give full and sympathetic consideration to any representations so made. Subject to this, a Local Committee should remember—(a) that treatment may be provided and the expense of such treatment defrayed under Articles 5 to 15 of the Instructions, but the allowances provided for under Instructions 33 to 40 will not be payable; (b) that the gratuity payable to the man under Article 7 (2) of the Royal Warrant may be paid in the form of a weekly allowance if the Local Committee so recommend, and they should in all cases recommend this where continued treatment is necessary; (c) that in any case where special circumstances of hardship render further assistance necessary during treatment, the matter is one for consideration under the Regulations of the Statutory Committee.

TREATMENT.

General Practitioner Treatment.

Insured men are already entitled under the National Insurance Act, 1911, in all parts of the Kingdom except Ireland, to "medical benefit," that is, to the services of a general practitioner and to the necessary supply of medicines, &c.; and the National Insurance (Part I. Amendment) Act, 1917, recently passed, empowers the Insurance Commissioners to extend this provision to invalided sailors and soldiers who for any reason are uninsured upon discharge. Upon completion, therefore, of the arrangements now being made by the Commissioners, all invalided sailors and soldiers, whether insured or not, excepting only those uninsured men whose income exceeds £160 per annum, will be entitled under the Insurance Acts to free medical attendance from a general practitioner and to the necessary supply of medicines, &c. Negotiations are in progress for the extension of medical benefit to discharged disabled men in Ireland.

Moreover, special machinery is being instituted by the Commissioners in co-operation with the Ministry of Pensions whereby, prior to a man's discharge, the Insurance Committee for the area in which he proposes to live will be automatically notified of his impending discharge, and thus enabled to take special steps to put him in the way of obtaining the treatment available for him.

Special Medical Treatment.

General practitioner treatment being thus secured for the discharged disabled man Article 6 of the Warrant is intended to provide him any special treatment that his disablement may from time to time require, and that the Local Committee may, on the certificate of a competent medical man, provide for him. Special treatment, and the allowances provided for when such treatment is given, cannot be provided for any incapacity which is not due to or connected with the man's disablement.

Medical Certificate necessary.

Before they can provide special treatment of any kind, whether the case is one that appears only to need convalescent treatment or is a serious surgical case, the Local

Committee must be satisfied on medical evidence as to the nature of the man's incapacity, its connection with his disablement, the kind of treatment necessary and, so far as possible, the period of treatment required.

(a) *Cases needing treatment on discharge.*—The white card Army Form W. 3555, which is already in every case sent to the Local Committee of the man's place of residence will, in accordance with an Army Council Instruction about to be issued at the instance of the Minister of Pensions, be extended so as to give the Committee a certificate in the form required by Instruction 10. It will be the duty of the Committee to act immediately on receipt of this and to use their utmost endeavour to induce the man to accept the treatment prescribed.

(b) *Cases arising after discharge.*—Many of these cases will automatically come under medical review when at the end of the period of a *conditional* pension they come before a Medical Board. Where the Board finds that a man needs treatment they will certify accordingly, and treatment will be arranged for either by the Ministry or by the Local Committee who will be notified by the Ministry.

The Local Committee will, however, find many cases needing treatment in the interval between one official medical examination and another, or among men who have been awarded a final pension, and for these cases the Local Committee must obtain medical examination and the appropriate treatment. In order to secure that as far as possible every case is referred at once to the suitable institution where the man may be medically or surgically treated, it is necessary that not only should the various institutions, military and civil, be classified but that the cases themselves should be sorted. The latter will be the work of the Medical Referee.

Medical Referees will be appointed for all districts as soon as possible, and their names and the districts for which they will act will be notified from time to time to the Local Committee. Pending their appointment the Local Committee should obtain certificates in accordance with their present practice. Where a Medical Referee has been appointed, the normal procedure will be that an applicant for treatment to a Local Committee or to a District or Sub-Committee will be referred at once to the

Medical Referee, whose duty it will be to satisfy himself in the first instance that the incapacity from which the man is suffering is, so far as can reasonably be ascertained, connected with his disablement. For this purpose the Medical Referee should be furnished by the Committee with a copy of any official medical report from the Ministry or otherwise (*e.g.*, Form 3463) which they may have. At the same time the man should be questioned on this point and it should be remembered in this connection that by the Regulations of the Insurance Commissioners it is the duty of the panel doctor to advise his patient as to the steps to be taken in order to secure such treatment, beyond the competence of an ordinary practitioner, as his condition requires.

When the Referee is satisfied as to the case he will

- (a) if he finds that the case is one of *wound or injury* for which surgical treatment in a hospital is necessary, send the man to a military hospital, and the medical officer in charge will then either accept the man as a patient (in or out) or recommend the proper institution or treatment for him, and he will in either case give the Local Committee the certificate required by Instruction 10;
- (b) if he finds that the case is *not* one of wound or injury but should be treated in or at a general or special (civil) hospital, he will refer the case to the appropriate hospital; or
- (c) in certain cases he will himself be able to give the full certificate necessary, *e.g.*, in cases needing convalescent treatment, or he will simply certify that home treatment is required, and that the man should be referred to his panel doctor if he considers that the case does not require more than the general practitioner should be able to give.

If the Referee finds that the case is one to be referred to an institution for examination and treatment, he should, on behalf of the Committee, give the man a card of Recommendation (to be supplied by the Local Committee) stating the nature of the incapacity from which he finds the man to be suffering and that in his opinion, so far as he can judge, it is consequent on the man's disablement.

Instruction 12 allows of two exceptions to the general rule requiring examination of the men by the Medical Referee before treatment is given, namely, (a) cases requiring immediate and *urgent* treatment, and (b) cases in which unnecessary delay or inconvenience would be caused by requiring the man to be examined by the Medical Referee. Even in these cases reference by letter or other communication to the Referee for advice as to the case must be made, but the power to deal thus exceptionally with cases should be sparingly used. There will, however, be cases, *e.g.*, of an obvious wound or injury, or where the unhealed stump of a limb requires attention, in which the man can be sent to the proper institution without the delay that would occur if the man were first required to be personally examined by the Medical Referee.

Forms of Certificate.—The necessary form of certificate for the purpose of Instruction 7 should be supplied by Local Committees to Medical Referees and the necessary supply of copies will be furnished by the Ministry. The Military hospitals will be supplied centrally.

Arrangements with Institutions.

Before any arrangements can be made with Institutions the Local Committee will have to ascertain (so far as they have not already done so) the several classes of institution available for their use. On this point see Instruction 8. The Medical Members of the Local Committee or of the Disablement Committee, will, it is hoped, render assistance in this direction, and particularly in connection with any communication necessary with the Deputy Director of Medical Services in regard to the classification of Military Hospitals. The Local Director in charge of Auxiliary Hospitals in or near the area should similarly be approached in regard to the terms on which such hospitals can be used, and the classes of case for which they are suitable. It must be remembered also in this connexion that the Joint Committee, if one has been established embracing the area of the Local Committee, has as one of its principal duties that of ascertaining the institutional facilities of its area, and the Local Committee should act closely in touch with the Joint Committee.

Men may be sent to Military Hospitals in the case of wound or injury without previous sanction by the Minister. Instruction 6 also allows the Local Committee to make arrangements with certain of the larger and fully equipped civil hospitals specified in that Instruction without previous sanction by the Minister, but all arrangements proposed with other hospitals of any other kind must be submitted for approval. Further, Instruction 8 requires that a statement shall as soon as possible be submitted by every Local Committee (except where they have already submitted such a statement to the Statutory Committee) for approval to the Ministry, setting out in detail the hospitals and Institutions with which the Local Committee have made or propose to make arrangements.

Nature of treatment.

The cases requiring treatment will be (a) those suffering from wounds and injuries special to war service for which further treatment in or at an institution may be advisable, and which should, as already indicated, be treated wherever possible, at a military hospital, because of the special facilities at present existing in the equipment of these institutions and in the experience of this class of case possessed by the staff attached to them; and (b) medical cases of disease, mostly not attributable to but aggravated by War Service, and for these, while home treatment such as the panel practitioner under the National Insurance Acts can give is ordinarily sufficient, specialist treatment may in some cases be necessary. In these cases the special treatment required should wherever possible be given in or at a civil hospital, whether a general or a special hospital, unless of course the treatment is no more, than the general practitioner can give and would ordinarily be required to give.

Provision of treatment.

Where the treatment prescribed is more than the general practitioner can give it will in nearly all cases have to be arranged for by the Local Committee with a Military hospital or other institution, either in its own area or outside it, but in certain cases arrangements will be made otherwise than by the Local Committee for obtaining the treatment required and in others the Ministry can give the Local Committee assistance to obtain it.

1. Cases in which the arrangements in individual cases for treatment will be made otherwise than by Local Committees are :—

- (a) Cases of tuberculosis.
- (b) Cases of insanity.
- (c) Serious cases needing surgical treatment reported by Medical Boards on re-examination of the men after discharge.

2. Cases in which the Ministry are in touch with institutions for special classes of cases and may in suitable cases be able to make arrangements for treatment :—

- (d) Neurasthenia.
- (e) Epilepsy.
- (f) Paralysis (paraplegia).
- (g) Cases requiring orthopaedic treatment.
- (h) Cases of loss of limb.
- (j) Treatment and training of the blind.

The following paragraphs deal in detail with the arrangements to be made for each of the above classes.

Tuberculous Cases.

The Insurance Commissioners and local Insurance Committees are primarily responsible for securing all necessary treatment for cases of tuberculosis among discharged men, if they are insured under the National Insurance Acts ; and for these cases special financial and administrative machinery have been in operation for some considerable time. These special arrangements are now being revised and extended by the Commissioners in consultation with the Minister of Pensions, and, when completed will, under the provisions of the National Insurance (Part 1. Amendment) Act, 1917, apply also to all uninsured invalided men, whose income does not exceed £160 a year, in whose case institutional treatment if required on discharge is at present arranged by the Local Government Board.

The special arrangements as thus revised and extended should therefore secure the prompt provision of whatever treatment the Tuberculosis Officer may at any time consider necessary for the man's case.

Special attention is also being given to the treatment of advanced cases of tuberculosis and the Minister of Pensions

is taking steps, in co-operation with the Local Government Board, to increase the institutional accommodation available for this class of case.

Where a man is about to be discharged on account of tuberculosis and is in need of institutional treatment, the Insurance Commissioners are notified, and obtain the man's admission to an institution. In these cases the Ministry of Pensions will make all allowances to the man and to his family or dependants during treatment and will notify the Local Committee accordingly.

When any case of tuberculosis comes to the knowledge of the Local Committee in which they have any reason to doubt whether a man is having the full advantage of these special arrangements they should communicate with the Insurance Commissioners, who will take the necessary steps to meet the case. In all such cases the Ministry will, when the new arrangements are in operation, be notified of the man's admission and will pay the allowances (if any) due to the man and his family. In the meantime the Local Committee may in any case of a man admitted to a sanatorium by an Insurance Committee some time after discharge pay any allowances to the man and his family in accordance with Instruction 34, but any such payments should not continue to be made beyond the date to be notified by further circular.

Subject to any further instructions on the matter that may be issued, the Local Committee are not empowered to provide treatment in any case of Tuberculosis except with the sanction of the Minister of Pensions.

Difficulty may be experienced in some cases in inducing the man to go to an institution. He may not realise that his case requires treatment, or if it is a case of advanced tuberculosis, he may be inclined to stay at home rather than go to an institution at a distance from it. The Local Committee must use their utmost persuasion in dealing with such cases, pointing out the penalty of reduction of pension if the man refuses the treatment. In advanced and incurable cases the man should preferably go to an institution, not only for his own treatment, but because of the grave danger of infection to his family. Hospital accommodation for this class is limited at present, though steps are being taken to increase it.

Insane.

The institutions available are the County and Borough Lunatic Asylums. Treatment in private asylums, "licensed houses" or "registered hospitals" cannot be given at the cost of the Ministry. Arrangements have been made with the Board of Control for England and Wales by which soldiers discharged with a pension on account of mental affection who are on discharge, or subsequently become certifiable shall, if sent to county or borough asylums be treated on the footing of private patients, but in a special class by themselves as "Service Patients" on payment by the Ministry of the ordinary charge for maintenance and a small additional charge. A further sum of 2s. 6d. a week will be allowed by the Ministry and administered by the asylum authorities to be spent by or for the man to secure him small creature comforts. A similar arrangement is being negotiated with the Scottish Board of Control and with the Irish Authorities.

The above-mentioned arrangements will, under Treasury sanction, apply also to cases where the insanity is *not* certified to be due to or aggravated by war service, but the extension of the privilege is temporary and will not apply where there is evidence that the man had been in an asylum before enlistment.

Where a man is removed to an asylum *on discharge* arrangements will be made by the Ministry, and the Local Committee will be notified. When a case arises *after discharge*, if the man has already been removed to a poor law institution pending admission to the asylum, the Local Committee should (on being informed by the guardians or otherwise) see that arrangements are made as quickly as possible for his removal from the workhouse and admission to the asylum as a "Service Patient." The Local Committee should in such cases notify the Ministry of the date of admission to the institution and of the address of the man's wife and dependants.

The Ministry will in all cases be responsible for all charges and allowances so far as the latter are payable in respect of the man and his family, and the Local Committee will not be liable to make any payments in respect of cases of insane in asylums.

Neurasthenics.

All neurasthenia and shell-shock cases are dealt with by the Special Medical Board on discharge from the service and are re-examined when the question of renewal of pension is under consideration. The Special Medical Board sits in London and pays periodic visits to the following branches: Liverpool, Manchester, Cardiff, Cambridge, Brighton, Birmingham, Bristol, Oxford, Plymouth, Southsea, Newcastle, Bradford, Leicester, Lincoln, and branches have also been set up in Edinburgh, Belfast, Dublin.

In some of the slighter cases of neurasthenia and functional nerve disease the Special Medical Board recommend the grant of gratuities instead of pensions, with the express object of encouraging the man's return to some form of occupation and of discouraging the idea of invalidism which is so detrimental to complete recovery. As a rule work in some form, at first light, encouragement and entire absence of injudicious sympathy, are more helpful in these cases than commiseration and supplemental allowances. Where gratuities have been awarded in cases of this class no additional assistance can be given by the Local Committees under the Royal Warrant or these instructions, and Local Committees are recommended not to give assistance out of other funds at their disposal, as to do so will tend to frustrate the remedial effect of this method of dealing with the case.

If a serious case of neurasthenia comes before the Local Committee it should be reported at once to the Ministry of Pensions for reference to the Special Medical Board, and a special examination by the Medical Board will then, if necessary, be arranged either in London or in one of the above-mentioned towns.

Arrangements are in progress for providing a few Homes of Recovery for neurasthenic cases in various parts of the country. One such has been opened at Golder's Green, Hendon, Middlesex. Arrangements for admission will be made by the Ministry after examination by either the Special Medical Board, or one of its branches. These Homes are not for ordinary convalescents, but are institutions for the special treatment of men suffering from neurasthenia, shell shock, or other functional nerve

disease, with inability to work and for certain forms of paralysis, tremors, stammering, or depression. In the case of discharged soldiers it frequently happens that slow progress has fostered a gloomy view as to the prospects of cure, but in fresh surroundings these prospects are often very good. Each patient will receive individual attention in the Home, and there are workshops in which patients may have occupation, and, if desired, skilled instruction. Endeavour will be made to find suitable work for patients when they leave.

All charges for the treatment of men sent to Golder's Green, or to similar institutions, under arrangements made by the Ministry, and the allowances, if any, to their wives and families will be defrayed by the Ministry direct.

Men who do not or cannot avail themselves of these Recovery Homes are not suitable for treatment at the out-patient departments of hospitals. They should be referred for special treatment to the Medical Referee, who may, if he chooses, consult the Special Medical Board as to treatment.

Epileptics.

As knowledge of this distressing and disabling malady is still very far from complete, its treatment is beset with difficulty. In ordinary cases its manifestations commence in early childhood or in the early 'teens, and if maintained over a period of years the complaint is likely to be very resistive to treatment. Fortunately, however, in many cases there is, with or without treatment, an arrest of the symptoms, but under stresses of various kinds, as has been the case with a considerable number of soldiers, these may re-appear. In an appreciable number of other cases, however, the malady seems to have first shown itself subsequently to the man's joining the army.

It is well to realise that, in the present state of medical knowledge, there are no special modes of treatment which will give safe promise of a cure after a short period. Patience and perseverance are absolutely requisite to effect any substantial alleviation. As a set off, however, against these difficulties is the fact that, of all maladies, epilepsy is one of those in which

treatment and training go hand in hand, systematic outdoor occupation in farm, garden and horticultural operations being at present regarded as offering more encouraging results than any medical treatment.

The available institutions specially devoted to the treatment of epilepsy on these lines are very few. Those with which the Ministry are in touch are:—(1) Chalfont Colony, St. Peters, Bucks; (2) Lingfield Homes, Lingfield, Surrey; (3) Home for Epileptics, Maghull, Liverpool; and (4) David Lewis Colony, Warford, Alderley Edge, Cheshire. The Ministry are arranging for the provision of more accommodation at certain of these colonies.

There are at present only occasional vacancies at these institutions, but the Managers have promised to receive urgent cases on specific representation as to each case from the Ministry. Where a severe case of epilepsy for which colony treatment is desired comes before a Local Committee, they may communicate with the Ministry stating full particulars, and an endeavour will then be made to arrange for the man's admission. As soon as the arrangement is made the Local Committee will be notified, and all payments to the Institution and allowances (if any) due to the man and his family will be made by the Ministry of Pensions.

Paraplegics and Paralytics.

These cases, unless sufficiently recovered to be sent to their own homes, are *on discharge* provided with accommodation in institutions under arrangements made centrally by the Ministry with the help of the British Red Cross Society and the Order of St. John, which have both provided special hospitals for this class of case, and secured accommodation in a large number of other institutions. In such cases the Ministry will be responsible for all payments to the institution and for allowances to the man and his family.

When a case comes to the knowledge of the Local Committee some time *after discharge*, the Committee may communicate with the County Director of the British Red Cross Society (unless they are able otherwise to place the man in a suitable institution), who will assist them to find a bed for the case. In these cases the Local Committee will be responsible for all payments to the

institution and for allowances to the man and his family; but if any case appears to be likely to be incurable the Local Committee should, under Instruction 39, request the Ministry to take responsibility for the continuation of all payments.

Many of the cases requiring to be sent to institutions are serious and require prolonged treatment. It is desirable that these cases should be provided for in large well-managed establishments, where they can have the best nursing and be provided with all comforts possible. The only institutions exclusively provided for these cases are the Star and Garter, Richmond, Lonsdale House, Ralston House, Glasgow, and the East Lancashire Home; but it is hoped that additional accommodation for this class may be arranged for.

Loss of Limbs and supply of Artificial Limbs.

Cases of loss of limbs are, as soon as the men are ready to be fitted with artificial limbs, treated at the Special Limbless Auxiliary Hospitals. Of these the largest is Queen Mary's Auxiliary Convalescent Hospital, Roehampton House, Roehampton, which deals with more than two-thirds of all the cases. Others are Edenhall Hostel, Kelso; Princess Louise Scottish Hospital, Erskine House, Bishopston, near Glasgow; the Duke of Connaught's Auxiliary Hospital, Bray, near Dublin, Ireland; the Ulster Volunteer Force Hospital, Botanic Gardens, Belfast; and The Prince of Wales' Hospital, Cardiff.

Any artificial limb necessary is provided before the man's discharge from service. If after discharge the artificial limb requires repair or readjustment the man should be directed to report to the nearest military hospital, when arrangements will at once be made by the officer in charge to notify the Ministry of Pensions with a view to the man being sent back to Roehampton, or other of the above hospitals, unless the required repair or adjustment is of a minor character which can be satisfactorily carried out locally at a reasonable cost, in which case the matter will be arranged by the medical officer of the local military hospital.

In some cases the condition of the stump may grow worse and require surgical treatment, and in these cases

the Local Committee should send the man to the nearest military or general hospital for examination and treatment.

When removal to Roehampton or one of the other special auxiliary hospitals for the purpose of refitting, the man's pension and allowance will be arranged by the Ministry. The man's stay in these hospitals is, as a rule, a very short one, but if in any case the period of stay should be prolonged, the Ministry will make the allowances authorised under Article 6 to the wife of dependants.

Orthopædic Cases.

Cases of wound or injury, other than actual loss of limb, are most numerous and may at any time need either medical or surgical treatment or orthopædic treatment, that is treatment by massage, electricity or mechanical appliances or manual training given in special workshops designed to restore the function of a paralysed muscle or nerve. Orthopædic treatment is of special importance in the early days after a man's discharge. In some of these cases the immediate discomfort felt from the injury may be small, and if it does not interfere with his temporary employment in some form or other the man is tempted to neglect proper treatment with the result that he may ultimately either lose the use of a limb or member or require a very much longer and more tedious treatment later. Local Committees should therefore specially mark these cases for attention.

Many of the military and some of the civil hospitals have some facilities for orthopædic treatment, but there are at present only a limited number of institutions fully equipped for this purpose to which the more serious cases* can be sent. These are the Military Orthopædic Hospital, Ducane Road, Shepherd's Bush, London, W.; Alder Hey Auxiliary Hospital, Knotty Ash, Liverpool; Welsh Metropolitan War Hospital, Whitechurch, near Cardiff; Second Northern General Hospital, Becketts Park, Leeds; Beaufort War Hospital, Fishponds, Bristol; Edinburgh War Hospital, Bangour; Old Mill Hospital, Aberdeen; Bellahouston Hospital, Glasgow; Ulster Volunteer Force

* These cases are distinguished by Army Council Instruction as "Orthopædic A," and will be so denoted in the Form A.F.W. 3555.

Hospital, Belfast; Military Orthopædic Hospital, Blackrock, Dublin; and other orthopædic hospitals are in course of promotion.

Treatment of discharged men in these hospitals is in nearly all cases out-patient treatment, and necessitates the man being lodged in the neighbourhood of the hospital. In any case where the military hospital on examination of the case recommends special orthopædic treatment, the Local Committee should communicate with the Ministry of Pensions who will arrange for his treatment at one of the above centres. The Ministry will be responsible for all allowances to the man and his family and payments to the institution.

The Blind.

Cases of total blindness on discharge from Military hospitals are sent to St. Dunstan's Hostel, Regent's Park, London, in connexion with which there are branch convalescent homes at Brighton and Torquay, or in the case of Scottish soldiers to Newington House, Edinburgh. The men receive in these institutions a course of training extending over some months in a large variety of occupations and are wherever possible placed in employment on leaving the institutions.

All charges and allowances for men in these institutions and their families are paid by the Ministry.

Venereal Disease.

The attention of Local Committees is drawn to the fact that under the Public Health (Venereal Diseases) Regulations, 1916, local clinics are being set up in all large towns at which treatment for these diseases can be obtained free of charge. Any man discharged on this account, who should happen to apply to the Local Committee, should be referred to the nearest clinic, information as to which can be obtained from the Medical Officer of Health of the county or county borough.

Lodging for out-patients receiving treatment away from home.

Men who are sent for out patient treatment (*e.g.* orthopædic treatment) to a hospital at such a distance that they

are obliged to live away from home, will have to find lodgings. A Local Committee, in whose district there is a special hospital, which is attended by men from other districts, would do good service by drawing up a list of suitable lodgings for the men during their stay or by concerting arrangements for the purpose with a hostel. It is of great importance that the beneficial results of treatment should not be prejudiced by the men staying in unhealthy houses.

A Local Committee, which is sending a man for out-patient treatment away from his home, should communicate with the Local Committee of the area to which the man is going and ask the latter to look after the man and, if possible, to arrange a suitable lodging for him. If the man had refused any lodging so found, and it were found that he had selected a lodging which was clearly likely to prejudice his recovery, it would be competent to the Local Committee to deal with his case under Instruction 17.

TRAINING.

Arrangements for training will in nearly all cases be made by the Local Committee or Disablement Sub-Committee, except that in areas where a Joint Committee of two or more Local Committees has been set up, and has had delegated to it the power of advising, arranging for or actually providing training, the Joint Committee should be referred to before any work of training except in isolated cases is undertaken.

Men to be trained.

Not every discharged disabled man will be a proper subject for training. Article 6 of the Royal Warrant was not intended to provide a course of training at the expense of the State for *any* man who merely fancies a new occupation in place of his old one. Under Instruction 18 the determining consideration is whether the man's disablement makes training desirable in his interest. Apart from the cases in which the man is physically quite unable to resume his old occupation, there will be men in skilled trades before the war whose disablement makes it doubtful if they can rely on obtaining the wage they would otherwise have

earned or for whom it would involve risk to their health to resume their former occupations. Again, there will be discharged disabled men, especially younger men, who were in an unskilled occupation before the war but who are of an age and natural aptitude for training to a superior occupation to that in which they were previously engaged, and whose training will be a real advantage to the community. For these men their disablement may render their previous occupations precarious as a permanent source of livelihood, and it may be in their interest to acquire a skilled occupation which promises greater security.

In considering the fitness of a man for training the Local Committee will look to the considerations laid down in Instruction 25, and of these the most important is that of securing a *permanent* livelihood for the man.

Trades to be taught.

The Local Committee or the Joint Committee, as the case may be, should, at the outset, make enquiry of associations of employers and workpeople in their area with regard to the capacity of the various trades to absorb trained men before they embark on any scheme of training.

Training falls into two main divisions—

- (a) training of men in factories or workshops;
- (b) courses of training, in technical institutes or in similar institutions.

Training for Men in Workshops or Factories.

(a) Where it is desired to train an individual man or small group of men in a particular workshop or factory, *e.g.*, in boot repairing or tailoring, etc., Instruction 15 (2) allows the Local Committee to make the necessary arrangements for a small number of men up to 5 in any single industry without applying for the approval of the Minister of Pensions, provided that the training conforms to the general conditions laid down in Schedule IV to the Instructions. Training for any number in excess of this must be submitted for approval to the Ministry of Pensions. Particular attention is drawn to the requirement of paragraph of

Schedule IV, that the employer must undertake to give definite instruction to the man, and that the Local Committee must be satisfied that the man is receiving instruction. The provision of training at the public expense must not be used merely to enable a temporary shortage of labour on the part of a particular employer owing to the war or other causes to be got over if the result is to be that the man fails to acquire any real technical skill which is likely to secure him permanent employment.

The Local Committee should also as far as possible make it a condition of training in a factory or workshop that the employer undertakes to give the man employment, if he is found suitable, at the end of the period of training.

Paragraph 7 of Schedule IV has been framed to meet cases where the work performed by the man is likely to be of some value to his employer during the course of training. In such cases it is clearly advisable that the employer should pay the wage which properly represents the value of the man's work. This can be usually arranged without difficulty. Thus, for instance an employer may agree with the Local Committee to pay a man 10s. a week for the first two months, and 20s. a week for the third and fourth months. In such a case the Local Committee would pay the man if he had no children 17s. 6d. for the first two months and 7s. 6d. a week for the remainder of the period.

As a working rule it should be arranged at the beginning of the training what average wages would be paid for successive periods during the course of training.

Training Courses in Technical Institutes or otherwise.

(b) Courses of Technical training in Technical Schools or Institutes are on a different footing from the training of individual men in workshops or factories. Here also Local Committees should endeavour to obtain from local employers an understanding that they will find employment for the men at the end of their period of training, but it will not be always possible to secure a definite guarantee. Hence it is important that the Local Committees should enquire very carefully not only into the present demand for labour in the particular trade but

also into the probable demand for labour at the conclusion of the war after the able-bodied men now in the army have returned. Some occupations at the present moment are in temporary demand, *e.g.*, chauffeurs and motor mechanics, but in view of the large number of skilled men who will be returning to these occupations after demobilisation, training in them should be avoided. From this point of view consultation with employers of labour and with associations of workpeople in the particular trade is all-important in forecasting the future condition of any trade and the reasonable probability that the men when trained will be able to find employment.

Proposals for a course or courses of Technical training in an Institute must under Instruction 22 be submitted as a "scheme" for the approval to the Minister of Pensions. This procedure is necessary in order to ensure co-ordination between schemes of training put forward by different Local or Joint Committees, especially in the case of proposals from a number of Local Committees in different parts of the country to start training men for the same trade. It will be the business of the Ministry, in such cases, to ascertain the views of the Trade as a whole. For this purpose Trade Advisory Committees have been and are being set up by the Ministry of Labour acting in conjunction with the Ministry of Pensions, in each of the principal trades likely to be affected by Training Schemes. Each Trade Advisory Committee consists of an equal number of representatives nominated by the Associations of Employers and Workpeople respectively in the trade concerned. The business of these Committees is to advise the Ministry of Pensions as to the conditions under which the training of disabled men in the various trades can best be given, the best methods of training, the suitable centres for it, and generally to secure uniformity in the training.

In order to simplify the procedure as far as possible there are embodied in Schedule III certain general conditions which must ordinarily be complied with in any scheme of training, and the Ministry will ordinarily be prepared to approve any scheme of training put forward by a Local Committee as long as

it conforms to the general conditions laid down in those Schedules. As far as fees are concerned the Ministry is prepared to pay only the "out of pocket" expenses over and above the ordinary standing expenses of the Technical Institute that can be shown to be due to special arrangements needed for the training of disabled men, *i.e.*, additional teachers, raw material, &c. It is reckoned that a fee of 7s. 6d. per head per week will, as a rule, be the *maximum* that is needed to cover this cost, and in any application for permission to exceed this sum the Local Committee must be able to prove that there are exceptional circumstances. The manner in which the "out of pocket expenses" are arrived at must in all cases be stated in the application from the Local Committee.

Special attention is drawn to the need of consulting local associations of Employers and Workpeople in the trade concerned. (*See* Paragraph 6 of Schedule III. and 7 of Schedule IV.) It is important in any scheme of training that the opinion of the trade should be ascertained, and such consultation before the submission of a scheme will materially facilitate its ultimate approval.

On schemes of technical training in Institutes it is very desirable that the Joint Committee (if one has been constituted) should be consulted. The Joint Committee, which has knowledge of the training schemes already in operation over a wider area than that of the single Local Committee, will be able to give useful advice, and it will thus be possible on the one hand to avoid unnecessary duplication of schemes and on the other hand to make them serve as large an area as possible.

It must be remembered that there are certain processes which are taught in technical schools because they are specially suitable for apprentices or other young persons. Care should be taken not to include these processes in a scheme of training for disabled men merely because they happen to be included in the curriculum of the technical school. It will in some cases be found that the period required for learning them is too long for an adult to undertake, in other cases that the special dexterity necessary can only be acquired in youth, or in others that the skill needed implies an exceptionally high standard of intelligence, or again that the openings in such trades are extremely limited

in number. This caution applies especially to such trades among others as plumbing, telegraphy, saddlery, compositing, and woodcarving.

"Special" Trades.

Instruction 23 lays down that the Minister of Pensions may, after consultation with the Ministry of Labour, declare any trade to be a special trade. The declaration of a trade as a "special trade" will mean that training for that trade will have to be given in accordance with the conditions determined by the Minister of Pensions after consultation with the Trade Advisory Committee. These conditions will be issued to Local Committees and will govern not only any future proposals submitted by the Committee but any training already in operation unless in any case the Local Committee can show special reason to the contrary.

The advice of the Trade Advisory Committee will be asked upon the period of training necessary, the question of a special improver's wage if any, after the period of training is over, and the number of men that can safely be trained, taking the trade as a whole into consideration. In some cases the conditions attaching to a certified trade will contain provisions somewhat on the lines of the regulations governing apprentices or learners, though such conditions may be considerably modified in view of the fact that it is adult men and not youths who are concerned.

Wages after Training.

General questions affecting the rates of wages in a given trade will come within the province of the Trade Advisory Committee, but they cannot deal with a question as to the rate of wage that should be paid to any man so disabled as not to be able to produce, even after training, as much as an able-bodied man can produce. For this purpose Advisory Wage Boards have been and are being set up by the Ministry of Labour in all the principal towns, and to these Boards such matters can be referred by Local Committees or by the individual men or employers affected.

Length of Training.

Paragraph 8 of Schedule III. lays down that the period of training in a Technical Institute shall not, without

the sanction of the Ministry of Pensions, exceed six months. If a longer period is desired in any case the Local Committee must show that the conditions of the trade require it. It is recognised that certain trades may require a longer period of training, and in some of the "special" trades a longer period may be laid down as one of the conditions under which training may be given.

Paragraph 8 of Schedule 4 similarly restricts the period of training in a factory or workshop to four months. Experience has shown that a shorter period of actual training is often advisable where the man is to continue working under the same employer after training. Here, however, also it is recognised that there are certain trades which may require a longer period, but for this the sanction of the Ministry must be obtained.

In all cases the training given should be of sufficient length to ensure that the disabled man will acquire such degree of skill that he will have a reasonable prospect of permanent employment. Only in exceptional cases should training be given for a shorter period than two months.

The training should as a rule be given in the day time, and for a week of 30 hours at least. In most cases it will be found that a course of from 35 to 40 hours will be advisable.

Training Outside the Area of the Local Committee.

It is important that disabled men should not be sent for training away from their own homes unless this is clearly justified. Paragraph 9 of Schedule III. requires that a married man shall not be sent for training away from his wife and home without the sanction of the Minister of Pensions, and in applying for such sanction a Local Committee will be asked to furnish the information indicated in that paragraph. In many cases the man will naturally find employment in the occupation for which he has received training in the district where the training was given. A single man in such cases will find no difficulty in migrating, and in the case of the married men the Local Committee of the Ministry should be satisfied before he undertakes the training that he is prepared to go where employment can be given him in the trade for which he is being trained.

A list of the more important courses of training which have been approved and of the Institutions in which they are being given will be issued from time to time to Local Committees by the Ministry of Pensions, and in special cases a Local Committee will be empowered to send men for training to one of these Institutions although outside their own area, subject, however, to the following conditions :—

- (a) The Committee should in all cases act in agreement with the Local Committee of the area to which the man is to be sent, since the latter Committee will have been responsible for providing the course of training.
- (b) A man should not be sent to a course of training outside the area of any Joint Committee that may have been constituted without first consulting the Joint Committee, who will, in the nature of the case, have wider knowledge of the facilities for instruction within or near its area ;
- (c) In no case should a man be sent for training in a factory or workshop outside the area of the Joint Committee.

Lodging for men receiving training away from home.

It is equally important in the case of training as in the case of treatment to secure suitable lodgings for men obliged to live away from home, and the remarks on page 38 are applicable.

PAYMENT OF CHARGES AND ALLOWANCES DURING TREATMENT AND TRAINING.

The question whether treatment or training can be given to any discharged man and whether allowances are payable depends in the first instance on whether the man's disablement is determined by the Minister to be "attributable" to his War Service or not. (See Instruction 30.) If the case is not attributable to War Service the Local Committee are empowered in these Instructions to provide treatment in or at an institution only, not training, and allowances are not payable (see page 23).

In any case of doubt as to the eligibility of a man for treatment or training and allowances, the Local Committee should enquire of the Ministry of Pensions, before undertaking the case, but the following general rules will be sufficient guide to the Committee in the majority of cases where they cannot ascertain the facts from the man :—

- (a) A discharged man who has received or is receiving a gratuity may be assumed *not* to be an "attributable" case, unless on application to the Ministry the Committee are informed to the contrary. The only cases of a gratuity, and these will be few, which are "attributable" cases are those awarded under Art. 7 (1) of the Royal Warrant. (See Appendix A.)
- (b) A man in receipt of a pension of less than 5s. 6d. a week may always be assumed *not* to be an "attributable" case.
- (c) A married man with children in receipt of any pension of larger amount than 5s. 6d. but *not in receipt of children's allowances* may be assumed *not* to be an "attributable" case. There will be a few cases of men who if they had been Privates would have been awarded a Service pension under the old Warrants of 4s. 8d., but being of higher rank they receive a larger pension.

Payment of Allowances in "Attributable" Cases.

The general rule will be that where the Local Committee make arrangements for the man's treatment or

training and so become responsible for the charge in respect of such treatment or training, they will be responsible also for the allowances to the man and his family; and where on the other hand such arrangements are made by the Ministry, the Ministry will pay all charges and allowances. There will, however, be some exceptions to this general rule to be noted below.

In practice, the Local Committee will be responsible for making arrangements and for paying all allowances in cases of *training*, except for blind men sent to St. Dunstan's Hostel, or Newington House, Edinburgh, and unless in any particular case arrangements for special training are made by the Ministry.

In the following cases of *treatment* arrangements for admission will frequently be made by the Ministry, and, where this is done, the Ministry will pay all charges and allowances and the Local Committee should make no payments, *e.g.* :—

- (a) *Men in Asylums for the Insane* or boarded-out with relatives by the Lunacy Authorities or discharged on trial from Asylums. For these cases a Local Committee should make no payments. Where a man is removed to the Observation Ward of a Workhouse temporarily, pending admission to an Asylum, the Local Committee should recover the Identity Certificate and forward it to the Pension Issue Office, who will thereupon pay the allowance of 13s. 9d. to the man's wife (if any) and children's allowances, or if the man is unmarried, the allowance authorised by Instruction 34 to a dependant, and the Committee should make no payments. Any claim from the Guardians or Parish Council should be referred to the Pension Issue Office, Baker-street, W. 1.
- (b) *Men receiving treatment in a Sanatorium or Hospital on account of Tuberculosis.* Under the special arrangements (referred to on page 30) which are in process of being made, the Ministry will be notified on the man's admission to the Institution and will assume responsibility for all payments and allowances. This system will not, however, be in full working order for a little

- time, and meanwhile in any case which comes to the knowledge of the Local Committee, where such notification has not apparently been received and allowances are not being paid, the Local Committee should recover the ring-paper and pay the necessary allowance.
- (c) Men sent by the Ministry direct to special institutions for treatment in cases of paraplegia (paralysis), epilepsy, or neurasthenia. Cases arranged for by Local Committees will be paid for by them.
- (d) Men sent to limb-fitting hospitals. A very large number of such cases require less than a week's treatment, and only in exceptional cases does the treatment last longer than a fortnight or three weeks. In these cases, therefore, the Ministry will arrange for payment of all charges and allowances on notification from the hospital.
- (e) Men sent by the Ministry direct to orthopædic centres or to military or other hospitals for treatment where such treatment has been advised by a Medical Board on re-survey, that is, where the man is medically examined by a Board prior to renewal of a conditional pension.

Payment by the Ministry of all charges and allowances, where in the above cases the Ministry make the arrangements, is administratively more convenient, and when, as in most of the cases, the treatment is prolonged, central payment will be for the convenience of Local Committees. In cases likely to be of long duration the Local Committee should always notify the Pension Issue Office, and request that office to assume responsibility for all payments and allowances.

In all cases of payment by the Ministry the Local Committee will be notified.

*Procedure for payment of Allowances by
Local Committees.*

There are two kinds of allowances permitted to be paid by a local committee under Article 6 of the Royal Warrant and these Instructions, namely :—

- (a) Where the man, whilst still living at home and able to work at his ordinary occupation, has to

attend as an out-patient at a hospital under arrangements made by the Local Committee, his pension continues, but he may be given an allowance for loss of time and travelling expenses under Instruction 40.

- (b) Where the man cannot, owing to his treatment or training, or to the physical condition which necessitates either, work at his ordinary occupation, or at any other remunerative occupation which would provide him a livelihood, he may be given an allowance *instead of his pension* under Instructions 33 to 37.

Before any allowance can be paid it must be remembered that

- (1) The Local Committee must *in every case of treatment* obtain a medical *certificate or statement* giving in substance the information required by Instruction 10, to be kept by them in the first instance, as authority for any allowance paid, and to be forwarded on completion of the treatment to the Pension Issue Office.
- (2) If the case (whether one of treatment or training) is of the kind covered by (b) above, the Local Committee must recover the "ring paper" or Identity Certificate and forward it to the Pension Issue Office *before beginning to pay any allowance*. The Local Committee are not authorised to give the man a supplement so as to bring his pension up to the maximum rate as has hitherto been the practice under the Regulations of the Statutory Committee. The Committee must notify the allowances proposed to be paid on the prescribed form.
- (3) If the man is sent to live in an institution, 7s. a week must be deducted from the allowance credited to him as a contribution towards the cost of his maintenance. This will not apply where the man goes to a hostel during a course of training because in this case he is merely regarded as in temporary lodgings.
- (4) If he is sent to live in an institution he is entitled to be paid as personal allowance 5s. a week or such *lesser or larger* amount as the Minister may

in particular case or class of institution determine (Instruction 34A). Experience has shown that in certain classes of institution the necessary discipline and order cannot be maintained if the inmates are allowed more than a very small amount of pocket money. The Local Committee must enquire of the man whether he wants 5s. weekly or a less amount (if any) paid him; but they cannot exceed this amount without sanction. The balance of the amount (which, *e.g.*, in the case of a private would be 15s. 6d.) should, if he wishes, be paid to his wife or it may be accumulated and paid him on his *completion of the full course of treatment or training allowed*. If he gives up the treatment and leaves the institution contrary to medical advice he forfeits his right to the balance under Instruction 37 (b). If such a case occurs it should be at once reported to the Ministry for decision.

- (5) At the end of the treatment or training the institution should be paid the charges agreed on and the 7s. deducted from the man's allowance will go towards this payment.

APPENDIX A.

Extracts from the Royal Warrant and Regulations appended to the Order in Council for Pensions of Discharged, Disabled Soldiers and Sailors and the Widows and Dependants of Deceased Men.

The following extracts apply also to the cases of sailors and marines. Where an Article of the Royal Warrant differs from the corresponding Article in the Regulations appended to the Order in Council the latter is printed in italics.

PART I.—SOLDIERS (*Seamen and Marines*).

Minimum disablement pensions to disabled soldiers (*seamen and marines*).

1.—(1) A soldier (seaman or marine) discharged as medically unfit for further service, such unfitness being certified as either attributable to or aggravated by military (naval) service in consequence of the present war and not being due to the serious negligence or misconduct of the discharged man, may, if he is disabled in any of the manners set forth in the First Schedule to this Our Warrant (*Order in Council*), be granted a minimum pension at the weekly rates therein shown as corresponding to the degree of his disablement. In the case of injuries not shown therein, and in the case of disease, the pension may be assessed at the degree in the schedule which is held most closely to represent the disablement corresponding to the injury or disease.

A Warrant Officer or Non-Com. Officer entitled to a service pension may receive either a disablement pension on the lowest scale, as in the First Schedule for Warrant or Non-Com. Officers so entitled, in addition to his service pension, or a disablement pension as in the First Schedule according to rank for Warrant and Non-Com. Officers not entitled to service pension, in lieu of a service pension, whichever is more favourable.

The pension granted to a soldier (*seaman or marine*) who held paid acting rank at the time he was wounded, injured, or removed from duty in consequence of disablement may be at the rate appropriate to that rank.

6.—(1) In any case where it is certified that a disabled man should, in consequence of his disablement, undergo any special course of medical treatment or be treated in or at a sanatorium, hospital, convalescent home, asylum, or other institution, or where it is decided that he should receive training in a technical institution or otherwise, and he is deemed unable in consequence to provide for his own support and that of his family, there may be granted to or in respect of him, in lieu of any pension awarded to him, under the preceding Articles of this Our Warrant (*Order in Council*) for the period during which he is undergoing such treatment or training, and subject to such conditions as the Minister of Pensions may determine either—

Grants to and on account of disabled men under treatment or training.

(a) an allowance of an amount not less than that corresponding to the highest degree of disablement as shown in the First Schedule to this Our Warrant, and in the case of a man whose treatment or training necessitates the man living away from home, a further allowance which will secure to his wife and children or to a dependant supported by him up to the time when his treatment or training commences, an amount not less than the pensions and allowances to which, if eligible, they would have been entitled under Part II. of this Our Warrant; or

(b) an allowance equal to the maximum pension which would be payable to him under Article 3 of this Our Warrant if he were without earning capacity, whichever is the greater.

(2) A deduction of such an amount and under such conditions as the Minister of Pensions may determine, may be made from any allowance granted under subsection 1 of this Article, on account of the cost of the disabled man's maintenance in an institution.

(3) Any charges, fees or expenses in respect of the treatment or training of a disabled man that are not otherwise provided for may be paid under such conditions as the Minister of Pensions may determine.

(4) At the termination of any period of training as is

provided for in this Article, there may be granted to the disabled man an amount equal to the sum of 5s. for each week of the period during which he has been undergoing training.

(5) In any case where it is certified that a disabled man should, in consequence of his disablement, undergo medical treatment in circumstances which do not render him unable to provide for his own support and that of his family, but require him to absent himself from his work on one or more occasions in a week, there may be granted to him in addition to any pension awarded to him under the preceding Articles of this Our Warrant an allowance not exceeding 10s. a week for the time he is required so to absent himself, the allowance to be subject to such conditions as the Minister of Pensions may determine.

Allowance for attendance on disabled man.

6A.—In addition to any pension awarded under the foregoing articles there may be granted, under such conditions as the Minister of Pensions may determine, to or on behalf of a man disabled in the highest degree, an allowance not exceeding 20s. a week in any case where the constant attendance of a second person is necessary.

Minor disablement gratuities to disabled soldiers (seamen and marines).

7.—(1) In any case where the degree of disablement is assessed at less than 20 per cent., or where it is considered more in the interests of the soldier, a gratuity or temporary allowance may be granted in place of any pension and children's allowances. The grant will be subject to such conditions as the Minister of Pensions may determine, and its amount will not exceed 200l. and will depend on the extent of the disablement and on the other circumstances of the case.

Gratuities to soldiers (seamen and marines) for disablement not attributable to or aggravated by military service.

(2) A soldier (*seaman or marine*) discharged as medically unfit for further service, such unfitness being neither attributable to nor aggravated by military service, and not being due to the serious negligence or misconduct of the discharged man, may be granted a gratuity or temporary allowance. The grant will be subject to such conditions as the Minister of Pensions may determine. In exceptional circumstances it may amount to a sum not exceeding 150l., and generally it will depend on the extent to which the man is incapacitated, on the length and character of his service, and on the other circumstances of the case.

APPENDIX B.

SCALE OF ALLOWANCES TO DISABLED MEN AND WIVES PAYABLE UNDER INSTRUCTION 34.

Classification.	Rank.	*Allowance in respect of man.	Allowance to wife.
Warrant Officers, Class I.	Armament-Serjeant-Major. Armourer-Serjeant-Major. Bandmaster. Barrack Serjeant-Major. Conductor (Army Ordnance Corps). Corporal-Major. Farrier-Corporal-Major. Farrier-Serjeant-Major. Garrison-Serjeant-Major. Master Gunner, 1st Class.	s. d.	s. d.
	Master Gunner, 2nd Class. Mechanist-Serjeant-Major. Regimental Serjeant-Major. Schoolmaster (who has been promoted to Class I. Warrant Rank). Staff Serjeant-Major. Sub-Conductor (Army Ordnance Corps). Superintending Clerk.	42 6*	21 3
Warrant Officers, Class II., or Non-Commissioned Officers, Class I.	Battery-Serjeant-Major. Company-Serjeant-Major. Garrison Quartermaster-Serjeant. Master Gunner, 3rd Class. Quartermaster-Corporal-Major (Household Cavalry). Regimental Quartermaster-Serjeant. Schoolmaster (when not a Warrant Officer, Class I.). Squadron-Corporal-Major (Household Cavalry). Squadron-Serjeant-Major. Troop-Serjeant-Major.	37 6*	18 9

* Subject to proper deductions as specified in Instruction 34.

Classification.	Rank.	*Allow- ance in respect of man.	Allow- ance to wife.
		<i>s. d.</i>	<i>s. d.</i>
Non-Com- missioned Officers, Class II.	Battery-Quartermaster-Serjeant. Colour-Serjeant. Company-Quartermaster-Serjeant. Squadron-Quartermaster-Corporal. Squadron-Quartermaster-Serjeant. Staff-Corporal (Household Cavalry). Staff-Serjeant. Troop-Quartermaster-Serjeant.	35 0*	17 6
Non-Com- missioned Officers, Class III.	Corporal of Horse (Household Cavalry) Serjeant.	32 6*	16 3
Non-Com- missioned Officers, Class IV.	Bombardier. Corporal. Second Corporal. Also men in Class V., after— (a) 5 years' service as Bandsmen or Trumpeters of Cavalry. (b) 4 years' service with Military Police. (c) 1 year's service as Saddler or Saddle-tree-maker (House- hold Cavalry).	30 0*	15 0
Class V.	Driver Gunner Pioneer (Royal Engineers) Private Sapper Trooper When not entitled by service in the Band or as a Trumpeter of Cavalry or as a Saddler or Saddle- tree-maker in the Household Cavalry to rank in Class IV.	27 6*	13 9

* Subject to proper deductions as specified in Instruction 34.

Allowances to Seamen and Marines.

As regards the disabled seaman or marine the appropriate allowance should be arrived at by deducting from the man's *actual* pension the amount which corresponds to the degree of disablement shown in the report on Form N 230, together with the amount allowed in respect of children, and adding to the *remainder* of the pension the sum of 27s. 6d. The following instance may be given as a guide. If the man's pension is 17s. 6d. a week (including 3s. 8d. a week in respect of two children) and his disablement is shown as assessed at 40 per cent. the appropriate pension, viz., 11s. a week, plus the 3s. 8d. included for children, should be deducted, leaving a sum of 2s. 10d. a week, to which should then be added the allowance of 27s. 6d. a week for the highest degree of disablement, making a total of 30s. 4d. a week.

SCALE OF ALLOWANCES PAYABLE UNDER INSTRUCTION 34 TO WIVES OF SEAMEN AND MARINES.

Classification.	Rank.	Allow- ance to wife.
		<i>s. d.</i>
Marine Warrant Officers (Class I.)	R.M. Gunner. Physical Training Instructors at Eastney and Deal. Serjeant-Major. Bandmasters. Superintendent Clerk. Schoolmaster (after 12 years' service). Bandmaster (School of Music). Hospital Staff-Serjeant.	21 3
Marine Warrant Officers (Class II.)	Staff Clerk (R.M.O.). Schoolmaster (under 12 years' service). Quartermaster-Serjeant. Barrack-Quartermaster-Serjeant. Quartermaster-Serjeant Instructor. Company-Serjeant-Major.	18 9
Chief Petty Officers and Colour Serjeant.	Chief Petty Officer (O.S.). " Petty Officer (N.S.). " Petty Officer Telegraphist. " Armourer. " Bandmaster.	17 6

Classification.	Rank.	Allowance to wife.
Chief Petty Officers and Colour-Serjeant	Chief Carpenter's Mate. " Electrical Artificer. " Engine Room Artificer. " Ship's Cook. " Shipwright. " Sick Berth Steward. " Stoker. " Writer. " Yeoman of Signals.	s. d.
	Electrical Artificer. Engine-Room Artificer. Mechanician. Master-at-Arms. Ship's Steward. Naval Schoolmaster. Chief Motor Mechanic. Ward Master. Colour-Serjeant.	17 6
First-Class Petty Officers (O.S.) Petty Officers (N.S.) Serjeants of Marines.	Petty Officer, 1st Class (O.S.). Petty Officer (N.S.). Chief Boatman. Blacksmith. Cooper. Divisional Carpenter. Carpenter's Mate. Joiner. Leading Stoker, 1st Class. Painter. Plumber. Sailmaker. Ship's Cook. Ship's Corporal, 1st and 2nd Class. Ship's Steward, 2nd Class. Shipwright, 1st and 2nd Class. Sick Berth Steward. Stoker Petty Officer. Writer, 1st Class. Yeoman of Signals. Wireless Telegraph Operator. Petty Officer Mechanic. Engineman, R.N.R. Second Hand, R.N.R. Serjeant (Marines).	16 3

Classification.	Rank.	Allowance to wife.
Second Class Petty Officers, Leading Rates, Corporals of Marines.	Commissioned Boatman. Leading Boatman. Leading Shipwright. Leading Stoker, 2nd Class. Ship's Cook, 2nd Class. Yeoman of Signals, 2nd Class. Stoker Petty Officer. Armourer's Mate. Band Corporal. Blacksmith's Mate. Cooper, 2nd Class. Engine Room Artificer, 5th Class. Leading Carpenter's Crew. " Cook's Mate. " Seaman. " Signalmen. " Stoker. " Deck Hand. " Telegraphist. Painter, 2nd Class. Sailmaker's Mate. Sick Berth Steward, 2nd Class. Ship's Musician. Shipwright. Writer, 2nd Class. Wireman, 1st Class. Motor Mechanic. Corporal. Bombardier.	s. d. 15 0
	Naval Ratings below those described on Sheets 1 to 4 and Marines below Corporal.	A.B. (Able Seaman). Ordinary Seaman. Stoker, 1st Class. Stoker, 2nd Class. Signalmen. Air Mechanic. Air Craftsman. Armourer's Crew. Bandsman. Carpenter's Crew Boatman. Cook's Mate. Cooper's Crew. Officer's Steward

Classification.	Rank.	Allowance to wife.
Naval Ratings below those described on Sheets 1 to 4 and Marines below Corporal.	Officer's Cook.	13 9
	Sick Berth Attendant.	
	Ship's Steward Assistant.	
	Telegraphist.	
	Writer, 3rd Class.	
	Trimmer	
	Deck Hand	
	Seaman	
	Wireman, 2nd Class.	
	Motor Mechanic.	
	Private	
	Gunner	
	Bugler	
	Motor Driver	

ALLOWANCES FOR CHILDREN UNDER
THE AGE OF 16.

	s.	d.
For a first child	5	0
For a second child	4	2
For a third child	3	4
For each child after the third	2	6

INDEX.

	Instn. No.	Schedule.	Notes Page.
Accounting	43	—	—
Agricultural training in agricultural colleges, etc.	21	—	—
Allowances during treatment or training:			
General instructions as to	29-42	—	47
Scale for men living away from home	34 (A)	—	49
Scale for men living at home but unable to support themselves	34 (B)	—	49
Special allowances for men receiving out-patient treatment	40	—	50
Payable in attributable cases only	29	—	23, 48
Procedure for payment by recovery of "Ring paper"	34 (A)	—	48
Article 6 of Royal Warrant (text of)	—	—	52
Asylums: treatment of insane in	38	—	32
"Attributable" cases, eligible for both treatment and training	29	—	22
Bonus at end of training	36	—	—
Blind, training of	—	—	38
Burial, cost of, where man dies in institution	42	—	—
Certification. By Medical Board	11	—	26
By Medical Officer of Military or Naval Hospital	11	—	26
By Medical Referee	12 & 13	—	26
Deputy Director of Medical Services, consultation with	8	—	28
Eligibility:			
for treatment ("attributable" and non-attributable cases)	4(1), 29	—	22
for training "attributable" cases only	29	—	23
Epileptics	—	—	34
Hospitals and Institutions for treatment:			
Use of Military and Naval Hospitals	6	—	28
Arrangements with Civil Hospitals	6	I.	29
Hospitals to be approved	7	I.	—
Classification of Hospitals suitable	8	—	28
Arrangements with, to be approved...	7	—	28
Identity certificate:			
to be recovered before allowances paid	34	—	48, 50
to be returned to man after treatment or training completed	37	—	48
Institutional Treatment:			
Conditions of treatment	—	I., M	—
Charges	—	I., 2	—
Joint Committee	3	III., 5	28, 46
Limbless cases	—	—	36

	<i>Instn. No.</i>	<i>Schedule.</i>	<i>Notes Page</i>
Lodging for out-patients	—	—	38
" " men under training away from home	—	—	46
Medical certificate: necessary before treatment can be provided	10	—	25
given by Medical Board or Military Hospital	11	—	—
given by Medical Referee	12	—	26
Medical examination	12	—	26
Medical Referee: to be appointed by Minister	12	—	25
all cases to be examined before special treatment given (with certain ex- ceptions)	12	—	—
	(proviso)	—	—
Neurasthenics	—	—	33
Non-attributable cases eligible for treatment in or at an institution only	29	—	23
Orthopaedic treatment	—	—	37
Out-patient treatment: arrangements to be approved	7	—	—
conditions of treatment	—	I.	—
normal scale of fees	—	I.	—
Paraplegics (paralytics)	—	—	35
Period of treatment	14	—	—
Period of training	26	III. 8, IV. 9	—
Refusal of treatment	16	—	23
" " to conform to rules of institution or to carry out treatment	17	—	—
"Special" Trades	23	—	44
Surgical treatment, included in "Special" treatment	5, 13	—	27
Trade Advisory Committees	—	—	42
Training; concurrent with treatment	20	—	—
Forms of training deemed already approved	21	—	40
In technical institutes, conditions of .	22	III.	41
In factories or workshops, conditions of	21, 22	IV.	40
Factors to be considered in determin- ing training	25	—	39
Travelling, etc., expenses:— of patient for examination or treat- ment	13 (3)	—	—
of out-patient living at home... ..	40	—	50
of man sent for training	27	—	—
Treatment— Definition of special treatment	5	—	25
General practitioner treatment	—	II., 4	24
Forms of treatment, deemed to be already approved	6	—	28
Treatment in institutions not already approved	7	I.	—

	<i>Instn. No.</i>	<i>Schedule.</i>	<i>Notes Page.</i>
Treatment— <i>continued.</i> Treatment otherwise than in or at an institution	7	II.	—
Persons eligible for	4	2	22-24
Venereal disease	—	—	38
Withdrawal of allowances	17 & 28	—	—
Wages: Where paid during training to be taken into account	34	IV., 7	—
	(proviso)	—	—
of men after training	—	—	44
Withdrawal of training	28	—	—

国立公衆衛生院附属図書館

受入先	
受入日	
登録番号	
所 在	

Library, National Institute of Public Health

