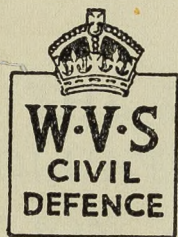


355.2447:325.331

✓

*Confidential*



# NOTES

*for the*

## GUIDANCE OF WOMEN'S VOLUNTARY SERVICES EVACUATION ASSISTANTS

*April 1939*

Pamphlet

355.  
370  
820  
941  
WOM

WOMEN'S VOLUNTARY SERVICES  
FOR CIVIL DEFENCE

41, TOTHILL STREET, LONDON, S.W.1



355.370820941 WOM

## NOTES FOR THE GUIDANCE OF WOMEN'S VOLUNTARY SERVICES EVACUATION ASSISTANTS

It is anticipated that Local Authorities will shortly be receiving a comprehensive memorandum from the Ministry of Health regarding Evacuation plans.

The following is intended as a guide to Women's Voluntary Services Evacuation Assistants who may be asked by their Local Authority to help in carrying out some part of these instructions or might in some cases be required to organise detailed reception plans. It is mainly designed for reception areas, but it is being sent for information to Women's Voluntary Services Representatives in evacuating and neutral areas. Appendix I contains suggestions for a possible scheme in neutral areas, if the Local Authorities should be contemplating any such measures.

**It should be clearly understood that methods and plans must differ according to locality and the following are therefore only suggestions to be adapted according to circumstances and the wishes of the Local Authority.**

This guide gives suggestions for the different forms of service which the reception of large numbers of children will make necessary under the following headings :—

- (I) Allocation of Buildings.
- (II) Reception at rail heads and dispersal to billets.
- (III) Care of the evacuated after arrival.
  - (i) Management of buildings.
  - (ii) Feeding.
  - (iii) Transport.
  - (iv) Health.
  - (v) Leisure.
  - (vi) Clothing and Equipment.
  - (vii) Children under five.
  - (viii) Maternity care.
  - (ix) Information bureau.

There will be a great deal of detailed organisation to be undertaken in respect of each and it is suggested that full use should be made of machinery already existing in the shape of voluntary organisations who would be willing to be responsible in their corporate capacity for the running of certain specific services.

To secure this it may be desirable to suggest the formation of a local Committee in the receiving Districts, under the chairmanship of a person nominated by the Local Authority, on which would be represented the voluntary organisations concerned and which would propose for the approval of the Authority the best means of covering

3800185019



the ground, such as the setting up of village or parish Committees. The local Women's Voluntary Services Representative might well undertake the executive work arising from such a Committee, and in Appendix II is given a list of the organisations co-operating with the Women's Voluntary Services for evacuation work whose services should be utilised together with representatives of all active local organisations whether formally linked with the Women's Voluntary Services or not.

It should be borne in mind that *nothing must be done without the approval of the Local Authority* and that if the Local Authority has already put some other plan into operation, the Women's Voluntary Services should limit its efforts to supplementing such plan or offering help to any existing organisation by linking it with the national plan for purposes of information.

### I. ALLOCATION OF BUILDINGS.

In allocating accommodation, the Local Authorities will need to bear in mind the various kinds of premises which may be required.

These are :—

1. Cookhouses or communal kitchens.
2. Houses for use as sick bays and isolation units.
3. Halls for recreational purposes.
4. Child Welfare Centre.
5. Day nursery or creche.
6. Houses suitable for Maternity Homes.

### II. RECEPTION AT RAILHEADS AND DISPERSAL TO BILLETS.

The Local Authority will appoint a responsible representative to take charge at the detraining station.

This representative may require assistance in providing the personnel to staff the railhead, which will vary according to the size of the station and the number arriving during the two days in which it is anticipated that the official evacuation will take place.

The following is an *approximate* estimate of the personnel required per shift :—

- 15 stewards per train for sorting and checking numbers ;
- 5 guides per train to conduct parties to bus heads ;
- 10 helpers per Canteen ;
- 4 clerks in office ;
- 3 attendants to look after the additional sanitary facilities which would have to be provided ;
- 3 nursing auxiliaries or V.A.D.'s under trained Nurse for First Aid Post.

Staff for rough accommodation which must be provided at or near railheads for emergency use of trainloads which might arrive too late to be sent on to their billets.

In the actual reception areas in which the children are to be housed the Local Authority will appoint Billeting Officers and supply them with the necessary record books. The Ministry has suggested that in some cases these Billeting Officers might be those persons who carried out the house-to-house Survey.

The Local Authority will give the Billeting Officers full instructions as to the procedure to be followed when delivering the children to the householder. It is suggested that with the approval of the Local Authority the Billeting Officers should arrange for the distribution of blankets and bedding prior to the arrival of the children.

Help may be required with the distribution of the iron ration which is to be provided to help the householder feed the children during the first 48 hours.

### III. CARE OF THE EVACUATED AFTER ARRIVAL.

Voluntary service will be required in connection with the following :—

- (1) Management of buildings.
- (2) Feeding.
- (3) Transport.
- (4) Health.
- (5) Leisure time activities.
- (6) Clothing and Equipment.
- (7) Care of children under 5 years of age.
- (8) Care of Maternity Cases.
- (9) Information Bureau.

#### 1. MANAGEMENT OF BUILDINGS.

- (a) The Local Authority will possibly be requiring persons to supervise groups of say 50 cottages or a street, to inspect billets periodically, and advise and help householders.
- (b) The Local Authority will probably earmark large empty or furnished houses for receiving children or mothers with their younger children. One Supervisor and a small Staff will be required to manage these houses. If Adults accompany the children they should be asked to help with the cooking, cleaning and laundry work under the Supervisor, but some Staff must be provided as the capabilities of the women would not be known beforehand.
- (c) Extra domestic helpers will be required in certain large houses and farm houses where a number of children are being received.
- (d) Staff will be needed for residential Homes for unaccompanied children under five.

*Note.*—See paragraphs (4) HEALTH,  
(7) PREGNANT WOMEN,  
(8) CHILDREN UNDER FIVE

for the personnel suggested for houses set aside for special categories.



## 2. FEEDING.

It is anticipated that many householders would be relieved if arrangements could be made for the children to be fed communally, except for breakfast and something light before bed. Such communal feeding arrangements would also be useful for other evacuated persons.

It might be advisable to test the feeling of the locality in this matter, if the Local Authority wishes it by visiting representative organisations. The householder would naturally be required to make a small payment for meals taken by the children in the communal kitchen.

If the majority are in favour of some form of communal feeding, the best plan is probably a combination of communal kitchen and cookhouse, *i.e.*, a place where the children are fed, but which also serves cooked food over the counter, so that adult refugees as well as those who are giving full, or even part-time service, can buy food, and take it home in containers, thus avoiding trouble and fatigue. Premises should be earmarked for use as communal kitchens and the necessary equipment collected. In some cases, it may be possible to use the school canteen or domestic science classroom.

It is hoped that arrangements will be made, as far as possible, to buy foodstuffs locally, so that local retailers cannot complain of loss of business. Sunday arrangements should be thought out, *i.e.*, whether children shall be fed and spend the day in their billets, or if there should be communal meals.

### Staff Required for Feeding Large Numbers.

(a) An administrative head who would cater, keep books and be responsible for money. Such persons should be fully qualified, and will have to be paid unless a suitable volunteer can be found. Local branches of the Association of Teachers of Domestic Subjects and the Institutional Management Association might be asked to keep a register of suitably qualified people. In some cases Domestic Science teachers accompanying the children might be utilised in this way, if the circumstances made the teaching of Domestic Science impossible, and if the Board of Education agreed for them to do this work, and not lose salary or pension rights. This Administrator might supervise a number of kitchens within a certain area, provided each was staffed with :—

(b) A manageress to deal with correspondence and send out orders. A voluntary worker of good standing in the locality might be found for this job.

In smaller areas (a) and (b) could be combined.

(c) A head cook trained in large-scale cooking.

(d) Assistant cooks, according to size of school unit.

(e) Voluntary workers such as kitchen assistants, pantry workers, waitresses and washers up. Older children should be used as much as possible on a rota, under supervision.

### Training.

Appendices attached :—

III. Communal Feeding.

IV. Practical Training in Canteen Work.

V. Syllabus of Lectures on Canteen Work and Communal Feeding.

## 3. TRANSPORT.

Transport will be needed as follows :—

- (a) To bring children from outlying farms and villages to school and take them back in the evenings.
- (b) To collect and distribute supplies if required.
- (c) To transport emergency hospital and clinic cases.

### Personnel.

1 driver and 1 or more assistants to each large vehicle.  
1 driver to each small vehicle.

## 4. HEALTH.

The Medical Officer of Health in the reception area will be in charge of the health of the evacuated children, and will probably arrange periodic inspections.

It is suggested that a house be set aside as a Sick Bay where minor ailments can be treated. A retired or married nurse could be in charge with assistants under her.

It might be possible to arrange for an Infant Welfare Centre in charge of a Health Visitor to be open at certain times if there is a large number of infants in any locality. This Centre could be attached to a Nursery School which had been moved as a unit.

Trained volunteers could also assist the district nurses, and might take over such work as the washing of chronic invalids and dressing of minor injuries, etc.

The Local Emergency Committees which are now being set up will recruit and train Nursing Auxiliaries who could be used for these purposes.

### Training.

Appendices attached :—

VI. Syllabuses for First Aid Courses.

VII. Syllabuses for Home Nursing Courses.

VIII. Syllabus for Short A.R.P. Course.

IX. Syllabus for Course on Care of Children from 5 to 15 years of age.



## 5. LEISURE.

The proper organisation of leisure time occupation of evacuated children is of great importance. It involves the provision of accommodation suitable for recreation and of properly trained and experienced leaders. The fact that there will be both boys and girls of varying ages should not be overlooked.

Local Juvenile Organisations should be consulted as to this part of the scheme. The Standing Conference of Juvenile Organisations is co-operating with Women's Voluntary Services for the consideration of problems relating to the provision of leisure-time occupation for evacuated children, and the local branches of the following organisations are being asked by their Headquarters to assist the Women's Voluntary Services local representatives in this work:—

- The Boys' Brigade.
- The Boy Scouts' Association.
- The Church Lads' Brigade.
- The Girl Guides' Association.
- The Girls' Friendly Society.
- The Girls' Guildry.
- The Girls' Life Brigade.
- The National Association of Boys' Clubs.
- The National Council of Girls' Clubs.
- The National Federation of Young Farmers.
- The Young Men's Christian Association.
- The Young Women's Christian Association.

When earmarking buildings for various purposes, Local Authorities should be reminded of the necessity for providing suitable accommodation for recreational facilities. Existing premises of the above organisations should be considered for this purpose.

With regard to the provision of experienced leaders, some of these may come with the children, but it may be possible to enrol in reception areas volunteers who would be prepared to undertake this work, and if any of them would wish to have some training and experience, arrangements could be made by Women's Voluntary Services Headquarters for this to be effected with a local branch of one of these organisations.

The activities suggested for leisure-time occupation would be the general activities of the youth organisations, including gymnastics, organised games, Keep Fit classes, handicrafts, horticulture and domestic work, etc. The question of equipment should be discussed with these organisations.

## 6. CLOTHING AND EQUIPMENT.

It is suggested that a small Clothing Sub-Committee might be formed to collect clothing and equipment for distribution to necessitous cases, either to the children or the householders. The size of

this Committee would depend on the population of the town or village.

This Committee might also collect the necessary equipment to run the Communal Kitchen.

Older women unable to volunteer for more active work might form a "Mending Pool" and help to keep the children's clothes repaired, and elderly men could perhaps take on the repairing of boots and shoes.

The washing of clothes and facilities for bathing, may in some cases present certain difficulties and consideration could be given to the organising of a communal Wash-house where clothes could be washed and baths obtained.

The provision of extra blankets will be very necessary and women might be asked now to use up odd wool by knitting it into squares which can be sewn together to form blankets.

## 7. CHILDREN UNDER FIVE.

Children under five will usually be accompanied by their mother, or some other adult. These latter will be expected to look after the children, but it must be anticipated that they could often be usefully employed in helping to look after the billeted children, if between them they can arrange to staff a day nursery or creche at which their children could stay during the day-time.

### Personnel Suggested for Day Nursery.

- 1 Superintendent (with child nursing experience) per 30 children.
- 3 Volunteer helpers per 30 children.
- 1 Cook with knowledge of food values.
- 1 Assistant cook.
- 1 Lavatory attendant.
- Household staff.

Houses might have to be set aside and staffed for the reception of unaccompanied children.

### TRAINING.

The National Council for Maternity and Child Welfare have co-operated with Women's Voluntary Services in drawing up the following syllabuses:—

- Appendix X.—Introductory Course on Child Welfare.
- Appendix XI.—Supplementary Courses on Child Welfare for
  - (a) Infants; (b) Toddlers.

Arrangements to start any of these Courses should be made through the local Medical Officer of Health. If a Course is started on any of the above Syllabuses, the National Council for Maternity and Child Welfare will set examination papers if the



classes are registered with the Women's Voluntary Services, Evacuation Department, at 41, Tothill Street, S.W.1. and certificates will be awarded to successful candidates.

### 8. MATERNITY CARE.

The general responsibility for the care of pregnant women will be in the hands of the Medical Officer of Health, but Women's Voluntary Services can assist if required by:—

- (a) Helping to earmark suitable houses for use as emergency maternity homes. These houses should accommodate about 20 cases (in separate rooms whenever possible).
- (b) Suggesting suitable personnel, *i.e.*,
  - (i) Cook.
  - (ii) Household staff.
  - (iii) Sewing woman.

The Resident Doctor, Matron, Sisters and Assistant Nurses being requisitioned by the Medical Officer of Health from the British Medical Association and the Local Emergency Committee for Nursing Reserve.

- (c) Selecting and staffing the necessary transport to take cases from billets to the nearest emergency maternity home, and bring them back later, either to the same billet, or to another if it is not suitable for an additional child.
- (d) Offering help to the local Medical Officer of Health for office assistance in keeping records such as checking up the numbers of pregnant women arriving and the approximate dates of confinements. Careful notes would be needed of their billets.

### 9. INFORMATION AND COMPLAINTS BUREAU.

It is suggested that the Women's Voluntary Services Office or some other place selected by the Local Authority should be used as an information bureau, with a person in charge at specified times to deal with enquiries, settle difficulties and deal with any problems which might arise, such as requests for exchange of children, unsuitable billets, etc.

If the question arises of some billets being undesirable, a suggestion might be made to the Local Authority that help could be obtained from the local Inspector of the National Society for the Prevention of Cruelty to Children.

Women's Voluntary Services for Civil Defence,  
41, Tothill Street,  
LONDON, S.W.1.

Telephone : Whitehall 7383.

April. 1939.

### APPENDICES.

- I. Scheme for organisation in neutral areas.
- II. Organisations co-operating with Women's Voluntary Services for evacuation work.
- III. Communal Feeding.
- IV. Practical Training in Canteen Work.
- V. Syllabus of Lectures on Canteen Work and Communal Feeding.
- VI. Syllabuses for First Aid Courses.
- VII. „ Home Nursing Courses.
- VIII. „ Short A.R.P. Course.
- IX. Syllabus for Course in care of Children 5-15 years of age.
- X. Syllabus of Introductory Course on Child Welfare.
- XI. Syllabus for supplementary Courses on Child Welfare for : (a) Infants ;  
(b) Toddlers.



## APPENDIX I.

## NEUTRAL AREAS.

## SUGGESTED SCHEME SHOULD DISASTER OCCUR IN THE VICINITY OF A NEUTRAL AREA.

In the neutral areas the problem of dealing with evacuation may arise should disaster overtake part of a town or its neighbourhood. Schemes have already been organised in Lancashire and other places with the full approval of the Local Authorities. Capable women organisers and social workers could form groups to plan the scheme in their own area. These groups might be divided into Committees for sections of the town, and each Committee should have a building allocated to them as their Canteen-Shelter. The Local Authorities will decide which buildings are to be used—choosing those not required for other purposes.

It is important to arrange the scheme so that the canteen should be set going and shelter available in the shortest possible time. To do this, the following suggestions may be worth considering:—

- (a) A plan should be made by each committee *to suit the building allotted to them.*
- (b) Preferably members of the committee should reside near the building where they will work.
- (c) Women members from any guild, church or chapel or other organisation in the immediate locality could be recruited, and might be invited to undertake special duties—making tea and hot drinks, preparing food, washing up, etc.
- (d) If the survey of the building shows a shortage of crockery, chairs, towels or other necessities, arrangements should be made to augment these—things might be borrowed from some adjacent Sunday School or club and members thereof could be made responsible to bring them to the Canteen-Shelter at once in case of need.
- (e) Temporary bedding arrangements may be required and a survey of the neighbouring houses might bring in offers :
  - (1) of hospitality or
  - (2) of loans of bedding which could be used in some part of the premises, or in a nearby empty house.
- (f) Special persons could be selected to care for lost children.
- (g) Clerical assistance to make lists of persons separated from their families would be a valuable service.
- (h) Rotas should be arranged so that the Canteen-Shelter could be open day and night.
- (i) A First Aid Box should be available in the charge of a suitably qualified person, so that minor injuries such as are likely to occur from quantities of broken glass, etc., could be dealt with, and so save the First Aid Posts. Other injured persons would, of course, be passed on to these or to hospital according to their need.
- (j) It would be well to have a list hung up of names and addresses of Doctors within easy reach of the First Aid Posts and Hospitals.

The advantages of a carefully thought-out scheme under what would necessarily be tragic circumstances, can well be understood, and would without doubt do much to give comfort and allay panic, and the example of a group of workers carrying out their several duties quietly and steadily would be of inestimable value.

As in all Women's Voluntary Services activities before being inaugurated this scheme should be submitted to the Local Authorities for their approval.

## APPENDIX II.

## ORGANISATIONS CO-OPERATING WITH WOMEN'S VOLUNTARY SERVICES FOR EVACUATION WORK.

Association of Assistant Mistresses in Secondary Schools.	National Council for Maternity and Child Welfare.
Association of Headmistresses.	National Council of Equal Citizenship.
Association of Hospital Matrons.	*National Council of Social Service.
Association of Inner Wheel Clubs.	National Council of Women of Great Britain.
Association of Recognised Private Schools.	National Federation of Women's Institutes.
Association of Teachers of Domestic Subjects.	National Free Church Women's Council.
Bank Officers' Guild.	National Labour Organisation.
Boy Scouts' Association—Lady Cub Masters.	National Spinsters' Pensions Association.
British Federation of Business and Professional Women.	National Safety First Association.
British Federation of University Women.	National Union of Teachers.
British Legion, Women's Section.	National Women Citizens' Association.
British Red Cross Society.	Over Thirty Association.
Central Council for District Nursing in London.	Personal Service League.
Chartered Society of Massage and Medical Gymnastics.	Queen's Institute of District Nursing.
Children's Country Holidays Fund.	St. John Ambulance Brigade.
The College of Nursing.	Soroptimist Clubs of Great Britain and Ireland, Federation of
Conservative Central Women's Advisory Committee.	Women's Advertising Club.
Electrical Association for Women.	Women's Advisory Housing Council.
Girl Guides' Association.	Women's Auxiliary Service.
Girls' Friendly Society.	Women's Employment Federation.
Institute of Labour Management.	Women's Engineering Society.
League of Remembrance.	Women's Farm and Garden Association.
Liberal National Council (Women's Division).	Women's Gas Council.
London and National Society for Women's Services.	Women's League of Health and Beauty.
London and National Society for Women's Service, Junior Council.	Women's Liberal Federation.
London Hospitals Street Collections Committee.	Women Public Health Officers' Association.
Medical Women's Federation.	Young Men's Christian Association, National Women's Auxiliary.
Midwives' Institute.	
National Association of Head-teachers.	

## INDIVIDUAL REPRESENTATION OF INTERESTS.

Church of England Women's Interests.	Roman Catholic Women's Interests.
Jewish Women's Interests.	Scottish Women's Interests.
	Welsh Women's Interests.

\* The N.C.S.S. has particular interest in leisure-time occupation and general social service work. Its local co-operating organisations (in some counties grouped together in a Rural Community Council) should be consulted.



## APPENDIX III.

## COMMUNAL FEEDING.

It is generally accepted that there is much to be said for the Communal Feeding of children. A properly regulated diet, which would have great benefit to the health of those concerned, can be carried out in this way at considerably lower cost. For this purpose, the Women's Voluntary Services Food Advisory Group has drawn up lists of equipment required for feeding in units of 100, 250, 500, 750 or 1,000 people which can be used as a guidance to Evacuation Assistants who may be asked to arrange feeding for large numbers.

Some Education Authorities provide school meals and therefore have this data already fully worked out, and will probably wish to follow their normal procedure. Where such experience and knowledge is not already available, this Memorandum should prove to be of assistance.

Menus must depend on the products available in war-time. It therefore would be impracticable to send out balanced diet sheets at this stage; but Menus will be worked out when it becomes known what substitute products would be available. A statement of quantities for specimen meals have been prepared and can be obtained together with the list of equipment for any of the units mentioned above. These lists are meant as a guide and should not be taken as a ruling. It should be borne in mind that industrial firms and private individuals, if asked, would no doubt be prepared to loan a certain amount of this equipment.

Women's Voluntary Services Representatives wishing to receive this data should write to the Evacuation Department at 41, Tothill Street, mentioning the size of the unit in which they are interested.

## APPENDIX IV.

## PRACTICAL TRAINING IN CANTEEN WORK.

Courses of practical training in canteen work have now been arranged in London. They are intended for those who are already able to cook but who wish to have extra information on general canteen management.

Volunteers can start on Mondays for a week's experience at any of the following:

- (1) King's College of Domestic and Social Science,  
Campden Hill Road,  
W.8.

(4 trainees per week, to report to the Bursar on Mondays, Tuesdays, Thursdays and Fridays, 11.30 a.m.-2.0 p.m.).

- (2) The Staff Restaurant,  
Messrs. Harrods, Ltd.,  
44, Hans Crescent, S.W.1.

(2 trainees per week, to report to Mr. Pester daily, 9.0 a.m.-4.0 p.m. except Saturdays).

- (3) Messrs. Marks & Spencer,  
458, Oxford Street, W.1.

(2 trainees per week, to report to the Staff Manageress daily at 9.0 a.m.).

## APPENDIX IV—continued.

- (4) The Staff Canteen,  
Messrs. Courtaulds, Ltd.,  
16, St. Martin's-le-Grand, E.C.2.

(2 trainees per week. Report to Mr. Buck, 9.0 a.m.).

- (5) The Cookhouse,  
1, Lyons House,  
Broadley Street, Marylebone.

(1 trainee per week, on Tuesday and Friday only, 11.0 a.m.-2.0 p.m.).

For those who would like to have a week's further training, a limited number of vacancies will be available in four of the London County Council School Kitchens (9.0 a.m.-3.0 p.m.).

An overall must be worn at each training.

Applications to attend these courses should be made to the Evacuation Department, Women's Voluntary Services for Civil Defence, 41, Tothill Street, S.W.1.

It is suggested that similar training should be arranged in places outside London, either through the Education Authorities or through industrial firms.

Messrs. Marks & Spencer have offered to take two trainees a week at each of their stores on the attached list.

To make the necessary arrangements to allow volunteers to take this training, Women's Voluntary Services Organisers should get in touch with the Staff Manageress of the stores which are situated in their area and at the same time notify the Evacuation Department at 41, Tothill Street, so that the necessary forms may be sent to them.

## PRACTICAL TRAINING IN CANTEEN WORK.

## LIST OF MARKS &amp; SPENCER STORES WHERE TRAINING CAN BE ARRANGED.

Store.	Address.	Telephone No.
Aldershot .. ..	38-42, Union Street .. ..	Aldershot 520
Andover, Hants .. ..	56-58, High Street .. ..	Andover 541
Ayr .. ..	40-48, High Street .. ..	Ayr 2543
Barking .. ..	34-42, East Street .. ..	Rippleway 3380
Barrow-in-Furness .. ..	193-197, Dalton Road .. ..	Barrow 1087
Basingstoke .. ..	19-21, Winchester Street .. ..	Basingstoke 204
Bath .. ..	16-17, Stall Street .. ..	Bath 2876
Battersea .. ..	45-49, St. John's Road, S.W.11	Battersea 4360
Bedford .. ..	1-3, Midland Road .. ..	Bedford 2845
Birkenhead .. ..	212-214, Grange Road .. ..	Birkenhead 4434
Bishop Auckland .. ..	15-17, Newgate Street .. ..	Bishop Auckland 490
Blackburn .. ..	43-49, King William Street .. ..	Blackburn 7508
Blackpool .. ..	49-55, Church Street .. ..	Blackpool 2568
Bognor .. ..	4c, London Road .. ..	Bognor Regis 1493
Bolton .. ..	45-49, Deansgate .. ..	Bolton 3815
Boscombe .. ..	603-607, Christchurch Road .. ..	Boscombe 2058
Bradford .. ..	16-20, Darley Street .. ..	Bradford 555
Brighton .. ..	195-200, Western Road .. ..	Brighton 6377-8
Bristol .. ..	29-31, Castle Street .. ..	Bristol 22327 and 20314
Brixton Road .. ..	448-450, Brixton Road, S.W.9	Brixton 2051-2
Burnley .. ..	107-115, St. James Street .. ..	Burnley 2667
Burton-on-Trent .. ..	22-23, High Street .. ..	Burton 3548
Cambridge .. ..	8-11, Sidney Street .. ..	Cambridge 5334



## APPENDIX IV—continued.

Store.	Address.	Telephone No.
Camden Town ..	143-145, Camden High Street, N.W.1	Gulliver 2054
Canterbury ..	34-36, St. George's Street ..	Canterbury 2987
Cardiff ..	72-76, Queen Street ..	Cardiff 5176 and 5177
Carlisle ..	42-46, English Street ..	Carlisle 1478
Castleford ..	57-59, Carlton Street ..	Castleford 2750
Catford ..	98-102, Rushey Green, S.E.6	Hither Green 4491-2
Chatham ..	154-158, High Street ..	Chatham 2978
Chelmsford ..	32-33, High Street ..	Chelmsford 2020
Cheltenham ..	117-119, High Street ..	Cheltenham 4990
Chester ..	22-26, Foregate Street ..	Chester 882
Chichester ..	16-18, East Street ..	Chichester 2598
Chiswick ..	236-240, High Road, W.4	Chiswick 4543
Colchester ..	38-39, High Street ..	Colchester 2696
Coventry ..	12-14, Smithford Street ..	Coventry 5443
Crewe ..	2-6, Market Street ..	Crewe 2741
Croydon ..	116-120, North End ..	Croydon 6041-2
Darlington ..	70-76, Northgate ..	Darlington 3843
Deal ..	41, High Street ..	Deal 15
Devonport ..	100-102, Fore Street ..	Devonport 70
Dewsbury ..	Northgate ..	Dewsbury 1411
Doncaster ..	9, Baxtergate ..	Doncaster 3514
Dorchester ..	48, South Street ..	Dorchester 665
Dudley ..	40-41, Market Place ..	Dudley 2544
Dundee ..	41-49, Murraygate ..	Dundee 3233
Durham ..	4-6, Silver Street ..	Durham 874
Ealing, West ..	92-94, The Broadway ..	Ealing 6031
Eastbourne ..	51-53, Terminus Road ..	Eastbourne 3538
East Ham ..	145-147, High Street North, E.6	Grangewood 2246
Edmonton ..	112-118, Upper Fore Street, N.	Tottenham 4064
Exeter ..	174-178, Fore Street ..	Exeter 5020
Falkirk ..	59-63, High Street ..	Falkirk 1098
Falmouth ..	44, Market Street ..	Falmouth 684
Felixstowe ..	55-57, Hamilton Road ..	Felixstowe 819
Fleetwood ..	68-74, Lord Street ..	Fleetwood 735
Folkestone ..	9-11, Sandgate Road ..	Folkestone 3418
Fulham ..	296-302, North End Road, S.W.6	Fulham 2051
Gillingham ..	151-155, High Street ..	Gillingham 5680
Glasgow ..	18-24, Argyle Street ..	Glasgow Cen. 4889
Glasgow ..	172-184, Sauchiehall Street ..	Glasgow Douglas 6097 and 2231
Gloucester ..	17-23, Northgate Street ..	Gloucester 2250
Grays ..	45-51, High Street ..	Tilbury 1051
Greenock ..	31, Hamilton Street ..	Greenock 1587
Grimsby ..	104-106, Freeman Street ..	Grimsby 4124
Guildford ..	53-54, High Street ..	Guildford 2411
Hackney ..	351-357, Mare Street, E.8	Amherst 4383
Halifax ..	2-6, Southgate ..	Halifax 2234
Hammersmith ..	27-33, King Street, W.6	Riverside 2861-2
Hanley ..	11-13, Upper Market Square	Stoke-on-Trent 29142
Harlesden ..	71-73A, High Street, N.W.10	Willesden 6902
Harrogate ..	38, Cambridge Street ..	Harrogate 4413
Hastings ..	30-34, Queen's Road ..	Hastings 3016

## APPENDIX IV—continued.

Store.	Address.	Telephone No.
Holloway Road ..	426-34, Holloway Road, N.7	North 3225-6
Hounslow ..	157-161, High Street ..	Hounslow 0809
Huddersfield ..	21-23, New Street ..	Huddersfield 4052
Hull ..	40-43, Whitefriargate ..	Hull 35583
Ilkeston ..	78-82, Bath Street ..	—
Ipswich ..	16-20, Westgate Street ..	Ipswich 3921
Kendal ..	20, Stricklandgate ..	Kendal 665
Kentish Town ..	301-305, Kentish Town Road, N.W.5	Gulliver 1627
Kettering ..	45-49, High Street ..	Kettering 3108
Kilburn ..	66-68, High Road, N.W.6	Maida Vale 7322-7323
Kilmarnock ..	72-76, King Street ..	Kilmarnock 1162
King's Lynn ..	57-60, High Street ..	King's Lynn 2175
Kingston-on-Thames ..	28-32, Clarence Street ..	Kingston 0393
Kirkcaldy ..	High Street ..	Kirkcaldy 2183
Lancaster ..	32-34, Penny Street ..	Lancaster 1212
Leamington ..	70-72, The Parade ..	Leamington 1792
Leeds ..	76-77, Briggate, 1 ..	Leeds 30533-4
Leicester ..	18-24, Gallowtreagate ..	Leicester 22533-6
Lewisham ..	122-126, High Street, S.E.13	Lee Green 4951
Lincoln ..	204-206A, High Street ..	Lincoln 1193
Liverpool ..	Compton House, Church Street, 1	Liverpool Royal 3626
Llandudno ..	61-63, Mostyn Street ..	Llandudno 6453
Lowestoft ..	82-86A, London Road ..	Lowestoft 978
Luton ..	40-44, George Street ..	Luton 167
Maidenhead ..	58, High Street ..	Maidenhead 1987
Maidstone ..	44-48, Week Street ..	Maidstone 2075
Mansfield ..	10-14, Westgate ..	Mansfield 1550
Marble Arch ..	458-464, Oxford Street, W.1	Welbeck 7954 (3 lines)
Margate ..	53-55, High Street ..	Margate 2331
Market Street ..	Rylands Buildings, Manchester, 1	Manchester Deansgate 4035-6
Morecambe ..	Euston Road ..	Morecambe 1280
Neath ..	14-15A, Green Street ..	Neath 565
Newbury ..	22, Northbrook Street ..	Newbury 1086
Newcastle-on-Tyne ..	83-89, Northumberland Street, 2	Newcastle 21341
Newport ..	10-12, Commercial Street (Mon.)	Newport 3685
Northampton ..	26-28, Gold Street ..	Northampton 2940
Northwich ..	24, Wilton Street ..	Northwich 246
Nottingham ..	5-15, Albert Street ..	Nottingham 40571-2
Nuneaton ..	4, Market Place ..	Nuneaton 640
Oldham Street ..	46-50, Oldham Street, Manchester, 4	Manchester Central 5872
Oxford ..	18-20, Cornmarket Street ..	*Deansgate 4035 Oxford 4405
Paisley ..	15-17, High Street ..	Paisley 4439
Pantheon ..	173, Oxford Street ..	Welbeck 0111-4
Peckham ..	54A-58, Rye Lane, S.E.15	New Cross 4018
Peterborough ..	40-42, Bridge Street ..	Peterborough 2889
Pontefract ..	1-3, Beastfair ..	Pontefract 397
Pontypridd ..	100-102, Taff Street ..	—
Poole ..	105-107, High Street ..	Poole 751
Portsmouth ..	163-173, Commercial Road ..	Portsmouth 4057

\* Extension from Market Street.



Store.	Address.	Telephone No.
Portsmouth	41-43, London Road, North End	Portsmouth 2945
Preston	118-122, Fishergate	Preston 2759
Putney	59-61, Putney High Street, S.W.15	Putney 2551
Redcar	37-7A, High Street	Redcar 751
Rhyl	63-71, High Street	Rhyl 778
Richmond	9-11, The Quadrant, Surrey	Richmond 3495
Romford	31-33, South Street	Romford 1380
Rotherham	27-29, College Street	Rotherham 554
Rugby	4, High Street	Rugby 2618
St. Albans	21, St. Peter's Street	St. Albans 1830
St. Helens	51-55, Church Street	St. Helens 3044
Salisbury	43-49, Silver Street	Salisbury 3724
Scarborough	7-8, Newborough	Scarborough 1057
Scunthorpe	73-77, High Street	Scunthorpe 719
Sheffield	76, The Moor	Sheffield 25331
Skegness	61-63, Lumley Road	Skegness 321
Slough	85-87, High Street	Slough 1817
Southend	56-62, High Street	Marine 67363
Southport	31-35, Chapel Street	Southport 4321
Stafford	32, Gaolgate Street	Stafford 946
Stirling	39, Port Street	Stirling 125
Stockport	53-57, Princes Street	Stockport 3724
Stockton-on-Tees	139-139A, High Street	Stockton 66169
Stoke Newington	154-156, High Street, N.16	Clissold 5209
Sutton	146-146B, High Street, Surrey	Vigilant 3081
Swansea	271-273, Oxford Street	Swansea 3411
Swindon	85-87, Regent Street	Swindon 3023
Taunton	40-42, Fore Street	Taunton 2873
Tooting	33-37, High Street	Streatham 9319
Torquay	29-33, Union Street	Torquay 4296
Tottenham	504-508, High Road, N.17	Tottenham 3278
Tunbridge Wells	33-37, Calverley Road	Tunbridge Wells 2470
Upton Park	358-362, Green Street, E.13	Grangewood 3832
Wakefield	18, Kirkgate	Wakefield 3164
Wallasey	301-303, Liscard Road	Wallasey 4428
Walthamstow	43-47, High Street, E.17	Walthamstow 3183
Walworth Road	311-315, Walworth Road, S.E.17	Rodney 3806
Warrington	24-26, Sankey Street	Warrington 1704
Watford	89-91, High Street	Watford 2836
Wembley	90-92, High Road	Wembley 3714
West Bromwich	171-175, High Street	West Bromwich 0900
Weymouth	6-8, Mary Street	Weymouth 1113
Wigan	11, Standishgate	Wigan 3396
Winchester	138-139, High Street	Winchester 1506
Windsor	131-132, Peascod Street	Windsor 1258
Wolverhampton	19-19A, Dudley Street	Wolverhampton 20305
Wood Green	46, High Road, N.22	Bowes Park 4872-3
Woolwich	55-63, Powis Street, S.E.18	Woolwich 0929
Worcester	39-40, High Street	Worcester 1670
Workington	62-62A, Pow Street	Workington 465
Worksop	64-66, Bridge Place	
Worthing	51-55, Montague Street	Worthing 4196
Wrexham	14-16, Hope Street	Wrexham 2523
Yarmouth	3-7, King Street	Yarmouth 2884
York	9-13, The Pavement	York 2996

## APPENDIX V.

## SYLLABUS OF LECTURES ON CANTEEN WORK AND COMMUNAL FEEDING.

## Lecture I.

## A CHILD'S REQUIREMENTS.

## THE TYPE OF FOOD AND MENUS.

In order to plan well-balanced meals the diet must supply :—

- Building material for growth and repair of the body.
- Protective foods for the maintenance of health.
- Food to provide energy and to produce heat.

## FOOD VALUES. ONE FOOD FROM EACH COLUMN IN EACH DAY'S MENU.

GROWTH FOODS.			FUEL.		
Protein.	Lime.	Iron.	Fats.	Sugar.	Starch.
Milk	Cheese	Egg Yolk	Butter	Treacle	Bread
Egg	Milk	Spinach	Cream	Syrup	Biscuits
Cheese	Cream	Oatmeal	Lard	Honey	Macaroni
Lean Meat		Red Meat	Dripping	Jam	Cakes
Fish		Green and	Margarine	Dried Nuts	Scones
Peas		Veg. Salad	Fat Meat		Rice
Beans					Sago
Nuts					Tapioca
Cereals					Custard

PROTEIN.		VITAMINS.			
Roughage.	Mineral.	A.	B.	C.	D.
All fibrous vegetables	All salad materials eaten raw	Egg yolk	Yeast	Oranges	Egg yolk
Cabbage	Celery	Liver	Yeast products	Lemons	Milk
Carrots	Lettuce	Herring	Bread	Tomatoes	Butter
Lettuce	Radish	Sprats	Vegetables	Raw salad	Cheese
Celery	Tomato	Butter	Fruit		Fish roe
Onions	Cress	Milk			Herring
All dried fruits and to a lesser extent fresh fruit		Carrots			Cod liver oil.
		Tomatoes			
		Watercress			

## PLANNING THE MENU.

Amount and variety of foods available.

Menus must be varied.

Costs little time or money to provide alternative dishes.

Such alternatives should be of equivalent nutritive value.

Remember that not more than two-thirds of purchased weight can be eaten.



APPENDIX V—*continued.*

## SPECIMEN MENUS.

*Breakfast.*—Porridge—bread and marmalade—tea or cocoa. Cereal—stewed or fresh fruit—bread and margarine, tea or cocoa. Herring or bacon or egg, bread and margarine, tea or cocoa.

*Dinner. The main meal.*

- Monday : Stewed beef and vegetables.  
Potatoes.  
Jam tarts.
- Tuesday : Shepherds pie.  
Greens.  
Treacle pudding.
- Wednesday : Toad in the hole—potatoes—peas.  
Stewed apricots, custard.
- Thursday : Irish stew—cabbage—apple tart.
- Friday : Fish pie—peas—fig or sultana pudding.
- Saturday : Boiled bacon—potatoes—beans—fruit tart.
- Sunday : Roast meat—baked potatoes—milk pudding.

\**Tea.*—Brown and white bread and butter or dripping. Fruit cake or gingerbread.

\**Supper.*—Cocoa or a milk drink—bread and butter, and as a special treat, soup, fresh fruit, or cheese.

## ALTERNATIVE SUGGESTIONS FOR MENUS.

*Breakfast.*—Porridge, Apples, etc.

*Dinner.*—Meat, Fish, etc.

- Braised flank.  
Irish stew.  
Steak or mutton pudding.  
Baked herrings.  
Fried fish.  
Scotch broth with dumplings.  
Bubble and squeak.  
Boiled beef.  
Sausage rolls. Sausages and mash.  
Meat pies.  
Rabbit.  
Pease pudding. Peas and lentil soup.

*Vegetables.*—Whatever is in season.

*Puddings.*—Tarts.

- Boiled puddings.  
Steamed puddings.  
Stewed fruit.  
Custard.  
Milk puddings.

\* NOTE I.—These two meals would probably be combined where children are fed at a Communal Kitchen.

NOTE II.—It must be remembered that rationing will be in force and menus will have to be planned accordingly.

APPENDIX V—*continued.*

## Lecture II.

## QUANTITIES AND PREPARATION AND SERVICE OF FOODSTUFFS.

1. *Quantities for Numbers Varying from 50 to 1,000.* (See Communal Feeding Memorandum, which can be had from the Evacuation Department, Women's Voluntary Services, 41, Tothill Street, S.W.1.)
2. *Preparation.*
  - Store dispensing.
  - Larder work.
  - Preparation of vegetables.
  - Methods of cutting up.
  - Time required for these operations.
3. *Cooking.*
  - Cooking timetable.
  - Roasting.
  - Baking.
  - Boiling.
  - Steaming.
  - Details on the handling of dishes supplied in the menus.
4. *Service.*
  - Dishing up, carving and service.
  - Time needed for dishing up and service.
  - Hot food.
  - Cold food.

## Lecture III.

## PURCHASING.

1. How to buy supplies for numbers.
2. Quantity and quality.
3. How to buy milk, bread, meat and fish, vegetables and fruit, groceries and provisions.
4. Storage of various foodstuffs, keeping qualities, etc.

## Lecture IV.

## THE PREMISES.

*Plan for ideal Central Kitchen and Canteen.* (See Communal Feeding Memorandum.)

1. *Kitchen.*
  - Cooking arrangements.
  - Stoves.
  - Preparation tables.
  - Sinks.
  - Airers and pulleys for kitchen cloths.
  - Layout.
2. *Larder and Storeroom.*
  - Ventilation.
  - Storage accommodation.
  - Layout.
  - Shelving.
  - Cupboards.



## APPENDIX V—continued.

## 3. Wash up.

Hot water supply.  
Sinks.  
Draining boards.

## 4. Service Room.

Ventilation.  
Service table.  
Hot plate for food.  
Cold table.  
Plate racks.  
Layout.

## 5. Dining Room or Canteen.

Ventilation.  
Heating.  
Counters.  
Layout.  
Pay-desk.

## 6. Cloakrooms.

Ventilation.  
Sanitary arrangements for staff.  
Sanitary arrangements for children.

*Adaption of existing room and make-shifts.*

*How to utilise odd equipment.*

*Making the best of difficult preimises.*

## Lecture V.

## EQUIPMENT.

- |                      |   |               |
|----------------------|---|---------------|
| 1. Heavy equipment   | } | Sizes.        |
| 2. Movable equipment |   | Construction. |
|                      |   | Quantities.   |
3. Equipment necessary for kitchen, larder, stores and washup. (See Communal Feeding Memorandum.)
4. Equipment required for Service, Dining Room and Canteen. (See Communal Feeding Memorandum.)
5. How to utilise equipment loaned.

## STAFF.

*Number of Staff required for a Communal Kitchen Catering for Numbers from 50 to 1,000.*

Staff for kitchen and larder.  
Staff for scullery.  
Staff for service.  
Staff for set meals.  
Staff for meals in containers.

## APPENDIX VI.

## SYLLABUS OF LECTURES ON FIRST AID.

## (a) FULL COURSE.

## Lecture I.

Introductory—Regions of the body, head and neck and chest, abdomen and limbs.

General principles of First-Aid Treatment.

Skeleton: Bones, their composition and structure; their names and general description.

## PRACTICAL.

*The Triangular Bandage.*—Materials, size, how to fold. Need for:—Slings; to keep a dressing in place; for a fracture when a splint cannot be used; to pad a splint; to hold a splint in position; to cover a wound; to arrest hæmorrhage.

*Slings.*—Large arm sling. Small arm sling. Knots.

## Lecture II.

*Joints.*—Their formation and varieties. Sprains. Dislocations. Signs and symptoms of treatment.

*Muscular System.*—Tendons. Injuries of tendons and muscles.

*Fractures.*—Causes of; varieties; signs and symptoms of. General treatment; slings; splints and how to apply them.

## PRACTICAL.

*The Triangular Bandage.*—To hold a dressing in place on: hand, elbow, shoulder, chest and back.

## Lecture III.

*Special Fractures.*—Spine, pelvis, femur, patella, treatment of fractures general, and for special fractures dealt with.

## PRACTICAL.

*The Triangular Bandage.*—To hold a dressing in place on: hip, knee, foot, head, eye.

Other uses of the triangular bandage.

## Lecture IV.

*Special Fractures and their Treatment.*—Leg, foot, scapula, upper arm, ribs, lower jaw.

## PRACTICAL.

*Splinting of Fractures.*—Upper limb; humerus, elbow, olecranon, forearm, wrist, metacarpal bones, phalanges.

## Lecture V.

*The Blood.*—The heart, the blood vessels; arteries, veins and capillaries. The circulation of the blood, the pulse. The course of the arteries—*hæmorrhage*. Signs and symptoms of, general treatment, varieties of, means of arresting, tourniquets.

## PRACTICAL.

*Splinting of Fractures.*—Lower limb; femur—femur, upper third, patella, leg bones, ankle, metatarsal bones.



**Lecture VI.**

*Pressure Points* and methods of arresting hæmorrhage in certain parts of the body.

*Varicose Veins.*

*Wounds.*—Varieties of, treatment of, dressings.

*Burns and Scalds.*—Treatment of.

*Stings*—Dog bite.

## PRACTICAL.

*Hæmorrhage.*—Methods of arresting, digital pressure, pad and bandage, pad and flexion, tourniquet, arteries and pressure points.

Hæmorrhage from hand or foot; method of arresting.

**Lecture VII.**

*The Nervous System.*—Anatomy and physiology of the brain and nerves; injuries of the brain; unconsciousness, causes of fits, their symptoms and treatment.

*Shock.*

*The Eye and Ear.*

*The Respiratory System.*—Suffocation, drowning, artificial respiration, injuries to the lungs.

## PRACTICAL.

*Artificial Respiration.*

*Treatment of wounds, burns, sprains, dislocations.*

**Lecture VIII.**

*The Abdomen and Digestive System.*—Anatomy—injuries to. Choking, vomiting, rupture.

Sudden child birth.

The lymphatic system.

*Poisons.*—Classification of—symptoms, treatment.

## PRACTICAL.

General revision.

## (b) SHORT COURSE.

**Lecture I.**

General principles of first aid.

The skeleton and general structure of the body.

(Detail, *e.g.*, names of smaller bones not necessary.)

Fractures—Causes, signs and symptoms.

Fractures—Varieties of.

Fractures—First aid treatment, general rules.

Shock—general description and outline of first-aid treatment.

Dislocations, sprains—First-aid treatment.

## PRACTICAL.

The triangular bandage and its uses.

Stings.

Splints.

First-aid treatment of fractures.

(General and refer especially to "special fractures," *e.g.*, skull, spinal column, ribs (complicated), pelvis and thigh.)

**Lecture II.**

The circulation of the blood (detail, *e.g.*, names of smaller arteries not necessary).

Hæmorrhage wounds (include internal hæmorrhage and wounds of the abdominal wall).

First-aid treatment—hæmorrhage and wounds.

Pressure points—flexion.

Tourniquets and improvised tourniquets.

Use and abuse of tourniquets.

## PRACTICAL.

First-aid treatment of fractures continued.

First-aid treatment of hæmorrhage and wounds.

Special reference to:—

Pressure points, flexion, tourniquets, use and abuse of, improvised tourniquets.

Methods of carrying an injured person:—

1. Hand seats, etc.

2. Elementary stretcher practice.

3. Improvised stretchers.

**Lecture III.**

Burns and scalds—First-aid treatment.

Action if clothes catch fire.

Insensibility—general description—general rules of first aid.

Asphyxia (including asphyxia from smoke, dangerous gases, and electrocution) and first-aid treatment.

Removal from an electric medium.

Artificial respiration (Schafer's method).

## PRACTICAL.

First-aid treatment of wounds and of hæmorrhage, continued.

First-aid treatment of burns and scalds.

Artificial respiration.

Methods of carrying an injured person, continued.

**Lecture IV.**

Shock and collapse—First-aid treatment.

Concussion and depression of the brain—First-aid treatment.

Hysterical attacks—First-aid treatment.

## PRACTICAL.

Revise all practical work.

Arrange for future monthly meetings for revision, practice and possibly inter-team competition.



## APPENDIX VII.

## SYLLABUS OF LECTURES ON HOME NURSING.

## (a) FULL COURSE.

**Lecture I.**

The nurse and her duties: Choice of the sick room—aspect, position, size, etc. Principles of ventilation—impurities of air. Preparation of room—the fire. Beds and bedding—position of bed, care of bedding and bed linen.

## PRACTICAL EXERCISE.

The roller bandage and its use. (Simple and reverse spiral—fig. of 8—spica hand, forearm and upper arm bandages.)

**Lecture II.**

Bedmaking—changing sheets, the draw sheet. Special beds—fracture, renal, rheumatism and accident beds. Special appliances: bed cradles; bed rest; knee pillows; sand bags; water pillows and air rings; hot-water bottles.

## PRACTICAL EXERCISE.

The roller bandage and its use. (Finger and elbow, thumb and shoulder spica.)

Demonstration of bedmaking, sheet changing, ordinary and special beds. Filling hot-water bottles, etc. Fowler position.

**Lecture III.**

Routine care of the patient.

Bathing and blanket bathing—temperature of baths, care of the back, mouth and hair.

Temperature of the body—normal and abnormal, the clinical thermometer.

How to take and record temperature, pulse and respiration—charts.

Abnormalities of pulse and respiration.

## PRACTICAL EXERCISE.

The roller bandage and its use. (Foot and ankle, leg and knee bandages. Spica of hip and groin.)

Demonstration of blanket bathing, care of mouth, etc.

Practise in the use of the clinical thermometer, taking of pulse and respiration and charting.

**Lecture IV.**

Observation of the urine and faeces—abnormalities.

Enemata.

Diet and the feeding of patients.

Administration of medicines.

## PRACTICAL EXERCISE.

The roller bandage and its use. (Capeline, eye and ear bandages.)

Demonstrations of feeding helpless patients.

Measures, hypodermic and enema syringes.

## APPENDIX VII—continued.

**Lecture V.**

Infection and infectious diseases—how infection is transmitted.

Methods of general disinfection.

The stages of infectious diseases.

Brief description of the most common infectious diseases.

## PRACTICAL EXERCISE.

The roller bandage and its use. (Breast, collarbone and stump bandages.)

Study of charts of various diseases—types of temperature and fever.

Demonstration of tracheotomy instruments and their use.

**Lecture VI.**

Surgical technique—Asepsis and antisepsis.

Requirements and preparation for a surgical dressing.

Inflammation—Signs, symptoms and treatment.

The application of heat and cold—Counter-irritants.

Antiseptics and disinfectants in common use.

## PRACTICAL EXERCISE.

The roller bandage and its use in surgical dressing.

Many-tail, Four-tail, and T-bandages.

Demonstration of surgical instruments and dressings and their sterilisation.

The application of medical and surgical fomentations, poultices, cold compresses, ice bags, etc.

**Lecture VII.**

Preparation for operation and the after care.

Requirements for general anaesthesia—Operation beds.

Sponging—Hot and cold packs, hot air baths.

## PRACTICAL EXERCISE.

Demonstration of operation bedmaking and nursing procedures.

Anæsthetic apparatus.

**Lecture VIII.**

Advanced nursing procedures.

Methods of artificial feeding.

Aspiration—Abdominal tapping and lumbar puncture.

Catheterisation—Administration of rectal saline.

Nursing in special diseases—Respiratory, cardiac, rheumatic, renal, and of the digestive system.

How to relieve cough and hiccough—Vomiting, its significance.

Nasal irrigation—Treatment of the throat.

Inhalations—Steam kettle and tent—oxygen.

## PRACTICAL EXERCISE.

Demonstrations of procedures and apparatus.

**Lecture IX.**

Bathing of the eyes—Syringing ears.

Drugs in common use.

Special diets.

Care of children and the feeding of infants.

Some common ailments in childhood.

## PRACTICAL EXERCISE.

Demonstration of procedures and apparatus.

Revision of roller bandaging.



APPENDIX VII—*continued.*

## (b) SHORT COURSE.

**Lecture I.**

The Nurse and her duties.  
The Sick room.  
Ventilation.  
Beds and bedding.  
Bedmaking generally.

## PRACTICAL.

The roller bandage and its use.  
Hand-Forearm-Upper arm-Thumb.

**Lecture II.**

Bedmaking.  
Changing sheets.  
The Draw sheet.  
Accident beds.  
Fracture beds.  
Bed cradles.  
Bed rests.  
Knee pillows.  
Water pillows and air rings.  
Hot-water bottles.  
Mackintoshes—Care of, how to improvise.

## PRACTICAL.

Demonstration of bed-making.  
The roller bandage—Elbow, finger, shoulder.

**Lecture III.**

Routine care of patient.  
Bathing and blanket bathing.  
Care of mouth, back, hair, etc.  
How to take and record temperature.  
Administration of medicine.  
Inhalations—The steam kettle.  
How to relieve cough.  
Vomiting.

## PRACTICAL.

Blanket bathing—Care of the mouth, etc.  
Practice in taking temperatures.  
The roller bandage—Foot, ankle, leg, knee.

**Lecture IV.**

Requirements and preparation of a surgical dressing.  
Asepsis and antisepsis—Home sterilization of dressings and instruments.  
Inflammation—Signs, symptoms, treatment.  
The application of heat and cold.  
Antiseptics and disinfectants in common use.  
Care in dealing with infectious cases.  
Bathing of the eyes.  
Special diets.

## PRACTICAL.

Dressings.  
Fomentations—Poultices.  
The Roller Bandage—Head, eye, ear, breast.

## APPENDIX VIII.

## SYNOPSIS OF FOUR LECTURE COURSE IN A.R.P.

1. *Introduction.*

Dangers of attack from the air :—

- (1) The Objects.
- (2) The Weapons employed :—
  - (a) High Explosive bombs.
  - (b) Incendiary bombs and how to deal with them.

2. *The dangers of attack (continued) :—*

- (c) Gas—Bomb and Spray.

Two main groups :—

Classification, with First Aid for Gas Casualties.  
Detection.  
Effect of the weather.

*Defence against air attack.*

First line—

The splinter, blast and gas-proofed room.  
Trenches.

3. *Defence against air attack.*

Second line—

The Respirator.  
Civilian.  
Use, care of.  
Inspection of.

4. *Outline of Air Raid Precautions organisation.*

What you can do to help—

- (a) In your home.
- (b) By volunteering.



## APPENDIX IX.

## CHILD CARE SYLLABUS FOR AGES 5—15.

This short series of Talks is intended merely for the guidance of those who expect to be helping to care for children of school age.

It does not rank for examination or certificate and in no way replaces either the Introductory or the Supplementary Child Welfare Courses for the "under Fives." If required, Synopses of Lectures 1, 2 and 3 can be supplied.

1. *Feeding.*

- (a) A balanced diet.
- (b) Requirements of different ages.
- (c) Budgeting.

2. *Hygiene.*

## (i) HEALTH RULES.

- (a) Cleanliness, care of skin and hair and teeth.
- (b) Ventilation and fresh air.
- (c) Exercise and sleep.
- (d) Clothing.

## (ii) PREVENTION OF AILMENTS.

- (a) Digestive troubles.
- (b) Constipation.

3. *Infection.*

- (a) "Cross-infection," dangers in groups of children.
- (b) Infectious diseases.
- (c) General nursing hints.

4. *Play and Spare-time Occupation.*

- Games.
- Handicrafts.
- Outdoor activities (gardening, care of animals, etc.).
- Prevention of home accidents.

## APPENDIX X.

## INTRODUCTORY CHILD WELFARE SYLLABUS.

This short syllabus is only advised when time for training is limited.

It should be pointed out that although intended primarily for those undertaking the care of young children, the principles of hygiene etc., are applicable to children of all ages.

A further syllabus will shortly be available for those intending to care for children of school age; but it is hoped that this will be taken as a complement, rather than as an alternative to, the attached syllabus.

When certificates are obtained for the above, the Supplementary syllabuses prepared by the National Council for Maternity and Child Welfare should be taken.

Instruction should be given by persons having approved experience in the teaching of Mothercraft, recommended by the Medical Officer of Health.

1. *Infant and Child Hygiene.*

## THEORY.

- (a) Cleanliness, care of skin and hair.
- (b) Ventilation, fresh air and sunshine (with special reference to groups of children).
- (c) Clothing of infants and young children.

## PRACTICAL.

How to bath a baby.  
Method of washing napkins and woollens.

2. *Feeding of Infants and Young Children.*

## THEORY.

- (a) Advantages of breast feeding.
- (b) Artificial feeding (emergency milk mixtures).
- (c) Feeding of children from 1 to 5 years.

## PRACTICAL.

Washing bottles and teats.  
Preparation of a feed.

3. *Infant Management.*

## THEORY.

- (a) The daily routine.
- (b) Sleep.
- (c) Exercise.
- (d) Habit training.

## PRACTICAL.

Emergency cots and bedding.

4. *Play and Occupation.*

## THEORY.

- (a) Independence and happiness of child.
- (b) Group play.
- (c) Discipline.

## PRACTICAL.

Suitable toys and games.  
Dangerous toys.



## APPENDIX X—continued.

5. *Prevention of Ailments.*

## THEORY.

- (a) Digestive troubles, diarrhoea and colic.
- (b) Constipation.
- (c) Colds.
- (d) Skin troubles, with special reference to sore buttocks, impetigo and scabies.
- (e) Rickets.

## PRACTICAL.

How to treat sore buttocks, skin and scalp troubles. First aid for burns and scalds.

6. *Infection.*

## THEORY.

- (a) "Cross-infection," dangers in groups of children.
- (b) Infectious diseases.
  - (1) Incubation.
  - (2) Isolation.
  - (3) Nursing hints.

Every effort should be made for students to make observation visits to:—

Infant welfare centres.  
Day nurseries.  
Nursery schools.  
Institutions where infants and young children can be observed.

*Films* on the subject will add to the value of the course, such as:—

Bathing and Dressing a Baby.  
Normal Breast Feeding.  
Recreative Exercises for Mothers and Toddlers.  
A Day at a Nursery School, etc.

## SHORT BIBLIOGRAPHY.

## FOR THE STUDENTS.

"To Mothers and Fathers," published by the National Association of Maternity and Child Welfare Centres and for the Prevention of Infant Mortality. (6d.)

"Infant Welfare Manual," published by the British Red Cross Society. (1s. 6d.)

"The Baby of To-day," Mrs. Langton Hewer. (6d., postage 1½d.)

Milestones Chart, the Mothercraft Training Society. (3d.)

Patterns of Infants and Toddlers garments from the National Council for Maternity and Child Welfare (patterns sold singly at 6d. each).

"Mothers' Cookery Book," published by the National Association of Maternity and Child Welfare Centres and for the prevention of Infant Mortality. (4d.)

## APPENDIX X—continued.

"Good Nutrition," pamphlet published by the Committee against Malnutrition. (1d.)

## FOR THE LECTURER.

"Mothercraft," published by the National Association of Maternity and Child Welfare Centres and for the Prevention of Infant Mortality. (2s. 6d., post free.)

"Mothercraft Manual," Mabel Liddiard. (3s. 6d., postage 4d.)

"The Care of Children from 1 to 5 years," Dr. John Gibbens. (1s. 6d.)

"The Nursery Years," Susan Issacs. (1s., postage 1½d.)

"Posture and Exercise for Young Children," published by the National Association of Maternity and Child Welfare Centres and for the Prevention of Infant Mortality. (6d.)

League of Nations—"The Problem of Nutrition," Vol. II. (Report on the Physiological Bases of Nutrition.) No. A. 12 (a), 1936, II. B. Published by Messrs. George Allen & Unwin. (6d.)

NOTE.—The above books can be obtained from:—

The Exhibitions Department,  
The National Council for Maternity and  
Child Welfare,  
117, Piccadilly,  
London, W.1.



## APPENDIX XI.

## SUPPLEMENTARY CHILD WELFARE SYLLABUS.

## (a) INFANTS.

This Syllabus is intended for women who have had instruction or experience in the care and management of young children or who have passed the examination on the introductory Child Welfare Syllabus.

There is a Supplementary Syllabus also for those who wish to specialise in the care of toddlers.

**Lecture I.**

## INFANT MANAGEMENT.

SCOPE OF LECTURE.—A revision of Elementary Lectures :—

II. The Normal Baby ;

III. Infant Hygiene ;

with the addition of :—

Errors in management (sore buttocks, scalp and skin affections, sore eyes, thrush, etc.).

Umbilical hernia and rupture.

PRACTICAL.—Students to practice bathing. Each student to have the opportunity for this at each succeeding practical class. Revision of the elementary class of washing napkins and woollies with the addition of treatment for sore buttocks and skin and scalp affections.

**Lecture II.**

## INFANT FEEDING.

(a) *Breast Feeding.*

SCOPE OF LECTURE.—The establishment of lactation. Beneficial effects of breast feeding on mother and infant. Diet of the nursing mother. Difficulties to be overcome.

PRACTICAL.—Films: "Normal Breast Feeding" (illustrating antenatal care, establishment of breast feeding and breast feeding at home; "Breast Feeding—Treatment of Difficult Cases.")

(b) *Artificial Feeding.*

SCOPE OF LECTURE.—A quick revision of Introductory Lecture II with the addition of :—

Complementary feeding. Test weighing. Comparison of the solids of human and cow's milk. Wet, dried and condensed milks. Signs of under and over-feeding. Digestive disturbances, vomiting, diarrhoea, constipation and colic.

PRACTICAL.—How to weigh the infant for a test feed. Demonstration showing the curd of human and cow's milk.

**Lecture III.**

## WEANING AND FEEDING UP TO 5 YEARS.

SCOPE OF LECTURE.—Weaning and the introduction of solids. Common mistakes and difficulties and how to overcome them. Teaching the child to feed himself. Feeding the toddler.

PRACTICAL.—Demonstration of suitable foods.

## APPENDIX XI—(continued).

**Lecture IV.**

## FOOD VALUES.

SCOPE OF LECTURE.—How to balance a meal. The prevention of deficiency diseases. The feeding of children in groups with special reference to the care of milk and water.

PRACTICAL.—Demonstration special tray for feed-making. The care of milk in the home and of bottles and teats.

**Lecture V.**

## NORMAL DEVELOPMENT.

SCOPE OF LECTURE.—Dentition and care of teeth, teething troubles, muscular development, mental activity, importance of environment.

PRACTICAL.—How to clean infant's teeth, teaching child to blow the nose. How to assist an infant to crawl and to walk. The prevention of thumb sucking.

**Lecture VI.**

## ACCIDENTS, AILMENTS AND INFECTIOUS DISEASES.

SCOPE OF LECTURE.—

(a) Accidents and how to deal with them (cuts, bruises, concussion, scalds, burns, etc.).

(b) Infectious diseases—

(i) Incubation period.

(ii) Notification and hospital provision.

(c) Vaccination and diphtheria immunisation.

PRACTICAL.—First aid for accidents, simple home nursing (temperature taking, washing and attending to the patient's needs, simple recipes for an invalid diet).

## SUPPLEMENTARY CHILD WELFARE SYLLABUS.

## (b) TODDLERS.

This Syllabus is intended for women who have volunteered to care for *Toddlers of 2—5 years* of age; and who have had experience in the care and management of young children; or who have passed the examination on the Introductory Child Welfare Syllabus.

There is a Supplementary Syllabus also for those who wish to specialise in the care of Infants.

In addition to six lectures, ten attendances at a Nursery School, Nursery Class, or Infant School will be required of all volunteers. Either a full morning or afternoon's practical work constitutes an attendance. Facilities for this work should be made available.

Instruction should be given by persons having approved experience in Nursery or Infant School work.

**Lecture I.***Hygiene.*

(a) Cleanliness, with special reference to heads, bathing, care of teeth and nails, nasal hygiene.

(b) Supervision of lavatory toilet.

(c) Ventilation, fresh air and sunshine.



APPENDIX XI—*continued.***Lecture II.***Feeding and Types of Food.*

- (a) How to balance a meal.
- (b) Importance of teeth-exercising food.
- (c) Amounts of fruit and vegetables desirable.
- (d) Importance of sufficient fluids.
- (e) Feeding of children in groups, with special reference to the care of milk and water.
- (f) Prevention of deficiency diseases.

**Lecture III.***Prevention of Ailments, Infection.*

Revision and expansion of Lectures V and VI in Introductory Course, *e.g.*,

*Prevention of Ailments.*

## THEORY.—

- (a) Digestive troubles, diarrhoea and colic.
- (b) Constipation.
- (c) Colds.
- (d) Skin troubles, impetigo and scabies.

PRACTICAL.—How to treat skin and scalp troubles. First Aid for burns and scalds.

*Infection.*

## THEORY—

- (a) "Cross-infection," dangers in groups of children.
- (b) Infectious diseases :—
  - (1) Incubation.
  - (2) Isolation.
  - (3) Nursing hints.

PRACTICAL.—Temperature taking.

**Lecture IV.***Child Management and its Problems.*

- Habit training.
- Bed-wetting.
- Independence.
- Development of Character.
- Fear and Self-Control.

**Lecture V.***Planning a Child's Day.*

- (a) Importance of play.
  - Opportunity for exercise.
  - Value of creative play.
  - Individual and group play.
- (b) Occupations.
  - Making and experimenting.
  - Story-telling.
- (c) Rest.
  - Amount of sleep required.
  - Daily rest.

**Lecture VI.**

- (a) *Improvised Equipment* in house and in nursery schools.
- (b) *Revision of Previous Lectures.*