

APPENDIX No. 4

STANDING ORDERS FOR A.A.M.C.¹ AUSTRALIAN CORPS

I. *D.D.M.S.*

Will receive and transmit orders and instructions from Corps and higher formations. Issue instructions approved by Corps and Circular Memoranda on technical subjects.

II. *A.D's.M.S.*

1. Will receive and transmit orders from Divisions and higher formations, and issue instructions in the form of Routine and A.A.M.C. Orders, Medical Arrangements, Circular Memoranda on Technical Subjects, and draft Orders relating to the health of the troops, Prevention of Disease, and Medical Arrangements for insertion in Divisional Routine Orders with the approval of the G.O.C.

2. Will make himself acquainted with and apply the principles outlined under the heading Medical Arrangements in "The Training and Employment of Divisions, 1918," S.S.135, issued by the General Staff.

3. Will ensure that Medical Officers on first joining the Division are in possession of these Standing Orders, and such Circular Memoranda and Instructions as he deems necessary for the proper performance of their duties, *e.g.*, Instructions for Medical Boarding, Treatment of Gas Poisoning, Orders relating to the disposal of Mental Cases, Epileptics, N.Y.D.N. Cases, etc.

4. Will inspect the Field Ambulances under his command when the Division is in rest, and also, by courtesy of the Brigade Commander, the Regimental Stretcher Bearers, Sanitary Detachments, Water Details, Maltese Carts with Medical Equipment, and Water Carts of the Brigade.

5. Will ensure that Field Ambulances and the Regimental Service undergo courses of training on the lines suggested in Appendices 1 and 2. A minimum course of 14 days per annum will be carried out in the order indicated, but not necessarily consecutively.

6. Will hold a conference of Quartermasters of Field Ambulances on the second day of each month. C.O's. of units concerned may attend if they so desire.

7. Will ensure that Dental Inspections of all troops are carried out regularly as opportunity offers.

8. Will arrange when the Division is at rest for accommodation for 50 patients per Field Ambulance, and at least five patients per Rest Post of units with Medical Officer attached, and so obviate the necessity of forming a Rest Station.

9. Will post Medical Officers joining the Division for the first

¹ Issued on 1 June, 1918.

time, and without previous experience in the field, to a Field Ambulance in order that they may undergo training to fit them to take Medical Charge of a Battalion. As a rule Regimental Medical Officers who have served from six to twelve months with a Battalion will be transferred to a Field Ambulance and trained for Command. When possible Officers will be interchanged between Brigades and their respective Field Ambulances, and thus promote efficiency and harmonious working which is so essential to the successful evacuation of sick and wounded.

10. Will ensure that the D.A.D.M.S. is fully conversant with everything passing through the office.

III. Commanding Officers of Field Ambulances.

1. Will ensure that an Officer, in addition to himself, sees everything that passes through the office.

2. Will ensure that Officers, and particularly newly joined Officers, make themselves acquainted with all orders affecting them, and particularly those concerning Field Medical Cards and the disposal of patients. A file of such orders will be kept in the orderly-room, and will be initialled by each Officer.

3. Regulations regarding Surgical Operations will be strictly observed. No major operations will be performed at Main Dressing Station without the consent of the Officer Commanding, who will be responsible.

4. Will instruct Medical Officers in charge Bearer sub-divisions to accompany the same into action unless otherwise ordered. In the event of a Regimental Medical Officer becoming a casualty the nearest Bearer Medical Officer will take his place and notify O.C. and A.D.M.S. promptly. When casualties are heavy Bearer Medical Officers will assist R.M.O's.

IV. All Medical Officers.

1. Will make themselves conversant with:—

- (a) F.S. Regs. Part ii, Chap. xi (Medical Services).
- (b) K. Regs. paras, 1841-1845, 1857-1860.
- (c) R.A.M.C. Training 1911, particularly Parts ii., iii.
- (d) Regulations for the Army Medical Service, particularly Appendix 51.

Those not in possession of these books can view the first two at the orderly-room of the unit to which they are attached, and the two latter at the nearest Field Ambulance.

2. Returning from leave will report to the A.D.M.S. If unable to report personally owing to unit being too far from Divisional Headquarters, report will be rendered by wire. Officers will not proceed on leave until relieved.

3. Will make a practice of reading Divisional Routine Orders *daily*. Orders are frequently issued which affect them, their patients, or the health of their unit. They will also make themselves acquainted with G.R.O's, A.R.O's, and C.R.O's in so far as they affect the Medical Service.

4. Will render returns called for promptly, on correct date and signed.

5. In charge of R.A.P's and Relay Posts will be responsible for maintaining authorised supply of blankets and stretchers at their posts.

V. Regimental Medical Officers.

1. Will indent on nearest Field Ambulance for Medical Equipment,

Drugs, Dressings, Comforts, etc.; if any difficulty is experienced in obtaining the same, they will at once report the fact to the A.D.M.S.

2. Unless specially ordered:—

- (a) Regimental Stretcher Bearers in action will not be allowed in rear of R.A.P's.
- (b) Field Ambulance Stretcher Bearers in action will not be allowed in front of R.A.P's.
- (c) Relay Stretcher Bearers in action will not be allowed in front of Relay Posts.

3. In event of an advance will instruct bearers with Companies to form Advanced R.A.P., and, when necessary move the R.A.P. to that point. R.A.P's, normally, will be in the vicinity of Battalion Headquarters. As a rule the 16 trained Stretcher Bearers will follow the Companies. The 16 surplus Bearers will be held in reserve.

4. Stretcher Bearers will be instructed to collect patients under cover during severe shelling, and to remove them when safe. Shell holes so used should be marked. A rifle with fixed bayonet, stuck in the ground near shell-hole makes a good marker.

5. When the front is narrow R.M.O's will arrange for their R.A.P's to be in close proximity in order that they may relieve one another. Two or more R.M.O's will not occupy the same R.A.P. unless perfect safety is assured.

6. During action applications for reinforcements, equipment, etc., will be forwarded to O.C. Advanced Dressing Station or to A.D.M.S. through Battalion or Brigade Headquarters.

7. Will at once inform A.D.M.S. and O.C. Ambulance i/c. Evacuation, of the location or change of location of R.A.P's.

8. Will at once notify regimental A.M.C. casualties to the A.D.M.S.

9. Will apply to the C.O. for the necessary material and labour for the construction of R.A.P's, which is a regimental matter.

10. Will forward broken stretchers and damaged equipment to the Field Ambulance, as these can be exchanged for new. All Medical Equipment must be accounted for and will not be disposed of without reference to the competent authority.

11. Will not retain patients in Rest Posts who are unlikely to be fit for duty within the period laid down in D.R.O's. Before a move or anticipated action all Rest Posts and R.A.P's will be cleared at least 24 hours previously.

12. Are responsible that Medical Equipment, Stretchers, Maltese and Water Carts are complete, and will at once report any deficiency or damage to same to the A.D.M.S. Water Details will always accompany Water Carts.

13. Will, after an action, at once indent to complete equipment and arrange with C.O. to complete establishment of stretcher bearers.

14. Will ensure that the infected blankets are sent with infectious patients to the Field Ambulance, others being drawn from the Field Ambulance to replace them.

15. Will train all the stretcher bearers in First Aid and Stretcher Drill, the Regimental Sanitary Detachment in Sanitation, and instruct the Water Details in the use of Poison and Water Test Cases on the lines laid down in Appendix 2.

16. Will make a daily sanitary inspection of the units to which they are respectively attached, and include any necessary remarks in the Daily Sick and Sanitary Reports, point out defects and suggest remedies

to the Orderly Officer. If no action results report in writing to the C.O., duplicate copy of report to A.D.M.S.

17. Will make arrangements for the Prophylactic Treatment of V.D. when the Division is at rest, and at all other times when possible.

18. When posted to a unit are under the orders of the C.O., and at the disposal of the A.D.M.S. Official correspondence will be forwarded through the C.O. Correspondence on technical subjects direct to the A.D.M.S.

19. Attached to Artillery Brigades will be disposed in action as follows: One at the wagon lines, and one forward with the guns, and arrange for mutual relief.

VI. Field Ambulances.

1. When moving in back areas will normally be ordered to move with and under the orders of Brigades with which they are grouped, who will billet them and their patients. When Brigades are employed tactically in forward areas, Field Ambulances will be disposed of to the best advantage by the A.D.M.S., after consultation with the "G" branch of the Division. When Field Ambulances are moving with the Division or a detached Brigade in enemy country, the following is the normal disposition:—

The Bearer Division with horsed ambulance waggons, one G.S. wagon, one water cart, and (if considered necessary) a proportion of a tent sub-division marches with and under the orders of their respective Brigades.

The Tent Divisions with transport less that detached to the Brigade, march with and in front of baggage sections of the Divisional Train and in rear of Divisional Ammunition Columns, and billets with the former.

The Motor Ambulances move up to the Brigade to clear patients at stated hours.

2. The composition of a Bearer Division if ordered on detached duty will be as follows, unless as otherwise stated:—

Bearer Division, less 7 wagon orderlies, 120 all ranks (less sick and men on leave)

Batmen	3
Transport Drivers	5

TRANSPORT

Horsed Ambulance Waggons	3
G.S. Wagon or Limber	1
Water Cart	1

VII. Sanitary Sections.

Sanitary Sections are normally administered by Corps and will be allotted fixed areas. In event of an Australian Division moving out of the Corps area, it will be accompanied by a Sanitary Section detailed by the D.D.M.S., and will be under the command of the A.D.M.S.

A Sanitary Section may be attached to an Australian Division within the Corps area, and will then move with and under the orders of the Division, and be responsible for the sanitation of the Divisional area.

When attached to Divisions, will be employed as follows:—

Personnel allotted to Brigades and Groups of units within the

Divisional area as inspectors who will inspect, advise, and report daily to O.C. Sanitary Section.

Personnel allotted for the inspection, marking and testing of water supplies within the Divisional area, and the examination of storage tanks and water carts.

When possible a workshop will be instituted where instruction will be given in methods for the construction and improvisation of sanitary appliances from material readily available to the troops.

Cases of non-compliance with Sanitary Regulations will be reported to the A.D.M.S., who will obtain action by forwarding the report with his comments to the "A" Branch of the Division.

VIII. Dental Units.

Attached to Field Ambulances and Div. Artillery:—

1. Will be disposed to the best advantage by the A.D.M.S., and as far as possible be always allotted to the same Brigades or groups of Units.

2. Attached to Divisions will move with a maximum equipment weight of 350 lbs. Such surplus stores and equipment as are accumulated during stationary warfare will be disposed of under the directions of the S.O.A.D.S.

IX. Special Returns and Reports.

Will be rendered as follows:—

Pro-forma.	Detail.	By Whom rendered	To Whom rendered	When.	Appendix
A.	Regimental and Field Ambulance Equipment	Q.M's.Fd. Amb	A D M S. Through C O.	Last day of Month	3
B.	Distribution Report	O C Fd. Amb to c evac. from line	A D M S	Within 3 days of taking over line.	4
C.	Ambulance Waggons	O.C Fd Amb	A.D.M.S.	Daily.	5
D.	Surplus Blankets and Stretchers	A D M S	D D M S	Within 3 days of taking over line.	6
E.	Medical Arrangements	A D M S	D D M S. and Copies to all concerned	Within 3 days of taking over line	7
	Fd Amb R O (Copy)	O.C.Fd. Amb	A D M S	Daily.	
	Sick and Sanitary Report (Pro-forma at discretion of A D M S)	R M.O	A D M S	Daily.	

For the purpose of Return Pro-forma "A," A.D.M.S. will affiliate units of the Division in proportion to Field Ambulances in addition to their respective Brigades.

X. Training.

Will be carried out on the lines suggested in Appendices 1 and 2.

APPENDIX 1.—Suggested Syllabus of Training for Field Ambulances of the Australian Corps.

Day	Morn. 7-7.30	FORENOON		AFTERNOON
		9 30-11	11.15-12.15	2-4.30
1st	Phys. Exer.	Stretcher Drill R.A.M.C. Tg., Par. 380-384.	Squad & Com. Drill, Guard & Picquet Duties.	Practical Instruction First Aid R.A.M.C. Tg., Ch. 30-33 (Bandaging, etc.)
2nd	Ditto	Stretcher Drill R.A.M.C. Tg., Par. 384-397.	Squad and Company Drill Signalling.	Ditto
3rd	Ditto	Stretcher Drill R.A.M.C. Tg., Par. 397-399.	Squad and Company Drill Signalling.	Ditto R.A.M.C. Tg., Ch. 34 (Bleeding, etc.)
4th	Ditto	Stretcher Drill R.A.M.C. Tg., Par. 397-401.	Squad and Company Drill Signalling.	Ditto R.A.M.C. Tg., Ch. 35 (Fractures, etc.)
5th	Ditto	Stretcher Drill R.A.M.C. Tg., Par. 401-405.	Squad and Company Drill Signalling.	Ditto Ch. 35-36 and application of Thomas Splint
6th	Ditto	Stretcher Drill R.A.M.C. Tg., Par. 401-406.	Squad and Company Drill Signalling.	Tent pitching and prepara- tion of tents for Patients R.A.M.C. Tg Part IV Ch 25 Section 416-430
7th	Ditto	Stretcher Drill, R.A.M.C Tg., par. 377-405		Lecture, First Aid, R.A.M.C. Tg., Ch. 37-42
8th	Ditto	Stretcher Drill R.A.M.C. Tg., Par. 377-405.	Lect. & Practical Demonstra- tion R.A.M.C. Tg. Transport of Wounded. Ch. 18, Par. 295-300	Checking equipment and examining contents. Water and Poison Testing cases and explanation of Sanitary Methods in the Field
9th	Ditto	Stretcher Drill R.A.M.C. Tg., Par. 377-405.	Ditto Chapter 18, Par. 303-321.	Practical Instruction First Aid R.A.M.C. Tg. Ch. 30- 33. (Bandaging, etc.)
10th	Ditto	Formation and Movement of Ambulances R.A.M.C. Training, Ch. 21.		Ditto R.A.M.C. Tg., Ch. 34-35, and application of Thomas Splint
11th	Ditto	Stretcher Drill R.A.M.C. Tg., Par. 377-405.	Squad and Company Drill.	Tent Pitching, Guard and Picquet Duties, and pre- paration of operating tent and tents for sick.
12th	Ditto	Prep of G.S. waggons, etc. for patients. R.A.M.C. Tg. Ch. 18, 337-348.	Pract Dem. of Fld. C'k'g. R.A.M.C. Tg. Ch. 26.	Practical Sanitation R.A.M.C. Tg., Ch. 12.
13th	Ditto	Packing and loading Field Ambulance Equipment. Equipping Field Amb. Waggons.		Formation of Dressing Stn and laying out of Fld. Amb. encampment for reception of wounded. Preparation of D.C.S., Bivouacs and Shelters. Chapter 15.
14th	Ditto	Route March—Formation and Movement of Ambulances. R.A.M.C. Training, Ch. 21		

This Course should be carried out in the order indicated, but need not be carried out consecutively, but as opportunity offers. The training should be a minimum course of 14 days per annum. The C.O. will detail Officers, W.O's, & N.C.O's to carry out the training. In addition to this Course, Lectures should be arranged for on Duties of N.C.O's, Clerical Duties, Evacuation of Wounded, Field Medical Organisa- tion, Sanitation, and Elementary Anatomy and Physiology, and by members of the D.H.Q. Staff to Officers on Military Law, Geneva Convention, Care of the Horse, Supplies, etc. Arrangements should be made for the attendance of R.M.O's.

APPENDIX 2.

Suggested Training for
REGIMENTAL MEDICAL SERVICETEXT BOOK
R.A.M.C. TRAINING—1911
STRETCHER BEARERS(a) *First Aid.*

PRACTICAL

- (1) Application of Splints.
- (2) Application of Dressings.
- (3) Checking of Haemorrhage.
- (4) Bandages & Bandaging.
- (5) Improvisation.

REFERENCE

- Part V., Chap. 35
Part V., Chap. 32, 33.
Part V., Chap. 34.
Part V., Chap. 30.
Part V., Chap. 44

LECTURES

- (1) First Aid. Part V., Chap. 27, 28,
29.
- (2) Transport of Wounded. Part III., Chap. 18,
especially Para. 306.

(b) *Stretcher Exercises.*

- Part IV., Chap. 22,
Paras. 380 to 402,
Para. 405.

REGIMENTAL SANITARY DETACHMENT

PRACTICAL	Improvisation of Sanitary Appliances.	
	Latrines.	Grease Traps.
	Refuse Pits.	Incinerators.
	Destructors.	Ablution Places
	Urinals.	

LECTURES

- Sanitation of Camps, Bivouacs, Billets. Part II, Chap. 12.

WATER DETAILS

PRACTICAL

- (1) Water and Poison Testing.

LECTURES

- (1) Principles of Disease, Prevention. Part II., Chap. 6.
- (2) Control of Infection. Part II., Chap. 7
- (3) Water Supplies. Part II., Chap. 8
- (4) Purification of Water. Part II., Chap. 9
- (5) Infectious Cases. Part V., Chap. 46.
- (6) Care of Feet. Part II, Chap. 11,
Para. 114.

C.O's Field Ambulances will furnish Drill Instructor on application by R.M.O.

APPENDIX 3.

Pro-forma A.

AUSTRALIAN FIELD AMBULANCE.

Monthly Report of Quartermaster on Medical Equipment of Field Ambulances and affiliated Units for Month Ending

UNIT	Water Bottles (medical)	Medical Companions	Surgical Haversacks	Field Medical Panniers	Reserved Field Med Panniers	Field Surgical Panniers	Field Fac. Boxes	Res Dressing Boxes	Haversacks with shell dressings	Cases, Water-testing poisons.	Cases, Water-testing	"S. B." Armlets	Ammonia Capsules	Thomas Splints	Suspension Bars	Wheeled Stretchers	Oxygen Cylinders	Oxygen Masks	Primus Stoves	Stretchers with Sinks Complete	Remarks
Scale for Reg. Unit	2	1	1	1	prs.	prs.		8	1	1	1	20	10%	2	2				1	10	Such as under:—
A.I. Bn.																					"All ages Indented for"
"																					"F.M. Panniers destroyed by shell-fire"
"																					9-10-17.
Div. Train																					"1 Med. Companion unaccounted for"
D.A.C.																					Tents
San. Sec.																					OP
Scale for Field Amb	27	6	21	3	1	3	3	6	18	2	2			22	22	7		1	6	72	Tents circ.
Field Amb.																					3
																					12

Lieut.-Colonel,
Aust. Field Amb.

C.O.

Aust. Field Amb.

Q.M.

N.B.—Scales to be amended when necessary. Scale for Sanitary Sections need not be shown.

APPENDIX 4.

Pro-forma B.

Distribution Report Australian Field Ambulance.

Date

Post	Map Location	Blankets	Stretchers	Ambulance Personnel at present at Posts	Ambulance Personnel wanted in case of heavy casualties	Evacuation Routes
R.A.P.						
R.A.P.						
R.A.P.						
Bearer R.P.						
Bearer R.P.						
Bearer R.P.						
A.D.S.						
R.A.P.						
R.A.P.						
R.A.P.						
Bearer R.P.						
Bearer R.P.						
Bearer R.P.						
A.D.S.						

() Right Sector () Left Sector ()

Lieut.-Col.,
Australian Field Ambulance.

C.O.
N.B.—When necessary add columns for M.D.S., Motor Posts, D.C.S., etc.

APPENDIX 5.

Pro-forma C.

Australian Field Ambulance.
Daily Return of Ambulance Waggon.

	Fords	Sunbeams	Horse Waggon	Motor Cycles	Date	Remarks
Fit for duty	1	4	1	1		Ford } In Workshops Sunbeam } 2 Horse Amb. incomplete 1 Cycle proceeding to Work-shops
Unfit for duty	1	1	2	1		
TOTAL	2	5	3	2		

Lieut.-Colonel,
Australian Field Ambulance.
CO.

APPENDIX 6.

Pro-forma D.

AUSTRALIAN DIVISION.
Return of Stretchers and Blankets held by Australian Division.
Surplus to Mob. Table Equipment.

	Stretchers	Blankets
Field Ambce		
Field Ambce.		
Field Ambce.		
TOTALS		

Headquarters,

, 1918

Colonel,
Australian Division.

A.D.M.S.

APPENDIX 7. Secret. Medical Arrangements Aust. Div. *Pro-forma E.*
 Line Held to Map References

LINE	R.A.P.'s	Relay Posts	Motor and Wagon Posts	Adv. Dressing Station	Main Dressing Station	Div. Collect'g Station	Evacuation
Left Bde.							Routes, Alternative Routes, and Method of Evacuation from R.A.P.'s to C.C.S. will be shown here.
Right Bde.							

DISTRIBUTION:

Aust. Fd Amb.	{ No. No. No. No. }	Motor Ambcc. Convoy
Aust. Fd. Amb.		Adv. Depot Med. Stores
Aust. Fd. Amb.		Mobile Lab.
Dental Unit No.		C.C.S. Infectious Cases.
Dental Unit No.		C.C.S. Ophthalmic, N.Y.D.N., N.Y.D. Gassed, S.I.W.
Dental Unit No.	No.	C.C.S. Sick and wounded
Dental Unit No.		Aust. Branch B R.C.S. at
A.D.M.S.		

Headquarters,

, 1918.

Colonel,
 A.D.M.S., Australian Division.
 "L9.c.6.6.
 Menin Road."

N.B.—Map Locations and distinctive names (if any) required, e.g. Under Column headed A.D.S. Menin Road."

Under Column headed R.A.P. "J.2.d t.I., The Tunnels."

Columns will also be added for D.R.S. or C.R.S., etc., when necessary.

Under Distribution, Headquarters of Units will be shown e.g.—"Aust. Fld. Ambulance, A.D.S., Menin Road Evacuation, from Div'l. Front." No. Adv. Depot Medical Stores—Prcigny.