

Mari cure

NVQ level 2
beauty therapy
lecturer copy

WWW.BEAUTYPACKAGES.CO.UK
SAMPLE PAGES 2010



Manicure Contents

1 Introduction to manicure

NVQ Level 2 Beauty Therapy



Introduction to manicure

Manicure Package

A normal manicure will usually take approximately 30-45 minutes. A luxury manicure will take up to 1 hour and this will normally include additional treatments such as hand masks, paraffin wax and

The manicure treatment can vary within salons depending on the product range used; however, the basic principles remain the same.

The reasons for performing a manicure treatment are:

- to give a well groomed impression
- to keep the nails well shaped
- to improve the nail condition
- to maintain the skin of the hands and arms in a soft condition
- to keep the cuticles neat, attractive and healthy
- to provide the perfect frame work for the application of enamel
- to improve the appearance of the hands
- to encourage the client to grow their own nails naturally
- to allow the client to feel relaxed and pampered

2 Legislation

4 Sterilisation

8 Cost effectiveness

10 Professional ethics

14 Equipment & materials required for a manicure

15 Effects of incorrect use of manicure tools

16 Manicure products

17 Preparation

19 Consultation

20 Record keeping

22 Contra-indications

33 Assessment of the hands, nails & cuticles

34 Characteristics of different nail types

39 Skin & cuticle condition

41 Manicure procedure

43 Nail shapes

45 Filing the nails

46 Buffing

48 Cuticle work

49 Massage

52 Massage routine

54 Enamelling

59 Male manicure

NVO Level 2 Beauty Therapy



Male manicure

Manicure Package

How would you adapt your manicure for a male client?

- The manicurist would use deeper movements in the massage.
- You may need to spend more time removing dirt from under the fingernails.
- You would not use a coloured enamel.
- Apply a matt finish clear enamel or buff to a shine.
- The preferred nail shape would be short - square or rounded.
- Un-perfumed hand lotion or massage oil would be more comfortable.
- Hot towels would often be used to remove excess hand lotion or oil.

Remember all clients have different requirements and so it is important to practice male manicures to gain experience in this area.

60 Hand & nail treatments

64 Contra-actions

66 Aftercare advice

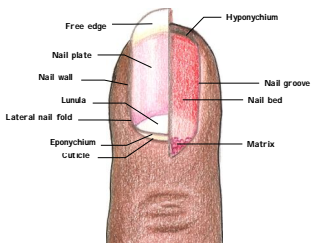
69 Structure of the skin

72 Appendages of the skin

77 Structure of the nail

The Structure of the Nail

Task
Label the diagram of the nail



Function of the nail

The Functions of the nail are to:

- aid manipulation
- heighten the sense of touch
- provide rigid support at the end of the finger
- protect the end of the finger bone
- scratch and groom

81 Function of nail structures

82 Facts about nail growth & structure

Manicure Level 2

Facts About Nail Growth & Structure

Did you know?

There are 3 main regions of the nail: the **root**, the **body** and the **free edge border**.

The **root** is the part of the nail that is embedded in the skin. It is the **matrix** where the nail cells are produced. The **body** is the part of the nail that is visible on the finger. It is made up of **keratin** cells that are pushed together to form the **nail plate**. The **free edge border** is the part of the nail that is at the tip of the finger. It is the part of the nail that is most likely to break.

The **hyponychium** has much **larger corrugations**, pores for med in the matrix.

The **dermis** in the nail bed has a **very rich blood supply** that is most extensive underneath the matrix.

The **dermis** in the nail bed has a **very rich blood supply**, stemming from the superficial and deep palmar arteries, which form the **digital arteries**.

The **nail bed** also has an abundant supply of **sensory nerve endings** and **lymphatic ducts**.

Medical research shows that the nail bed can **pass materials** including **retinol** salts into the nail plate. This explains why changes in the nails can be seen over short periods, such as 3-4 weeks when a client has started a healthy diet or contracted an illness.

I bet that hurts! The space between the nail bed and the phalange is very tight, so if the nail bed becomes bruised or infected, pressure can build up in this area making it extremely painful due to the restricted space. Doctors often have to release such pressures by **piercing the nail plate** to prevent the plate from being forced away from the nail bed and thus becoming **loose**.

What factors effect the rate of nail growth?

The growth of the nail is continuous throughout life. However, the rate of growth is faster in summer than in winter. Nails also grow slower during the **menstrual cycle**. The speed of nail growth varies from individual, finger to finger, with age, environment, temperature and other factors such as the time of day.

It is also thought that the longer the finger the faster the nail growth - probably due to the blood supply and the activity of the **dermis**.

Callus often the nails on the most frequently used hand grow more quickly.

Finger nails often grow twice as fast as toenails.

87 Bones of the hand & forearm

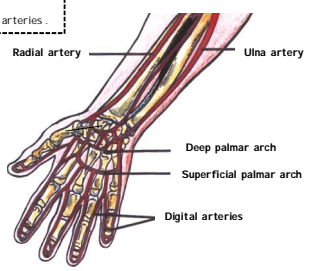
88 Muscles of the hand & forearm

89 Blood vessels of the hand & arm

Arteries Of The Forearm and Hand

The arm and hand are nourished by a system of **arteries** that carry **oxygenated blood** to the tissues.

Task
Label the arteries.



Viewed from the palm of the hand

The main arteries of the arm are the **ulna** and **radial** arteries. The **ulna artery** supplies the little finger side of the arm and the **radial artery** supplies the thumb side of the arm. The pulse can be felt in the radial artery just above the wrist.

Inside the hand the arteries form two loops that feed the hand - the **superficial palmar arch** and the **deep palmar arch**. These then divide to form the **digital arteries** to supply the fingers and thumbs. You can see the colour of the blood through the nail plate and this is what gives the nail its healthy pink colour.



Introduction to manicure

Manicure Package

The manicure treatment can vary within salons depending on the product range used; however, the basic principles remain the same.

The reasons for performing a manicure treatment are:

- to give a well groomed impression
- to keep the nails well shaped
- to improve the nail condition
- to maintain the skin of the hands and arms in a soft condition
- to keep the cuticles neat, attractive and healthy
- to provide the perfect frame work for the application of enamel
- to improve the appearance of the hands
- to encourage the client to grow their own nails naturally
- to allow the client to feel relaxed and pampered

A normal manicure will usually take approximately 30-45 minutes. A luxury manicure will take up to 1 hour and this will normally include additional treatments such as hand masks, paraffin wax and

Legislation That You Need To Be Aware Of As A Therapist

Health and Safety at Work Act 1974

This piece of legislation provides responsibilities for both the employer and the employees.

Employers must provide:

- Access to a health and safety policy.
- Proper safety procedures e.g. fire exits and evacuation procedure.
- Safe equipment that is serviced regularly.
- Adequate training to all staff in safety procedures.
- A workplace that is both safe and meets health requirements.

Employees (you the therapist) must:

- Follow health and safety procedures that your employer provides you with.
- Act to protect yourself and others, such as clients and work colleagues.
- Treat all equipment properly and report any faults that you notice to your manager.

The Workplace (Health, Safety and Welfare) Regulations 1992

This act covers things such as toilet facilities, minimum working temperature, adequate lighting, adequate ventilation, appropriate floor covering, drinking water and staff area. In the staff area/rest room there should be adequate facilities to protect non-smokers from smokers and arrangements for pregnant women or nursing mothers.

Electricity at Work Regulations Act 1992

This piece of legislation states that:

- You should always check any equipment before use.
- A qualified electrician should check all pieces of electrical equipment in the workplace annually. A sticker should be placed on the equipment to confirm that it has been checked.
- Any equipment that is broken or damaged should not be used. This includes things such as exposed wires, cracked sockets etc.
- Sockets should never be overloaded.

Control of Substances Hazardous to Health Regulations (COSHH) 2002

These regulations explain how hazardous substances should be used, stored and disposed of. All employees should be made aware of the risks of such substances and where necessary be given further training.

In order to comply with COSHH the employer should follow the procedures outlined below:

- Assess the risks of each substance.
- Decide what precautions are needed, i.e. wearing gloves when handling a substance.
- Preventing or controlling exposure to certain substances.
- Ensuring that control measures are used and maintained.
- Monitoring exposure.
- Ensuring employees are properly informed, trained and supervised. A copy of the COSHH assessments should be available on the premises.

Detailed instructions must be kept regarding any products considered hazardous. As a therapist, you should know how to:

1. Store in the correct place.
2. Any precautions needed when using the substance.
3. Use the substance correctly.
4. Dispose of the substance correctly.

Industry Codes Of Practice - Sterilisation And Hygiene

Task

HABIA produce the standards that all nail technicians and therapists work towards. Visit the HABIA website and download a copy of the Industry Codes of Practice for Nail Services and keep this copy for your reference.

Hygiene

Hygiene is very important to a manicurist because correct hygiene:

- prevents infection (for both the therapist and client)
- prevents offensive odours
- gives a professional image to the client

As therapists, no matter what we are doing, we must be aware that we have high standards to prevent cross infection and secondary infection occurring.

Cross infection occurs due to certain micro-organisms (germs such as fungus, virus or bacteria) being contagious and these may then be transferred through:

- a) *Direct contact* - for example, through personal contact, touch, inhaling air-borne droplets such as coughing
- b) *Indirect contact* - for example, by using tools which are not sterile, from a person to an object e.g. a person with an infection uses a towel and does not wash it, you then use the dirty towel and catch the infection.

Secondary infection occurs because germs enter a cut or broken skin.

For example if the client has a small graze and you use unhygienic practices, the graze could become infected.

Personal appearance of the therapist

As a therapist, you are required to present a professional image at all times. In order to do this you should:

- Have clean teeth and avoid eating strong smelling foods and smoking.
- Bathe daily.
- Ensure you have a clean, pressed uniform daily.
- Secure your hair away from the face if it is long. If hair is shorter, it should be presented in a way that does not interfere with the

treatment. Remember if you touch your hair at any time during the treatment, you are required to wash your hands each time.

- Have clean nails that are short and free from enamel, so as not to interfere with the treatment.
- Cover any cuts on the hands with a waterproof dressing.
- Wear only minimal jewellery. Only a plain wedding band or stud earrings are allowed. (No facial piercings).
- Wear shoes that are clean, low heeled and fit securely around your feet.
- Not go into work/college if you have an infectious disease such as impetigo.
- Wear appropriate personal protective equipment such as plastic protective glasses when clipping long finger nails, plastic aprons may be beneficial at protecting uniform when handling paraffin wax and if excessive filing is being performed you may benefit from wearing a face mask.

Sterilisation and sanitisation

Sterilisation is the total destruction of all living micro-organisms and their spores.

Sanitisation is the destruction of some, but not all micro-organisms. It inhibits their growth.

Disinfectant is a chemical that kills micro-organisms but not their spores. They keep the micro-organisms at an acceptable level.

The methods that we use in a manicure treatment are:

- Always wash hands before and after each client. You should thoroughly wash your hands (it takes up to 3 minutes to thoroughly destroy all germs).
- Place metal tools in the autoclave/chemical sterilising fluid, and then store in the UV cabinet. When the objects are ready for use then place them into the barbicide jar.
- Place plastic tools into the chemical sterilising fluid for 20 minutes and then into the barbicide jar during the treatment.
- Wipe the client's hands over with antiseptic or spray with a sanitiser before starting the treatment.
- Wooden tools and emery boards are disposed of after each client.
- Wipe the buffer with surgical spirit and place it inside the UV cabinet.
- Cover tools that are not in the barbicide jar with a tissue.
- Towels are boil washed after each client.

- Waste is disposed of correctly.
- Use a spatula or cotton wool tipped orange stick to remove products from containers.

Please note, for sterilisation to be effective the items must be grease free before being sterilised by washing in warm water and detergent.

Methods of sterilisation

Autoclave -sterilises by high steam pressure that is higher than boiling point at varying times - 15 minutes at 121°C to as quick as 3 minutes at 134°C. This is considered to be the most effective method of sterilisation - it is used for metal tools.

Chemical - sterilises by the action of chemicals - usually Cidex, Marvicide or Formaldehyde. It is suitable for metal and plastics, which need to be immersed for 20 minutes for effective sterilisation.

Glass bead - small glass beads are heated to a high temperature - between 190-300°C. Small metal tools can then be placed in-between the glass beads. The disadvantages are that the tools can become damaged if they are left in for too long. Take care to protect fingers when removing as items become very hot.

Methods of sanitisation

UV Cabinet - this has disinfectant properties only and therefore does not sterilise. This is a safe environment for sterilised tools to be stored in.

Surgical spirit - has disinfectant properties and is suitable for wiping over tools prior to sterilisation. It is also effective for wiping down surfaces.

Sanitising spray - usually in the form of an antiseptic, will destroy or prevent the growth of micro-organisms and is safe to use directly onto the skin.

Barbicide - a chemical that will kill bacteria, however not usually the spores. It is used for storing metal and plastic tools during the treatment.

Blood spill

If any bleeding occurs, this sometimes accidentally happens when using cuticle nippers, it is vital that you understand the correct procedure to follow.

- Antiseptic should be applied to cotton wool and pressed onto the skin. This should be disposed into a sharps box or yellow bin liner.
- If there is a large blood spill, after applying gloves, neat bleach should be poured onto the object and left for 1 minute then, wash with lots of hot water and detergent.

Disposal of waste

All rubbish must be placed straight away into a lined bin that has a lid. At the end of the day/session, this should then be sealed and disposed of immediately into the main bin liner. Any waste that has met body fluids should be placed into a yellow bin liner if a large item, otherwise into a yellow 'sharps' container. This will then be collected and incinerated (burnt) at a suitable site.

Surfaces and floors

Clean surfaces and floors daily with hot water and detergent and then disinfect with surgical spirit or a similar product. In a training environment, the top of the trolley should be wiped over before use every time.

Preventing Contact Dermatitis

Contact dermatitis is common in therapists and occurs due to contact or allergy to substances, solvents or immersing hands in water frequently. It appears as redness, itchiness and inflammation on the hands. Prevent by avoiding contact with substances, wearing gloves, barrier cream and drying hands properly.

Cost Effectiveness

Minimising waste

For a business to make a profit, it is important that all wastage is kept to a minimum. The more you waste the more money you will lose.

To work cost effectively in a manicure treatment:

- Use the minimal amount of product to produce the desired outcome.
- Split tissues, bedroll and cotton wool.
- Use the minimal amount of towels.
- Store products in the correct environment - usually dark, cool, dry and upright.
- Ensure that all nail enamel tops are cleaned each time after use to prevent the product from becoming thick in consistency and therefore ineffective.
- Place tops back on products to work hygienically and prevent spillages.
- Turn out lights when not in use.
- Always turn off taps and don't run water excessively.

Remember one of the most important things to be cost effective with is with your treatment time.

Timing of treatments

A calculation is made for how long each treatment should take to ensure that the price charged for each treatment is correct and profitable. It is important that you complete the service within the agreed time as:

- it prevents time wastage within the salon
- clients can calculate the time required for the treatment
- clients are not left waiting
- an effective appointment system is guaranteed

Pricing structure

It is important that you have a price list for all treatments available to ensure cost effectiveness, consistency with each treatment and to prevent confusion when calculating clients' bills. You also need to be aware of the Trades Descriptions Acts 1987, which states what is required of the retailer under the act. When working out the price to be charged for the treatment you need to take into account:

- treatment time
- materials used
- electricity etc. used
- cost and maintenance of equipment
- price charged by competing salons
- percentage profit required

In some salons, the experience of the therapist is taken into account, as some salons have increments in pricing for more experienced members of staff.

Task

Please find out the prices charged and timings for the different manicure and hand treatments in your salon:

Treatment	Timing	Price charged

Professional Ethics

Whilst carrying out any treatment it is important that you follow a code of professional ethics to ensure that you provide a professional treatment and do not cause offence. Clients will wish to receive their treatment in a relaxed and professional environment, some examples of professional ethics are:

- Do not talk about sex, religion or politics.
- Do not speak badly of another colleague or salon.
- Do not discriminate.
- Only use appropriate language.
- Do not entice clients away from another therapist or salon.
- Do not keep clients waiting for a treatment. If this is unavoidable, then apologise to the client and keep them informed.
- Client's details are confidential and should not be discussed with other clients etc.
- Always give an honest opinion to the client when advising on treatments and products.
- Give the client the opportunity to decide whether to talk through the treatment. Some clients like to have a chat, others don't.

WWW.BEAUTYPACKAGES.CO.UK
SAMPLE PAGES 2010

Task

Demonstrate your knowledge of the relevant Legislation, hygiene and rules you need to follow in order to become a competent manicurist.

1. As an employee, what are your responsibilities under the Health and Safety at Work Act 1974?

- Follow health and safety procedures that your employer provides you with.
- Act to protect yourself and others, such as clients and work colleagues.
- Treat all equipment properly and report any faults that you notice to your manager.

2. What should you check for before using any piece of electrical equipment?

- You should always check any equipment before use.
- A sticker should be placed on the equipment to confirm that a qualified electrician has checked it.
- Check the equipment is not damaged; this includes things such as exposed wires, cracked sockets etc.
- Check that it works.

3. As a therapist, what should you know in order to meet the requirements of COSHH?

You should know how to:

- Store in the correct place.
- Any precautions needed when using the substance.
- Use the substance correctly.
- Dispose of the substance correctly.

4. How can cross infection occur?

Cross infection occurs due to germs being transferred through: personal contact, touch, inhaling air-borne droplets such as coughing, using tools or equipment that are not sterile

5. What must you do if you touch your hair at any time during the treatment?

You are required to wash your hands each time.

6. List 3 methods of sterilisation.

Glass bead steriliser, autoclave and chemical

7. How do you ensure that the clients hands are sanitised?

Wipe the client's hands with antiseptic or spray with a sanitiser before starting the treatment.

8. How do you work hygienically when removing products from containers?

Use a spatula or cotton wool tipped orange stick to remove products from containers.

9. How would you dispose of a piece of cotton wool with blood on it?

Any waste that has met body fluids should be placed into a yellow bin liner if a large item, otherwise into a yellow 'sharps' container.

10. How can you work cost effectively during a manicure treatment?

- use the minimal amount of product to produce the desired outcome
- split tissues, bedroll and cotton wool
- use the minimal amount of towels
- store products in the correct environment
- ensure that all nail enamel tops are cleaned each time after use
- place tops back on products to work hygienically and prevent spillage
- turn out lights when not in use
- always turn off taps
- work within allocated treatment time

11. Why is it important that you complete the service within the agreed time?

- it prevents time wastage within the salon
- clients can calculate the time required for the treatment
- clients are not left waiting
- an effective appointment system is guaranteed

WWW.BEAUTYPACKAGES.CO.UK
SAMPLE PAGES 2010

Equipment And Materials

Task

Complete the table to demonstrate your knowledge of the reason for using each piece of equipment or tool.

Equipment/Tool	Use
Manicure trolley	Working station to carry all equipment.
Towels	To support the clients arm, protect client and therapist and to dry off moisture.
Waste bin	For immediate disposal of waste at manicure station.
Tissues	Used for transporting tools from UV cabinet to manicure station and covering tools.
Cotton wool	To tip orange sticks, apply antiseptic and for use with enamel remover.
Barbicide jar	For the storage and sanitisation of metal tools being used at the manicure station.
Record card	Used to record client's information and treatment details.
Nail file	Used to file the free edge into desired shape.
Clippers	Quick, effective way to reduce the length of the nails to the required length.
Buffer	Used to give shine and stimulate the circulation to the nails.
Orange stick	To apply cuticle creams, wipe under free edge and ease back cuticles.
Hand bowl	Used to soak nails and soften cuticles.
Hoof stick	To gently push back cuticles.
Cuticle knife	Used to lift the eponychium from the nail plate.
Cuticle nippers	Used to remove excess cuticle from the base of the nail.

Effects of incorrect use of manicure tools

It is important that tools are only used for their intended purpose to prevent further problems from occurring.

Task

Please complete the list below stating what could happen if you incorrectly used the tools?

1. What could happen if you used an incorrect filing technique?

Could cause the nails to split due to heat build up.

2. What could happen if you over buffed the nails?

Heat build up would cause discomfort and could cause bruising and thinning of the nail plate.

3. Not tipping your orange stick with cotton wool before use could result in?

Could cause discomfort or inflammation and ridges could occur in the nails due to pressure.

4. What could happen if you used the cuticle knife at the wrong angle to the nail plate and with insufficient moisture?

Scratching of the nails plate, discomfort and possible cutting of the skin.

5. What could happen as a result of overuse of cuticle nippers?

Pterygium

Thickening of the cuticle

Infection may invade the matrix due to cuticle no longer protecting

Sore and bleeding cuticles

Products Used In A Manicure Treatment

Task

Please research the benefits/reasons for using the products in the table.

Products	Use
Nail enamel remover	Used to remove enamel and grease from the nail plate, may contain added oils.
Hand cream	Used to soften the skin and give slip during the hand and arm massage.
Nail enamel	To colour the nails, draw attention to the nails, add strength and provide protection.
Cuticle cream	Used to soften the cuticles enabling them to be more pliable.
Nail strengthener	If used regularly will strengthen soft nails.
Buffing paste	Used to produce a shine and even out ridges on the nail plate when used with a buffer.
Cuticle remover	To dissolve and lift excess cuticle and eponychium, contains potassium hydroxide.
Top coat	To protect the enamel and provide a gloss finish.
Quick dry spray	Speeds up the touch drying time of the enamel by applying an oily coating over the enamel.
Solvent	Used for thinning nail enamels that are too thick in consistency, contains no oils.

Preparation Of The Work Area

You should **firstly sterilise all tools** and then prepare your work area with the required equipment. You should prepare your work area by considering the following points:

1. Adequate **ventilation** or **heating** – open windows/doors, adjust heating.
2. Adequate **lighting** – it is recommended that you use additional light such as a magnifying light if needed.
3. **Ambience** – the room should smell pleasant, you may need to use aromatherapy oils or air fresheners. You should also consider the use of appropriate background music during the treatment.
4. **Two chairs** will be required.
5. An adequate supply of freshly laundered **towels** will be needed.
6. A supply of **bedroll, cotton wool** and **tissues** are available.
7. All **products** are available, don't forget to prepare specialist products if needed – i.e. switch paraffin wax heater on.
8. **Record card** is placed on the bottom shelf of your work area. You may need to check details of client's previous treatments.

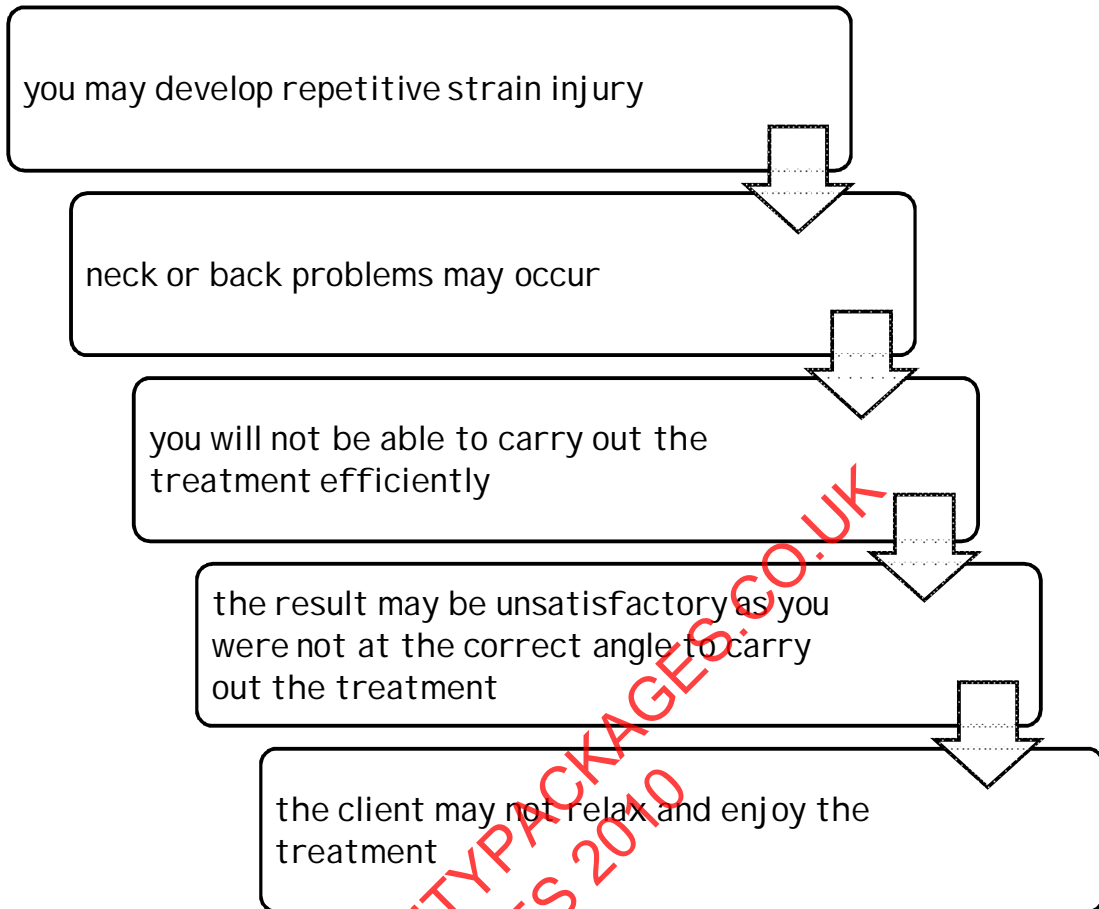
Positioning of the client for a manicure treatment



It is very important for an effective treatment that:

- a) Both the manicurist and the client are in a comfortable position, so they are at the **same height** for the treatment.
- b) Only use chairs that give adequate back support.
- c) The manicure area is at **waist height**.
- d) Both the client and the manicurist are able to get their **knees under** the manicure area.
- e) Both client and therapist are **centrally facing each other**, therefore prevent against unnecessary stretching or strain.

If you or the client are not correctly positioned then:



WWW.BEAUTYPACKAGES.CO.UK
SAMPLE PAGES 2010

Consultation

One of the most important parts of the treatment is the consultation. At this point, you will discuss the client's needs and decide what treatment to carry out to meet those needs. In order for the client to be satisfied with the treatment you need to know what was expected. As a therapist, you must therefore be good at encouraging clients to give you this information. You must therefore have the following:

- **Good communication skills** – two types are needed: verbal (talking) and non-verbal (body language). Examples of good body language are good posture, eye contact, smiling, encouraging head nods.
- **Good questioning techniques** - this is vital to gain the information that you require to carry out the treatment. There are two different types of questioning techniques:
 - Open questions, begin with - How? Where? When? Why? Use open questioning techniques wherever possible as this encourages the client to give much more information.
 - Closed questions, begin with Do? Is? If you use these types of questions you will only get a yes or no answer which will lead to a one sided conversation.
- It is also important that you **speak clearly and accurately** when carrying out the consultation and treatment.
- Sometimes a client may not understand what you are saying and in this situation, it is important that you **adapt your consultation** to meet the needs of the client. For example, you may show pictures of the different nail shapes, or ask the client to choose the colour of enamel from a selection rather than ask her to explain preferred colour choice. If the client does not understand always try a different approach, and if in doubt ask for help.

During the consultation, you would:

- Introduce yourself and exchange pleasantries.
- Complete the record card.
- Discuss the client's requirements. *See examples of questions.
- Suggest a treatment to meet the client's needs.
- Explain the treatment procedure.
- Discuss cost, time, frequency and possible courses of treatments.
- In some instances, you would have to explain aftercare/homecare advice and advise that products would need to be purchased in order

to achieve the desired result. This is to ensure that the client understands the commitment etc. required if a certain result is to be achieved.

- If the client is a minor (under 16 years of age) then a parent or guardian will need to sign consent for the treatment to proceed and remain present throughout the treatment.

* Questions to ask

Have you been to the salon before?

Have you had a manicure before?

What is the main reason for your visit today?

Was everything satisfactory after your last treatment?

You will also need to adapt your consultation techniques taking into account your client's age, gender, cultural or religious backgrounds and any disabilities they may have. You can then adapt your treatment accordingly to best meet their requirements.

Data Protection Act 1998

This legislation is in place to protect client's privacy and confidentiality. You will be required to keep records of your clients' treatments; these could be either computer or paper based. Inform the client that their records will be stored and will only be accessed by those authorised to do so. The information should be:

1. Adequate, relevant and not excessive for the purpose
2. Accurate
3. Kept for no longer than is necessary
4. Secure

Record keeping

A record card should be completed for all treatments and contains confidential personal information about each client that is specific to each treatment. They should be stored in alphabetical order by surname in a locked metal filing cabinet or box. This should be easily accessible to the therapist, when ready to perform a treatment. This information could also be updated onto a computer system but you must be aware of your responsibilities under the Data Protection Act.

A record card should contain the following information:

- Client's name
- Address
- Telephone number
- Doctors name and telephone number
- Any medical details
- List to check for contra-indications
- Treatment plan on which to base future treatments
- Treatment aims and outcomes
- Services, specific products used and retail sales
- Client's signature

In addition, for a manicure treatment you will also need to note down:

- Nail, skin and cuticle analysis details
- Required nail shape
- Enamel choice

After each treatment you should update the record card. This would be particularly useful in the following instances:

- You need to contact a client urgently due to a cancellation, double booking etc.
- You need to check up on a particular detail of the treatment.
- To keep a check on details about a course of treatments.
- If another therapist was to take over the treatment.
- The client wishes to purchase a product that you had used in a previous treatment.

Contra-indications

What is a
contra-
indication?

It is something that prevents or restricts the way in which the treatment is carried out.

It is important that you can recognise a contra-indication so to prevent any further harm to the client or yourself, and to prevent cross-infection or secondary infection.

Contra-indications that prevent treatment

Contra-indications that **prevent** the manicure treatment from being carried out are:

- fungal infections - i.e. ringworm of the skin or nail
- bacterial infections - i.e. paronychia or impetigo
- viral infections - i.e. warts
- parasitic infestations - i.e. scabies
- severe nail separation
- severe eczema and psoriasis
- severe dermatitis

In some instances, you may need **medical referral** before you can go ahead with the treatment. You may be unsure of a condition that the client has and may need a doctor's note to clarify this issue. In other instances, you may be aware of the contra-indication but may be unsure if the manicure may proceed without causing any harm to the client or yourself e.g. medication the client is taking or a medical condition.

Generally, for the above contra-indications that prevent treatment, if the client is not already receiving treatment you should recommend they refer to their GP for treatment.

It is important that you do not just send the client home, as they need to get treatment from their doctor in order to prevent the condition from getting any worse and to clear the condition up.

Contra-indications that restrict treatment

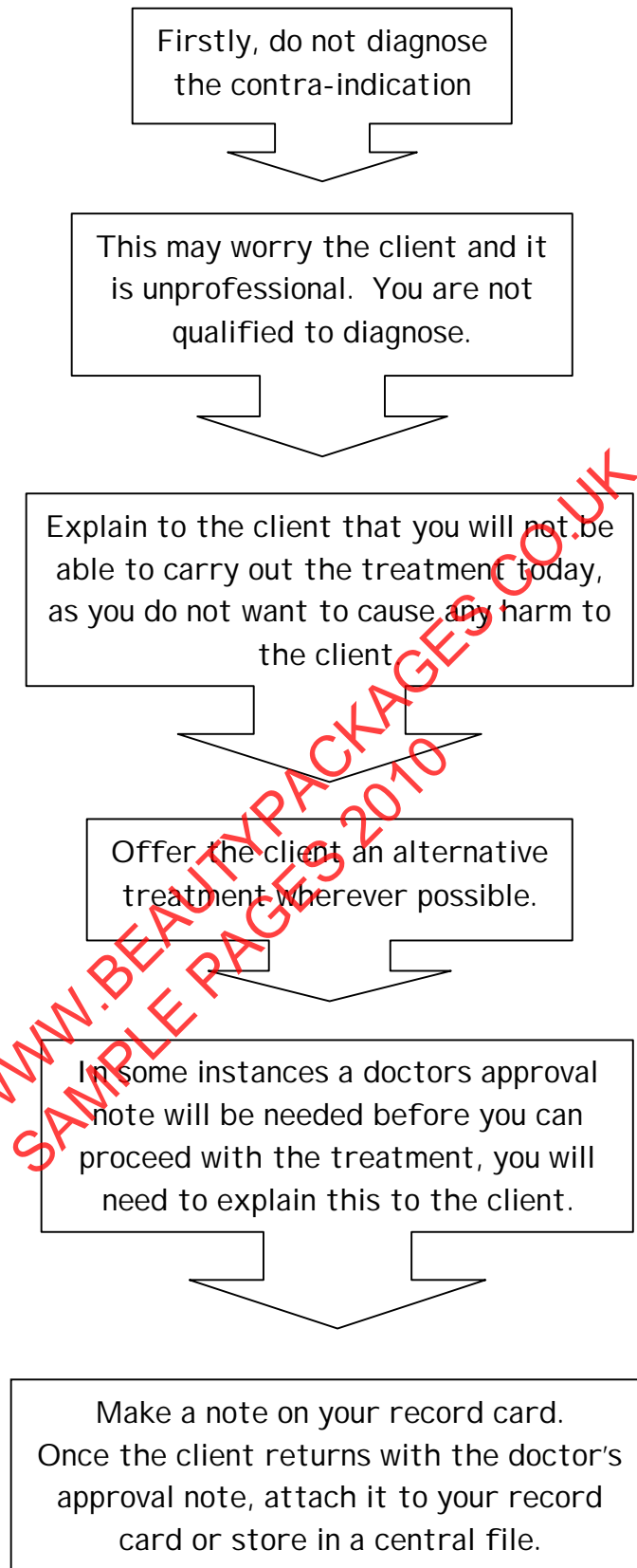
Contra-indications that **restrict** the way in which you apply the manicure treatment are:

- minor nail separation
- minor eczema, psoriasis or dermatitis (not active)
- severe bitten or damaged nails

For the above contra-indications, you would simply avoid the affected area and miss out certain stages to adapt the treatment for the client. It is important that you explain to the client why you are doing this; otherwise, they may think that you are skimping on the treatment.

WWW.BEAUTYPACKAGES.CO.UK
SAMPLE PAGES 2010

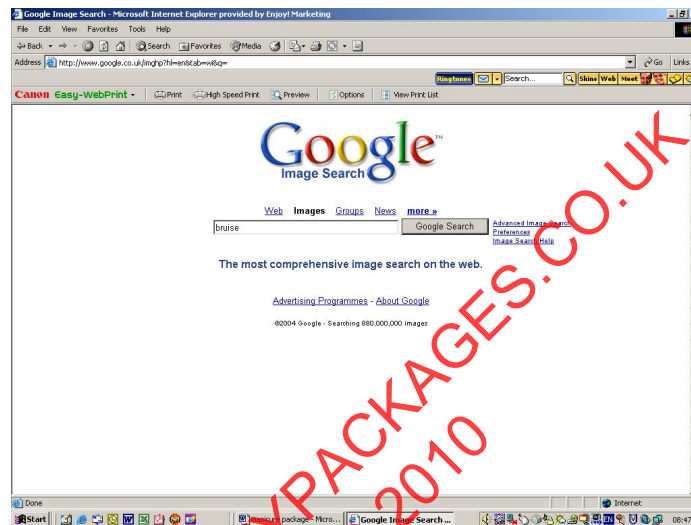
How To Deal With A Contra-indication



Task

For each of the contra-indications/conditions in the table please find a suitable picture of the condition and either copy or stick it into the condition box.

This task is ideal to develop your IT skills. Simply go onto the internet and access your preferred search engine (i.e. Google or Ask Jeeves) and type in what you are searching for, then click on image/picture and ask it to search. You should be provided with a variety of pictures.



If you prefer to research using a textbook then you may find the following books useful.

Manicure, Pedicure & Advanced nail Techniques - Elaine Almond
 Beauty Therapy, The Foundations - Lorraine Nordmann
 S/NVQ level 2 Beauty Therapy - Jane Hicock & Frances Lovett

Contra-indication	Description
Fungal infections - ringworm of the skin	<p>Cause - Fungal infection of the skin.</p> <p>Appearance - Infects the epidermis forming red scaly patches that heal from the centre outwards often forming a ring.</p> <p>Salon treatment - Infectious do not treat.</p> <p>Home care - Seek medical advice and follow treatment.</p>
Fungal infections - tinea unguium -ringworm of the nail Technical term is - onychomycosis	<p>Cause - Vegetable fungus. Usually the result of nail injury and then infection occurs.</p> <p>Appearance - 3 forms: a) white patches that can be scraped off the nail surface, b) long yellowish streaks within the nail, c) disease spreads from the free edge to the matrix.</p> <p>Salon treatment - Do not treat.</p> <p>Homecare - Seek medical advice.</p>
Bacterial infection - paronychia	<p>Cause - Hands being in water for long periods. Or a hangnail becomes infected usually due to picking.</p> <p>Appearance - Inflammation, redness and pus occurs in the tissue surrounding the nail. It is extremely painful.</p> <p>Salon treatment - Do not treat while inflammation is present. Seek treatment from client's doctor.</p> <p>Home care - See doctor, may need to be lanced with a sterile needle by the nurse.</p>

<p>Bacterial infection - impetigo</p>	<p>Cause - Bacterial infection or unsanitary habits.</p> <p>Appearance - small red blemishes form which start to weep and spread. Honey coloured crusts then form.</p> <p>Salon treatment - Do not treat, highly infectious.</p> <p>Home care - Seek advice from doctor and apply treatment.</p>
<p>Viral infection - warts</p>	<p>Cause - Viral infection.</p> <p>Appearance - Raised lump with a rough surface, which is skin colour or slightly darker/grey/yellow.</p> <p>Salon treatment - Do not treat.</p> <p>Home care - Seek medical advice or treatment from pharmacist and apply daily.</p>
<p>Parasitic infestation - scabies</p>	<p>Cause - Infestation of an itch mite that burrows under the skin.</p> <p>Appearance - small papules, with wavy greyish lines.</p> <p>Salon treatment - Do not treat, highly infectious.</p> <p>Home care - Seek medical advice.</p>
<p>Severe nail separation</p>	<p>Cause - Bacterial/fungal infection, trauma or illness.</p> <p>Appearance - This may be infectious and the nail will visibly separate from the nail bed. Some discoloration or streaks will be present in the nail and the nail surface will be irregular.</p> <p>Salon treatment- Do not treat as the nail may come off. Seek treatment from client's doctor.</p> <p>Home care - See doctor for treatment.</p>

<p>Severe eczema</p>	<p>Cause - Internal or external irritant, may be genetic.</p> <p>Appearance - Reddening of the skin, with swelling, cracks and possibly blisters that leak fluid and form scabs. Quite often present in the joint areas. Nails may be affected and will show symptoms of pitting, hypertrophy, horizontal ridges, lifting and may bleed.</p> <p>Salon treatment - Avoid treatment if present.</p> <p>Home care - Eczema may disappear if the source is removed. Seek medical advice and avoid scratching.</p>
<p>Severe psoriasis</p>	<p>Cause - No real cause is known. It is thought to be hereditary or stress related.</p> <p>Appearance - Red patches of skin appear with scale like waxy cells covering the area. Bleeding will occur if the area is scratched. The nails may be pitted, thickened, have increased curvature or beaus lines.</p> <p>Salon treatment - Avoid treatment to area.</p> <p>Home care - Avoid scratching the area. Seek medical advice.</p>
<p>Severe dermatitis</p>	<p>Cause - Due to irritation of the skin by a certain substance.</p> <p>Appearance - Red, inflamed, itchy with the possible occurrence of blisters.</p> <p>Salon treatment - Avoid treatment to the area.</p> <p>Home care - Avoid contact with the substance, wear gloves/barrier cream if necessary, always dry hands thoroughly. Seek medical advice.</p>

<p>Nail separation or lifting of the nail - onycholysis</p>	<p>Cause - Usually damage to the nail, however could be related to illness.</p> <p>Appearance - Nail will lift slightly from the nail bed and will appear a creamy, yellow colour where it has lifted.</p> <p>Salon treatment - Keep nail as short as possible to avoid lifting further. Do not buff that nail.</p> <p>Home care - Keep nail short and do not try to separate nail further.</p>
<p>Severely bitten nails Onychophagy- is the technical term for nail biting</p>	<p>Cause - A nervous habit that prompts the person to chew and bite their nails.</p> <p>Appearance - Very little nail plate with bulbous skin at the fingertips. The skin surrounding is often red due to biting around the nail.</p> <p>Salon treatment - Recommend weekly manicures with special attention to the cuticle area to maximise the visible nail plate. Would be difficult to file the nail.</p> <p>Home care - Bitter tasting varnishes. Encourage the client to wear gloves. Apply cuticle product daily.</p>
<p>Damaged or weak nails - eggshell</p>	<p>Cause - Could be a variety of causes such as: injury to the nail, artificial nails, careless filing, using harsh detergents without wearing gloves, poor diet, not wearing gloves in winter.</p> <p>Appearance - split, flaking or thin nails that normally bend easily and may be slightly pink due to nail bed showing through the nails.</p> <p>Salon treatment - Warm-oil manicures on a weekly basis. Application of a strengthening base coat.</p> <p>Home care - Keep the nails constantly coated with nail strengthener, cuticle oils daily, wear gloves, avoid excessive use of nail varnish removers.</p>

Bruised nail	<p>Cause - Trauma to the nail e.g. trapping it in a door if severe the nail may drop off. Results in the bursting of a blood vessel in the nail bed.</p> <p>Appearance - Part of the nail plate may appear blue or black</p> <p>Salon treatment - Do not buff or avoid the finger. Coloured enamel will help to disguise.</p> <p>Home care - Be careful, if pain persists consult doctor.</p>
---------------------	---

Now lets look at the different nail and cuticle conditions

Nail/cuticle condition	Description
<p>Over grown cuticle - technical term is pterygium</p>	<p>Cause - Neglect resulting in overgrown cuticles that stick to the nail plate. If left untreated this may lead to splitting of the cuticle (Hangnails).</p> <p>Appearance - Overgrown cuticle at the base of the nail plate.</p> <p>Salon treatment - Warm-oil manicures weekly. Once the cuticle is softened, remove the excess cuticle.</p> <p>Home care - Regular use of a cuticle cream or oil. Gently push cuticles back after bathing.</p>
<p>White spots on the nail plate. Technical term is leuconychia</p>	<p>Cause - Trauma or pressure to the matrix resulting in air bubbles in the nail plate.</p> <p>Appearance - White spots in the nail plate that will grow out. As it grows out it may cause flaking to the free edge.</p> <p>Salon treatment - General manicure advice.</p> <p>Home care - Avoid pressure to the base of the nail to prevent further white spots. Be gentle when pushing back cuticles.</p>

<p>Longitudinal ridges</p>	<p>Cause - Arthritis, illness or damage to the matrix.</p> <p>Appearance- ridges in the nail plate that form from the matrix to the free edge.</p> <p>Salon treatment - General manicure advice, additional buffing and the use of a ridge filling base coat.</p> <p>Home care - Regular buffing and massage to increase the circulation to the nails.</p>
<p>Transverse (horizontal) furrows across the nail plate.</p>	<p>Cause - By illness or damage to the matrix. Sometimes due to application of false nails if excess pressure has been applied.</p> <p>Appearance- Horizontal groove in the nail plate, which will eventually grow out with the nail.</p> <p>Salon treatment - General manicure advice, additional buffing and the use of a ridge filling base coat.</p> <p>Home care - Treat nails carefully to avoid further damage.</p>
<p>Hangnail</p>	<p>Cause - Epidermis around the nail plate cracks and then splits. May be due to dry skin or the cuticle sticking to the nail plate. If left untreated infection may occur (Paronychia).</p> <p>Appearance - A small piece of skin cracks and then sticks out.</p> <p>Salon treatment - Warm oil manicures. Regular manicures paying attention to the cuticle area. Remove any excess cuticle with cuticle nippers but do not cut into any living skin.</p> <p>Home care - Use of cuticle oils, cuticle creams and nourishing hand creams. Always use gloves. Wear gloves in the winter. Do not pick at the hangnail.</p>