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**School of Hairdressing and Applied Therapies**

**UV10416 – Provide Basic Manicure Treatment**

**Course Notes**

**A close-up of a person's hands

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**Preparing the Work Area and Environment**

A manicure can be carried out in a variety of ways. Some salons have an area especially set up for manicures, with good lighting and all equipment and products to hand. In other salons a manicure can be carried out in the reception area or as an extra part of a treatment.

Here are the ways that a manicure can be carried out.

* Across a couch – the client on one side and the therapist on the other
* At a manicure station – this is designed especially for carrying out manicures. The client would sit one side and the therapist the other.
* Manicure stool – the client sits on a chair while the therapist sits on a manicure stool. The stool has a cushioned seat, a swinging arm for resting and supporting the client’s arm/hand and drawers underneath for the storage of products.
* Hair salon – the therapist sits to the side of the client while she is having her hair treatment.
* Beauty treatment – the therapist sits to the side of the treatment couch while the client has a facial.

On both the above situations, the therapist will have to swap sides to carryout the treatment on the second hand.

Wherever you carry out the treatment you should ensure:

* All materials, equipment and products are within use
* Both client and therapist are seated comfortably
* There is good lighting
* There is adequate ventilation
* Tools are sterilised before hand
* Hot/cold water together with liquid soap are available
* Plenty of clean towels are available

**Sterilisation and cleaning of tools and equipment**

Maintaining standards of hygiene during manicure treatments is extremely important. It is very easy to cause infection to the nail by using dirty tools and equipment.

When setting up for nail treatments you must:

* Ensure all equipment is thoroughly cleaned with a detergent; this will remove all dirt and debris from the surface.
* Tools that need to be sterilised are cuticle knives, nippers, nail clippers and nail scissors.

The AUTOCLAVE or BARBICIDE can be used to sterilise.

* All work surfaces must be disinfected by wiping over or spraying with a disinfection solution.
* Ensure each client has clean towels provided before each treatment begins.
* Wash your hands before the treatment begins, this reduces the growth of germs and bacteria and removes dust and dirt.

Remember that tools, equipment and you need to stay clean and hygienic throughout the treatment.

* If you sneeze or cough you must cover your mouth, turn away from the client and then wash your hands.
* If your blow your nose, wash your hands
* Do not put fingers into pots of cream
* If you drop any tools, they must be cleaned and sterilised again before use
* Throw away any used tissues and cotton wool immediately into the bin.

When the treatment is complete and your client has left, it is essential that you clear away all your tools and equipment and leave your work area clean and tidy.

Manicure is a popular service in salons as smooth skin, well shaped and polished nails are vital in promoting a well groomed appearance. There are many reasons why a client may book a nail care treatment and it is not only clients with good nails who come to the salon for this treatment.

At the start of every manicure, time should be allowed for client consultation, it is a very important part of the service offered to the client. This is will allow you to find out what they would like and to decide, based on the condition of the client’s nails and skin, how to go about the treatment.

These are the points you should cover during your consultation with the client:

* Questioning and recording information
* Visual analysis
* Manual analysis

**Questioning**

There are many reasons why a client may come to the salon for a manicure. You need to ask this information of your client to help you understand what she needs. It is also important to ask about the clients lifestyle and job, as this will help you to understand how much the client uses her hands and whether she is able to grow her nails long or have to keep them short.

**Visual analysis**

This is when you look at the client’s hands, nails, cuticles, skin colour and texture. It involves a thorough look at the nails and surrounding skin to find out information about the condition of both as well as looking for any contra indications.

**Manual analysis**

This will be carried out after you have cleaned the client’s hands, by wiping over with surgical spirit or hygienic spray. When you have done this you will be able to touch the client’s hands in order to check them. This should be done in good light so that you are able to see well the nail and skin condition and texture. You must write down what you see and feel on the client’s record card/ treatment plan.

**Assessing the condition of a client’s hand: checklist**

1. Examine the front and backs of the hands.
2. Look at the colour and texture of the skin – is it tanned or light? Is the skin thin or thickened?
3. Are the hands soft or smooth or are they rough and chapped?
4. Does the skin show signs of infection such as swelling, pus or inflammation?
5. Are there cracks and breaks in the skin or redness around the cuticle?
6. Look at the skin between the fingers – are there any signs of dryness?

**Assessing the condition of a client’s nails: checklist**

1. What shape are the nails?
2. What length are the nails? Are they long or short? Have they been picked or bitten?
3. Are the nails healthy – strong, pink, shiny and flexible? Or unhealthy – yellow, brittle, weak and thin?
4. Is there any lifting of the nail plate which could suggest a nail disease?
5. Are the cuticles hard and overgrown, red and inflamed or smooth and even?
6. Have the cuticles grown along the nail plate?
7. Are there any **hangnails**?

**Contra Indications**

A contra indication is a condition that makes or could make a client unsuitable for a treatment. You must be able to recognise the signs. Whatever level of experience the therapists have, they are not qualified to diagnose medical conditions. The appropriate action is to refer them to their GP. You must make sure you do not cause the client alarm or embarrassment by talking loudly about a contra indication so that other people may hear.

Contra indications that may **PREVENT** treatment:

* Fungal infections e.g. Ringworm
* Bacterial infections e.g. Paronychia
* Viral infection e.g. Warts
* Skin infection e.g. Scabies
* Severe Eczema
* Severe Psoriasis
* Severe Dermatitis
* Nail plate separation
* Open wounds

Contra indications that may **RESTRICT** treatment:

* Minor eczema
* Minor psoriasis
* Minor dermatitis
* Damaged nails e.g. ridges
* Cuts and abrasions

**Recording information**

Once you have completed a full consultation and before you start any treatment, you will need to record the information on the client’s record card.

You will need to record the following:

* Client’s contact details – name, address and telephone numbers. This will enable you to contact the client to let them know about any changes in their appointment time.
* The condition of the hands when inspected.
* Any contra indications or allergies
* The products used during the treatment – the varnish colour you use so that if the client asks for the same colour next time.
* Record of the treatment – date, type of manicure, therapists name and results of the manicure.

**Clients consent –** you must always get your client to sign the consultation to agree for the nail treatment to go ahead.

It is a legal requirement to record client’s answers to questions during the consultation, so ensure you write everything down.

**Treating a minor –** If the client is under the age of 16 a parent or guardian must be present throughout the treatment and the parent or guardian must sign the consultation card to give consent for the treatment to go ahead.

**Contra actions**

A possible contra action to a manicure treatment is an allergic reaction to the products used.

Response – remove the product immediately; apply a cold compress to the area. If the condition persists seek medical advice.

**Tools used in a Manicure**

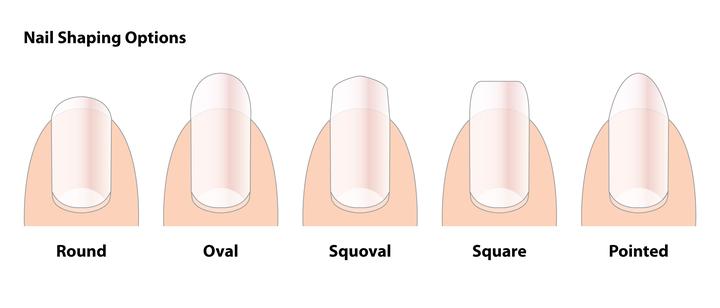
|  |  |  |
| --- | --- | --- |
| **Item** |  | **Purpose** |
| Spatula | [Wooden Spatula (100)](http://www.canonbury.com/media/catalog/product/cache/1/image/9df78eab33525d08d6e5fb8d27136e95/W/o/Wooden_Spatula_10.jpg) | A spatula is used for scooping out products hygienically. |
| Emery board | [white-emery-board-large2](http://dangerouslee.files.wordpress.com/2013/03/white-emery-board-large2.jpg) | This is used for filing and shaping the nails. The fine side is used for the finger nails and the coarse side used for male manicures and toe nails. They should be disposed of after use, for hygiene purposes. |
| Orange sticks | [https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcTEiUCV_qfo4Cun62P0-cmoqJL33yxc-V3lwdGkvMiYG8G6HIhG5tuV1Eg5Jg](http://www.google.co.uk/url?url=http://www.dx.com/p/nail-art-orange-wood-sticks-cuticle-pusher-remover-yellow-100-pcs-192283&rct=j&frm=1&q=&esrc=s&sa=U&ei=3osuVIWSEMHmatLNgbAI&ved=0CB4Q9QEwBA&usg=AFQjCNF2O2Yf9jxZKuiQJqNV4SyqfL3w2w) | These are made of orange wood. One end is pointed and used for cleaning under the free edge. The hoof end is used for cuticle work. |
| Hoof stick | [https://encrypted-tbn0.gstatic.com/images?q=tbn:ANd9GcTYAM4z_sAK2ro8fDGSRUlT4xIo1DYbFBEKAz8Rk4Cf_oFtUysR76N2BXQ](http://www.google.co.uk/url?url=http://www.ferobeauty.com/manicureandpedicure.asp?id=302&cat=Rubber-End-Hoof-Stick-White-Plastic&rct=j&frm=1&q=&esrc=s&sa=U&ei=CowuVLmLJMrKaOrzgdAG&ved=0CBgQ9QEwAQ&usg=AFQjCNH8TiyG8OTk4sOQ5bkZU3sDSNuUjA) | A wooden stick with a rubber hoof at the end. This tool is used to push back the cuticle. It can be sterilised in barbicide. |
| Nail buffer | [https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcR6FeoTmVizQrOdgISfYBA0F8kKEvzAuTvCtnUwmtqZq-uWKqwBhz-_b08A](http://www.google.co.uk/url?url=http://www.beautyimpex.co.uk/205/chamois-leather-nail-buffer-professional.aspx&rct=j&frm=1&q=&esrc=s&sa=U&ei=NowuVKXFF9Prari4gNgG&ved=0CBgQ9QEwAQ&usg=AFQjCNFJC0hCrLegLuD1NWLMKkG9jlRPGg) | This is made of chamois leather and is used with buffing paste to create a natural shine to the nail. The action of the buffing also improves the blood flow, which encourages nail growth. |
| Nail scissors | [https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcS3fs_GQK18KH4765WZz5TW2UF4u9uVXw3tIgrshzyLLKjtc94RLdvt2Ds](http://www.google.co.uk/url?url=http://www.italyhairbeauty.com/beauty-products/nail-scissors&rct=j&frm=1&q=&esrc=s&sa=U&ei=V4wuVNW0FNLkarSlgZgI&ved=0CCgQ9QEwCQ&usg=AFQjCNFbk4qdAlV082TBXktKJZpgvoydPw) | These can be used to cut long nails before filing. They are sometimes curved in shape. |

**Products used in a Manicure**

|  |  |
| --- | --- |
| **Product** | **Purpose** |
| Sanitiser | For cleansing the client’s hands prior to analysis. |
| Nail enamel remover | This will dissolve nail varnish off the nail plate. It usually has a drying effect on the nail so it contains a small amount of oil to moisturise it. |
| Nail enamel/varnish | This is used to colour the nail and comes in a wide variety of colours, effects and types. |
| Cuticle cream | This is a thick emollient cream that is used to soften and nourish the cuticle so that it can be pushed back more easily after soaking. |
| Buffing paste | Buffing paste contains a mild abrasive ingredient that is used to smooth out fine ridges on the nail’s surface. It is used with the nail buffer to create a natural shine to the nail. |
| Hand cream/massage cream | A cream or lotion that will soften and nourish the skin. It is used for the hand and arm massage. |
| Base coat | Provides a smooth base for the application of coloured nail varnish, protecting the nail from staining. |
| Top coat | Is used to give extra gloss to matt nail varnish and to help the polish last longer by providing a hard surface, protecting the polish from chipping. |
| Nail strengtheners | A product that hardens the keratin in the nail. |

**Nail shapes**

Nail shapes vary from one client to another. When shaping the nails you need to think about the following:

* The shape of the natural nail – you cannot change this
* The client’s lifestyle and job – nurse cannot have long nails
* What the client wants – they usually have an idea of what they want them to look like and the colour

**Round** - This is a very practical nail shape, hardwearing, strong and neat. However, not very flattering as it does not make the fingers look longer.

**Oval** - This nail shape flatters the appearance of the hands, making the fingers look longer. It is quite hardwearing against breakage.

**Squoval** - This is one of the most common nail shapes, as its name suggests it is a cross between a square and oval shape.

**Square** - This shape is less likely to break because the nail wall provides good support for the sides of the nails. However, it is not a good shape on short fingers, as it can make them appear even shorter.

**Pointed** - Some clients prefer this shape as they think it makes their nails look longer. However, it is best to advise against this shape as the nails have no support from the nail wall (as the nails are filed to a point) so can easily weaken and split.

**Other Nail Shapes**

**Hook Nails** – The nail has a thick, curved appearance and can appear claw-like. It is more common with toenails. Causes are trauma or bacteria.

Close-up of a fingernail

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**Spoon Nails (Koilonychia)** – The nail plate curves up as it grows out from the free edge, making the nail flat or concave in appearance. Sign of iron deficiency.

A close-up of a fingernail

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**Fan-shaped Nails** – These nails have a narrow base and the nail widens out towards the free edge. Causes are injury or infection.

