

Creative

Touch

# Manicure & Pedicure



Nail Tech's  
Bring Colour  
To The  
World

Creative Touch Group Limited  
Aesthetic & Beauty Training

[www.creativetouch.training](http://www.creativetouch.training)

# Creative

# Touch

## COURSE OVERVIEW

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**ACCREDITED:  
ACTIVITY**

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# SECTION ONE

*Introduction*

# SECTION ONE

## INTRODUCTION

### Introduction

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Manicure & Pedicure is the foundation for any nail technician. During your course we will cover enhanced knowledge into anatomy and physiology of the hands and feet to gain informed knowledge of the treatment area.

This course also covers in depth knowledge on nail disease and disorders and how to proceed with the correct course of action.

We explore a range of remedial treatments and alternative therapies including paraffin wax and callus peels.

Once complete you will be able to complete a range of services from a basic manicure to enhanced luxury pedicures creating a range of options for your clients to choose from. Gaining this foundation knowledge into the hands and feet also provides you with the perfect base line to move onto other nail services such as UV gel application and enhancements.



# SECTION ONE

## INTRODUCTION

### Benefits Of Having A Manicure & Pedicure

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Here are just a few of the great benefits of manicures and pedicures done by to a professional nail standard:

- Increase in the blood circulation.
- Enhance the wellbeing of your nails.
- De-stress.
- Keeps hands and feet smooth and delicate.
- Healthy skin.
- Mental well-being.



# SECTION TWO

*Treatment Overview*



# SECTION TWO

## TREATMENT OVERVIEW

### PPE - Personal Protective Equipment

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The use of PPE during any skin care service has never been more necessary than in recent times. PPE is the use of personal protective equipment some items will be of a clinical nature some are for safety and hygienic practice. Following these health and safety guidelines will protect both you and the client during a treatment.

Basic guidelines are:

Disposable gloves - We prefer to use Nitrile gloves when performing skin needling treatments. They fit snugly on the hand like latex gloves but without the allergy risk. You should always wash your hands prior to putting on your gloves following the NHS guidelines.

How to properly remove gloves:

1. Using your right hand grasp the rim of the left glove and remove it turning it inside out.
2. Whilst holding onto the glove turned inside out, use your left hand, grasp the rim of your right glove and pull it off of your hand without touching anything.
3. Dispose of the gloves in your bio-hazard waste bag.

Wash your hands following the recommended guidelines.



# SECTION TWO

## TREATMENT OVERVIEW

### PPE - Face Masks, Shields & Disposable Aprons

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Face Mask Type II: A medical face mask made up of a protective 3-ply construction that prevents large particles from reaching the client or working surfaces.

Clear visors cover the face (and typically provides a barrier between the wearer and the client from respiratory droplets caused by sneezing, coughing or speaking). Visors should fit the user and be worn properly. They should cover the forehead, extend below the chin and wrap around the side of the face.



Disposable apron - One time use disposable aprons should be worn during your service. These should be fitted correctly and disposed of after each service into the clinical waste disposal.

# SECTION TWO

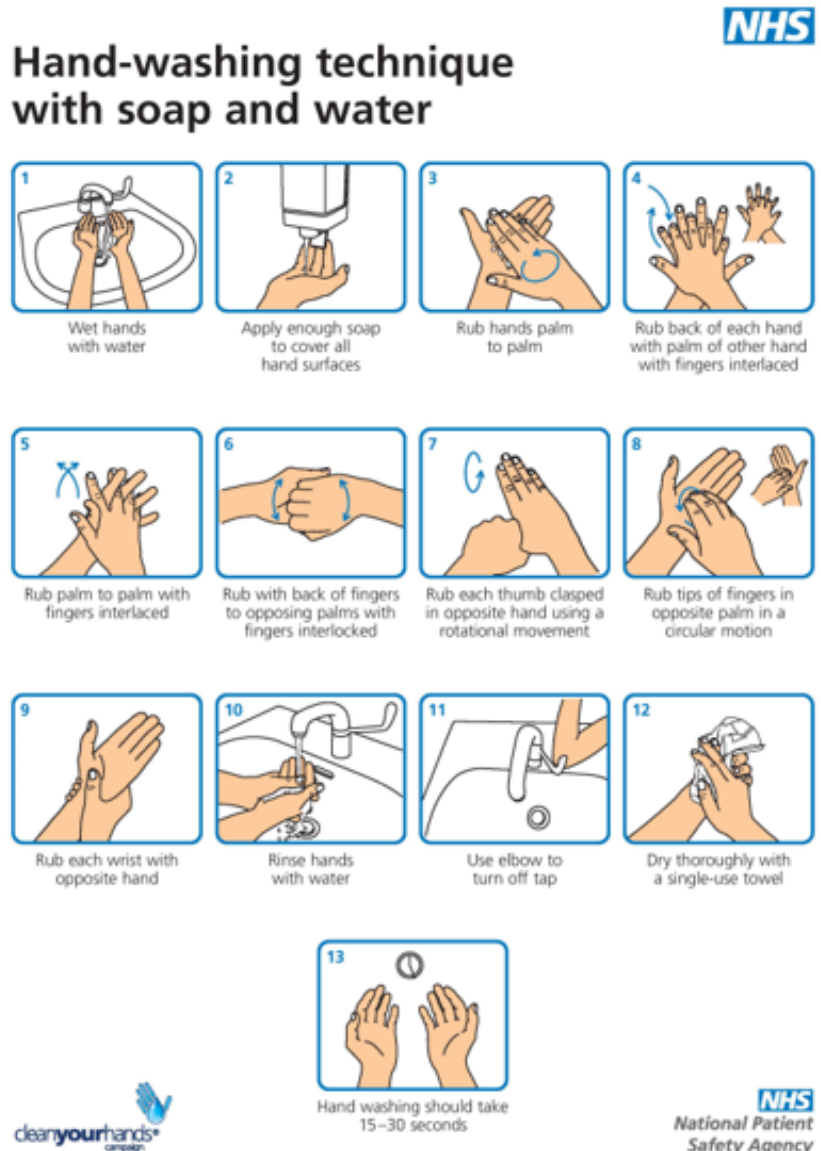
## TREATMENT OVERVIEW

### NHS Guidelines To Hand Washing

Especially with the impact caused during Coronavirus in 2020, it has never been more important and a basic need to be keeping our hands clean. We advise your clients wash their hands upon arrival and when leaving your premises to reduce the risk of cross contamination.

It is important that you wash your hands frequently including before and after a service and between each client.

The poster displayed is the NHS guidelines to handwashing and the advised way of keeping your hands clean. It is advised that you display a copy in your clinic and encourage all attending to follow this guidance.



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# SECTION TWO

## TREATMENT OVERVIEW

### Personal Presentation

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A beauty therapist should be a shining example to your trade. A client will look to their clinician as a professional and this will be reflected not only in how they look, but also their attitude and overall demeanour. If a client does not feel satisfied with the hygiene of either the therapist or the clinic, it is highly likely they will not return or recommend you to others.

#### Your uniform:

Is recommended to be worn at all times during working hours. It should be clean and smell fresh. Ideally a clean uniform is recommended to be worn each day. Your uniform should be kept simple not be decorated with anything other than a name badge or that of a professional organization to which the clinician is a member.

#### Hair:

Should be clean and secured away from the face.

#### Nails:

In the event that nail extensions are worn, these should be cleaned thoroughly underneath every time you wash your hands and they should be of a reasonable length and shape so as not to pierce your gloves. Maintenance should be kept up regularly so to not look tatty.

#### Footwear:

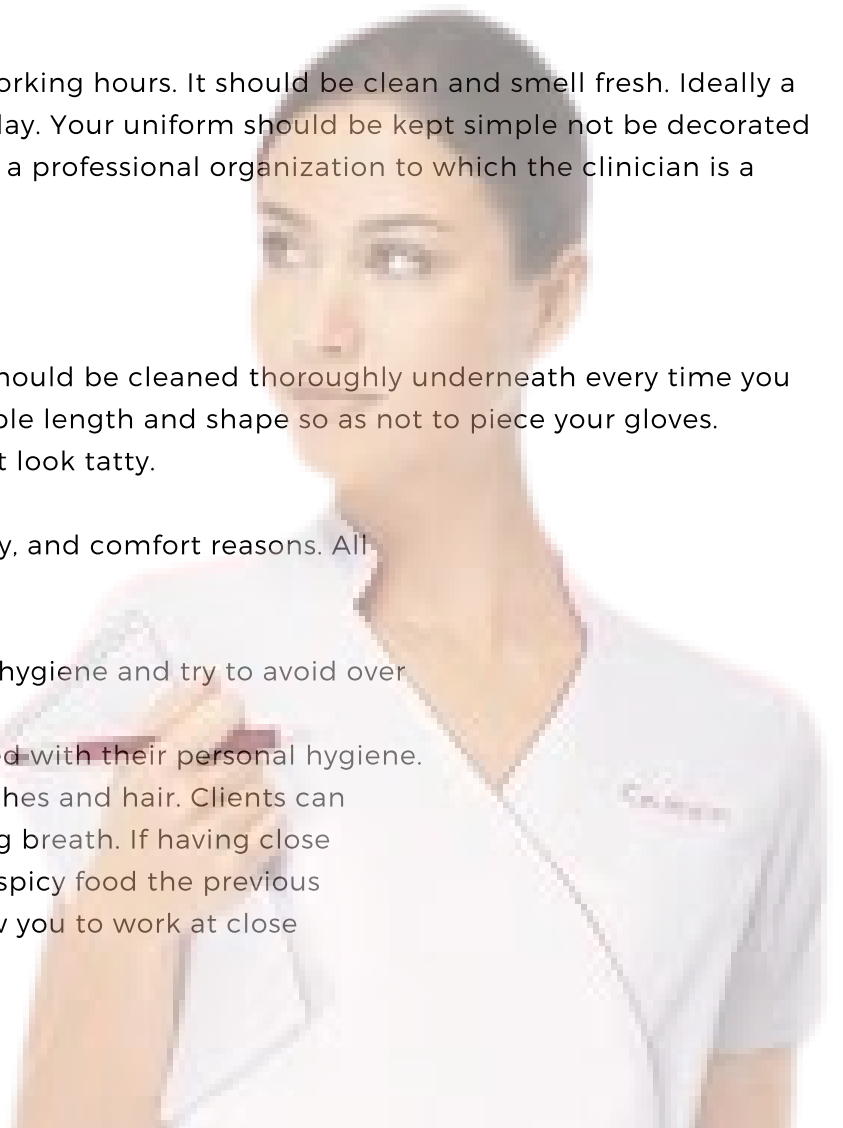
High heels are not to be worn for health and safety, and comfort reasons. All footwear should be enclosed no open toed shoes.

#### Personal Hygiene:

Deodorant should be worn at all times for person hygiene and try to avoid overpowering perfume.

If you are a smoker extra care should be considered with their personal hygiene.

The smell of cigarette smoke clings to fingers, clothes and hair. Clients can often find this offensive. Be aware of fresh smelling breath. If having close contact with a client, avoid garlic and excessively spicy food the previous night. Face masks also help mask smells and allow you to work at close contact with your client.





# SECTION TWO

## TREATMENT OVERVIEW

### Your Working Environment

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Your working environment is a reflection of the service you will perform, clean, tidy, hygienic settings are a must. Things to consider within your salon will be:

- Wipeable walls, floors, working surfaces.
- No food and drink to be consumed at the treatment.
- Wipeable chair.
- Clean towels or coverings for every client.
- Disposable couch roll.
- First aid kit.
- Medical grade surface cleanser.

Strict sickness policy will help stop the spread of infection by pre warning your clients that if they have been unwell within 48 hours of their intended treatment they will be required to rebook and anyone attending that is unwell will be sent away and charged for time wasted. Following these guidelines will help to reduce cross contamination and reduce the risk of spreading infection.



# SECTION TWO

## TREATMENT OVERVIEW

### Barbacide

Keeping yourself and your clients safe should be a top priority every day in the salon. That said, when there are new pathogenic threats, it should remind us of the importance of adherence to proper infection control guidelines.

Porous vs. Non-porous:

Things in our world can be categorized as either porous or non-porous. Porous items are things that can absorb liquids. Liquids can run through them, or they may be made of mostly liquid. Examples of porous items in the salon include your towels, neck strips and you! Non-porous items are generally made of glass, metal or plastic. Liquids cannot be absorbed or passed through these materials. In every state, porous items must be discarded after every service because there is no way to make them safe for use on multiple clients. Non-porous items may be used on multiple clients, but in every state, they must be cleaned and disinfected prior to use. That is where disinfectants come in! Disinfectants are chemicals that are designed to destroy the “germs” we are concerned about in the salon - bacteria, viruses and fungi.

The steps to proper disinfection are as follows:

- Wash non-porous item using either soap/water or a chemical cleaner.
- Rinse and dry item. Immerse, wipe or spray your item with an appropriate disinfectant.
- Adhere to contact time listed on the label. It might say something like “ensure the item is fully immersed for 10 minutes” or “surface must stay visibly wet for 2 full minutes”. The time referenced is for how long it takes to destroy every pathogen listed on the label.
- Concentrate immersion contact time: 10 minutes.
- Spray contact time: 10 minutes.
- Wipes contact time: 2 minutes.
- It is important that disinfectants used for immersion be changed daily.

# SECTION TWO

## TREATMENT OVERVIEW

### Insurance

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As a professional therapist setting high industry standards is a key factor to a successful business. Keeping your records up to date, following guidelines laid out by your insurance provider and keeping your insurance policy current are absolute basics all should follow.

There are many industry specific brokers and insurance firms in the UK that you can obtain a suitable public and professional liability insurance policy from. Several basic level beauty policies start at less than £100 per year. This will need to be put into place before working on the general public and charging for services.

Age of suitability of a service is set out by your insurance provider, always check their guidelines before offering services. From a professional opinion we do not recommend providing treatments to anyone under the age of 16 years.

# SECTION THREE

*Anatomy & Physiology*



# SECTION THREE

## ANATOMY & PHYSIOLOGY

### The Hand

- The human hand has 27 bones: The carpals or wrist accounts for 8; The metacarpals or palm contains five; the remaining fourteen are digital bones; fingers and thumb.
- The palm has five bones known as metacarpal bones, one to each of the 5 digits.
- These metacarpals have a head, a shaft, and a base.
- Human hands contain fourteen digital bones, also called phalanges, or phalanx bones.
- Two in the thumb (the thumb has no middle phalanx) and three in each of the four fingers. These are the distal phalanx, carrying the nail, the middle phalanx, and the proximal phalanx.
- Sesamoid bones are small ossified nodes embedded in the tendons to provide extra leverage and reduce pressure on the underlying tissue. Many exist around the palm at the bases of the digits; the exact number varies between different people.

#### Anatomy of the Hand

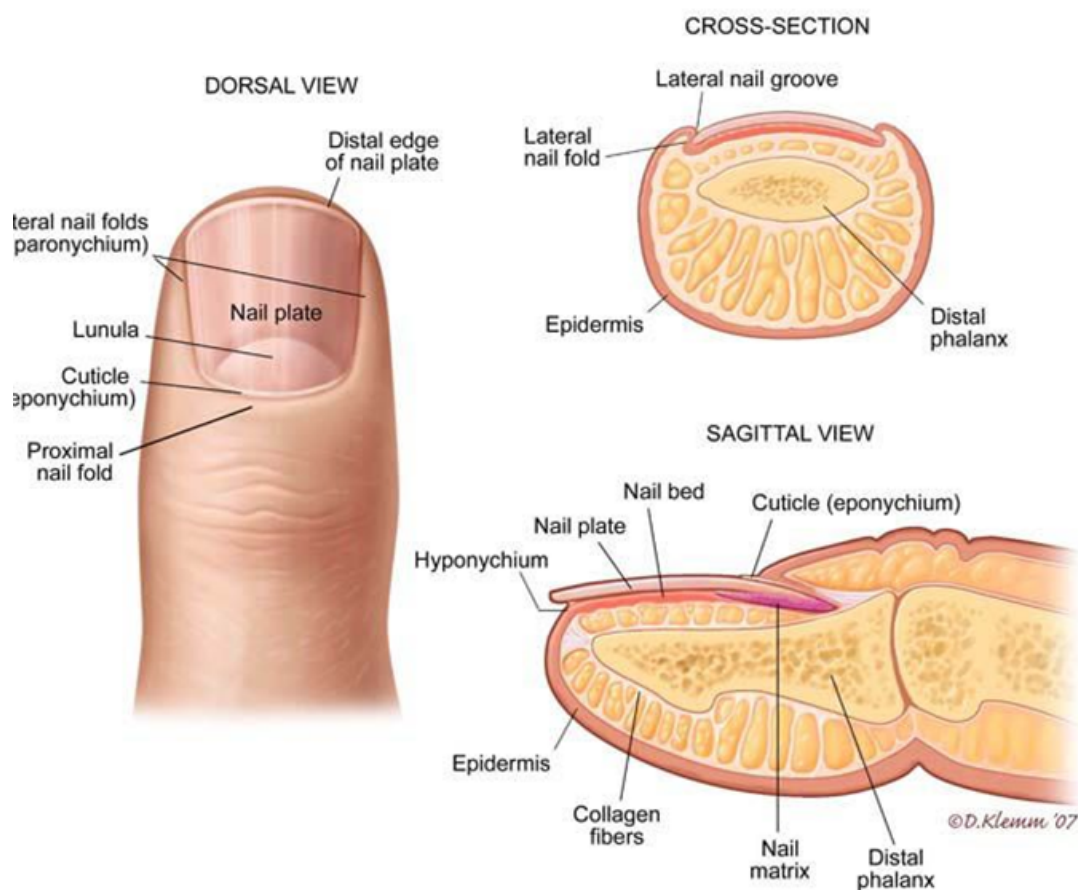


# SECTION THREE

## ANATOMY & PHYSIOLOGY

### The Natural Nail

Located beneath the skin at the nail's base, the matrix contains nerves and blood and lymph vessels that produce nail cells. The new cells flatten and are pushed forward toward the fingertip resulting in nail growth. Damage to this important and sensitive area can result in nail plate irregularities correct and safe practice with hand tools and an E-file is essential to maintaining healthy nail structure. Matrix damage can create permanent disfigurements when trauma is caused.



# SECTION THREE

## ANATOMY & PHYSIOLOGY

### The Natural Nail

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The nail plate is formed by the cells in the matrix reproducing. As the cells multiply they are pushed up before they die and therefore harden. This process is Keratinisation. The nail plate grows at approximately 3mm per month for the finger nail and 1mm per month for the toenail. The matrix needs a good supply of oxygen and nutrients for the cells to reproduce.

The growth of the nail can differ due to:

- Diet.
- Illness.
- Medication.
- Age.
- Time of the year (nails grow quicker in the summer).
- Injury or damage to the matrix or nail bed.
- Overall neglect.

If cells in the matrix are damaged by injury or illness, the thickness of the nail plate can vary, such as having a ridge in the overgrowth of the nail plate.

A healthy nail takes approximately six months to grow from the matrix to the free edge. In the summer months nails grow faster due to Vitamin D production.

A healthy nail should show:

- No inflammation.
- A natural sheen.
- A supple unbroken cuticle.
- A pink glow from underneath the nail bed.
- No ridges or spots.
- An unbroken free edge.

# SECTION THREE

## ANATOMY & PHYSIOLOGY

### The Foot

The foot is an intricate part of the body, consisting of 26 bones, 33 joints, 107 ligaments, and 19 muscles. The bones and joints in the feet experience wear and tear, so conditions that cause damage to the foot can directly affect its health. The human foot consists of 26 bones. These bones fall into three groups: The tarsal bones, metatarsal bones, and phalanges. The tarsal bones are a group of seven bones that make up the rear section of the foot.

#### Tarsal bones include:

The talus, or ankle bone:

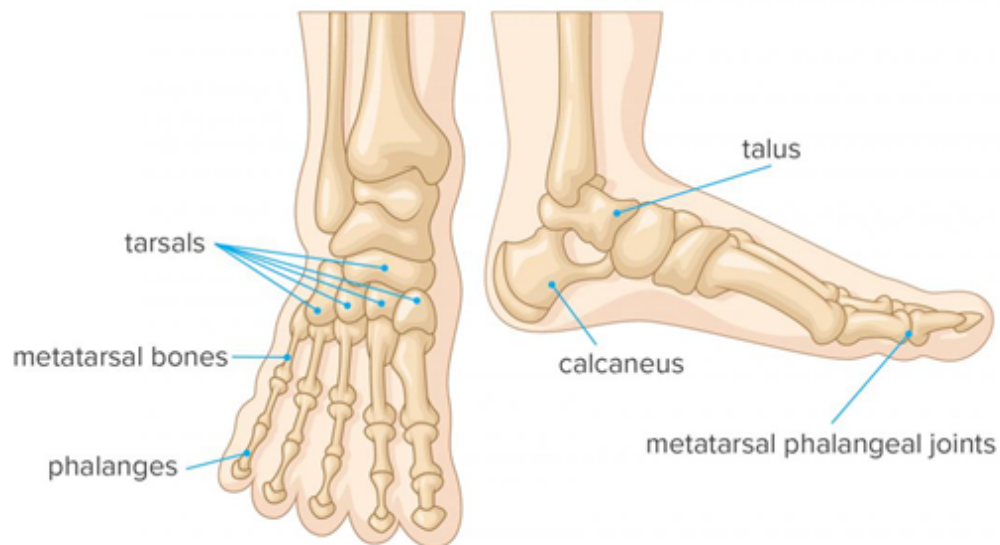
The talus is the bone at the top of the foot. It connects with the tibia and fibula bones of the lower leg.

The calcaneus, or heel bone:

The calcaneus is largest of the tarsal bones. It sits below the talus and plays an essential role in supporting body weight.

The tarsals:

These five bones form the arch of the midfoot. They are the medial, intermediate, and lateral cuneiforms, the cuboid and the navicular.



#### Metatarsal bones:

- The metatarsal bones are a group of five tubular bones in the middle of the foot. They connect to the tarsal bones and the phalanges.
- The metatarsals sit in a row. Doctors number them one to five. The first one sits closest to the arch of the foot, and number five sits at the outer edge of the foot.
- The phalanges are the bones in the toes. The second to fifth toes each contain three phalanges.
- From the back of the foot to the front, doctors call them the proximal, middle, and distal phalanges.
- The big toe or hallux contains only two phalanges, which are proximal and distal.
- The metatarsal phalangeal joints are the joints between the metatarsals and the proximal phalanx of each toe. These joints form the ball of the foot.
- The first metatarsal phalangeal joint sits in line with the big toe. It is a common area for foot pain and other problems.



# SECTION THREE

## ANATOMY & PHYSIOLOGY

### Foot Related Conditions

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- Arthritis can affect many different bones within the feet, but most commonly causes problems with the joints at the base of the big toe.
- This type of arthritis is known as big toe arthritis. Doctors may refer to it as hallux limitus or hallux rigidus.
- Big toe arthritis occurs when cartilage in the joint of the big toe begins to wear away. This can happen as a result of many years of repetitive upward movement of the joint.
- Certain activities, such as prolonged running and walking, can increase a person's risk of developing arthritis in this area.
- A bunion is a prominent bump on the inside of the foot, near the base of the big toe.
- Bunions develop when the bone at the base of the toe - The first metatarsal - Begins to separate from the bone at the base of the second toe - The second metatarsal.
- Gout is a type of inflammatory arthritis. Although it can affect almost any joint in the body, it most commonly affects the joint at the base of the big toe.
- Gout usually occurs due to a high concentration of uric acid in the blood.
- A hammer toe is a condition that usually affects toes other than the big toe. Instead of pointing straight out in front, these toes point downward, forming a claw shape.
- In most cases, the condition develops with age. It is usually the result of a muscle imbalance when the long muscles of the lower leg overpower the smaller muscles of the foot. This imbalance causes the toes to bend inward.
- Heel spurs are bony growths that develop on the heel bone, or calcaneus. Although they may cause some discomfort, they are rarely painful.
- Sesamoiditis is inflammation of one or both sesamoid bones at the base of the big toe. The condition can cause significant pain in this area.
- Stress fractures happen when an area of bone endures excessive and repetitive force.
- Certain repetitive activities, such as walking and running, can cause microscopic cracks, or microfractures, to develop in the bone. Ordinarily, the body can repair these microfractures.

# SECTION FOUR

*Client Consultation*

# SECTION FOUR

## CLIENT CONSULTATION

### Completing A Consultation

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An important part of being a professional therapist is upholding professional standards this includes always carrying out an in depth consultation appointment before completing the service.

The most successful clinics earn their reputation by providing excellent personal service. A service can only be truly personal when the needs of each individual client are understood, and treatments and advice are matched to their needs.

Clients have many different reasons for attending a clinic for treatment. Information is obtained at the consultation by asking questions and by examining the client's need for the service.

Keep eye contact with your client, listen carefully and note the answers given to you. This way, clients know you are genuinely interested in what they are telling you. Remember, clients may disclose information to you of a personal or sensitive nature. It is a breach of the Industry Code of Ethics to discuss or disclose this information with third parties unless it directly affects the treatment being given.

A full consultation should be carried out, this is to ensure you have fully understood your client's expectations and also to ensure they are not contraindicated and a safe, effective and satisfactory delivery of the treatment is achievable. Always ensure your client is happy to go ahead with the service and have given their written consent.



# SECTION FOUR

## CLIENT CONSULTATION

### Consultation Forms Should Include

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- Written consent to be obtained for best practice.
- Name and explain the procedure.
- Discuss expectations and benefits.
- Check for contraindications.
- Explain possible side effects and recovery.
- Sign, date and store the consent.
- Incorporate a general medical questionnaire.
- Check ID if concerned they could be under 18.
- Failure to complete client record cards will void your insurance.
- All record keeping should comply with GDPR data protection.
- Client consultation template available with this training.



# SECTION FIVE

*Contraindications*



# SECTION FIVE

## CONTRAINDICATIONS

### Contraindications

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All beauty services have a list of associated contraindications. This could be something that needs to be considered at the beginning of a service to assess for suitability of the service. We put these into three categories for nail services.

- Total avoidance - Example bacteria or viral infection.
- Aware of issue and to be monitored - Example mild eczema to the surrounding area.
- Make amendments to service to accommodate - Example skin tag or scar tissue.

Next you will find a range of commonly found nail related issues and conditions and if they are appropriate to have a service.



# SECTION FIVE

## CONTRAINDICATIONS

### Contraindications

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**Warts** - Warts are small lumps on the skin that most people have at some point in their life. They usually go away on their own but may take months or even years. Warts are not considered very contagious, but they can be caught by close skin-to-skin contact. The infection can also be transmitted indirectly from contaminated objects or surfaces, such as the area surrounding a swimming pool.

**Contact Dermatitis** - Contact dermatitis is a red, itchy rash caused by direct contact with a substance or an allergic reaction to it. The rash is not contagious or life-threatening, but it can be very uncomfortable. Many substances can cause such reactions, including soaps, cosmetics, fragrances, jewellery and plants.

**Nail Psoriasis** - If you have psoriasis, it is important to check your fingernails and toenails for signs of nail psoriasis. Common signs include, tiny dents in your nails (called "nail pits"), white, yellow, or brown discoloration, crumbling nails, nail(s) separating from your finger or toe, build up beneath your nail. If you notice any of these signs or another problem with a nail, tell your dermatologist. Treatment can help clear nail psoriasis and reduce pain. Without treatment, nail psoriasis may worsen.

**Nail Fungal** - Fungal nail infections are common. They are not serious but they can take a long time to treat. Fungal nail infections usually affect your toenails, but you can get them on your fingernails, too. Fungal nail infections usually start at the edge of the nail. They often then spread to the middle. The nail becomes discoloured and lifts off. The nail becomes brittle and pieces can break off. It can cause pain and swelling in the skin around the nail. It is contagious and will spread, it requires anti fungal treatment.



# SECTION FIVE

## CONTRAINDICATIONS

### Skin & Nail Conditions

- **Pitting** - It can happen for several reasons and is often related to nail psoriasis. You may also have discoloration of your nails or abnormal growth with this condition.
- **Nail pitting** may show up as shallow or deep holes in your nails. The pitting can happen on your fingernails or your toenails. You may think the pitting looks like white spots or other marks. It might even look like your nails have been hit with an ice pick.
- **Leukonychia** - Leukonychia is a condition where white lines or dots appear on your finger or toenails. This is a very common issue and entirely harmless. Many healthy adults have these spots at some point in their lives, so developing them is likely not a sign of a serious medical condition.
- **Subungual hyperkeratosis** - Subungual hyperkeratosis describes the accumulation of scales under the distal portion of the nail plate, with nail thickening and uplifting. It most frequently involves the toenails. Splinter hemorrhages appear as longitudinal linear red / brown areas of hemorrhage, often seen in fingernails and located in the distal portion of the nail plate.
- **Onycholysis** - Onycholysis is a common medical condition characterized by the painless detachment of the nail from the nail bed, usually starting at the tip and / or sides. On the hands, it occurs particularly on the ring finger but can occur on any of the fingernails. It may also happen to toenails. When the underlying condition is treated and under control, onycholysis will usually clear up over the course of a few months. Failing to treat the underlying cause may result in further medical complications or the nail failing to heal.
- **Splinter hemorrhages** - A splinter hemorrhage is a longitudinal, red / brown hemorrhage under a nail and looks like a wood splinter. Seen end on, the hemorrhage is in the lower part of the nail plate or underneath it. Splinter hemorrhages can occur at any age; However, they are more common in older people. The most common cause of a splinter hemorrhage is trauma, including the application of an acrylic nail.



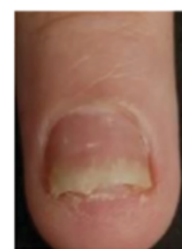
Pitting



Leukonychia



Crumbling



Subungual hyperkeratosis



Onycholysis



Splinter hemorrhages

# SECTION FIVE

## CONTRAINDICATIONS

### Skin & Nail Conditions

- Paronychia - Paronychia is an inflammation of the skin around the nail, which can occur suddenly (acute), when it is usually due to the bacteria paronychia is usually caused by bacteria. Paronychia is often treated with antibiotics, either topical or oral or both. Chronic paronychia is most often caused by a yeast infection of the soft tissues around the nail but can also be traced to a bacterial infection. If the infection is continuous, the cause is often fungal and needs antifungal cream or paint to be treated.
- Hematoma - Subungual hematoma is the medical term for bleeding and bruising under the nail. This is usually the result of some kind of injury to the blood vessels under the nail bed. For example, blood vessels can break and leak blood into the area underneath the nail when a door slams on a finger or a heavy object crushes a toe. If left untreated, a simple subungual hematoma typically grows out with the lengthening nail plate and resolves on its own, although sometimes subungual hematomas can result in your nail falling off (onycholysis). Until the nail grows out, however, you can expect weeks to months of blue / black discoloration.
- Pseudomonas Bacteria - Green Nail Syndrome (GNS, Pseudomonas nail infection, chloronychia, green striped nails, chromonychia) Green nail syndrome is caused by infection with *Pseudomonas aeruginosa*.
- Patients likely have a history of prolonged exposure to water or detergents (soaps), or an ungual trauma.





# SECTION FIVE

## CONTRAINDICATIONS



Wart



Psoriasis on the nails



Paronychia



Onycholysis



Nail Furrows



Psoriasis

Eczema



Subungual Hematoma



Leukonychia



# SECTION FIVE

## CONTRAINDICATIONS

### Common Foot Conditions

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**Ingrown Toenail** - Ingrown toenails occur when the edges or corners of your nails grow into the skin next to the nail. Your big toe is most likely to get an ingrown toenail. Ingrown toenails may be more common in people with sweaty feet, such as teenagers. Older people may also be at higher risk because toenails thicken with age.



**Athletes Foot** - Athletes foot, known medically as tinea pedis, is a common skin infection of the feet caused by fungus. Signs and symptoms often include itching, scaling, cracking and redness. In rare cases the skin may blister. Athletes foot fungus may infect any part of the foot, but most often grows between the toes.



**Verruca** - Warts are small lumps on the skin that most people have at some point in their life. They usually go away on their own but may take months or even years. Warts are not considered very contagious, but they can be caught by close skin-to-skin contact. The infection can also be transmitted indirectly from contaminated objects or surfaces, such as the area surrounding a swimming pool.



**Nail Fungal** - Toenail fungus is an infection that gets in through cracks in your nail or cuts in your skin. It can make your toenail change colour or get thicker. It can also hurt. Because toes are often warm and damp, fungus grows well there. Different kinds of fungi and sometimes yeast affect different parts of the nail. Left untreated, an infection could spread to other toenails, skin, or even your fingernails.



# SECTION FIVE

## CONTRAINDICATIONS

### Common Foot Conditions

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Paronychia	Bacterial infection	Inflammation of the skin, throbbing and pus present	Restrict
Eczema of the hands	Irritant of the skin	Dry inflamed skin	Restrict
Bruised Nail	Injury to the nail bed	Discoloured nail	Prevent
Psoriasis of the Nail	Non contagious disorder	Deep pitting of the nail bed	Prevent
Onychorrhexis	Dry and Brittle	Vertical splitting of the nail	Restrict
Onycholysis	Trauma to the free edge	Separation of the nail from the bed	Prevent
Leukonychia	Injury to the nail	Whit spots within the nail plate	Restrict
Furrows	Trauma, age, injury, ill health	Ridges in the nail	Restrict
Tinea Unguium	Ring worm (fungal infection)	Yellow or white patches leading to peeling of the nail plate	Prevent
Beaus Lines	Ill health or poor manicure	Ridges across the nail	Restrict
Onychophagy	Biting of the nail and surrounding skin	Very little free edge sore skin	Restrict

# SECTION *Products* SIX

# SECTION SIX

## PRODUCTS

### Gel Polish

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The power of Gel Polish in today's world hands down overtakes the nail lacquer time and time again. Having the ability to apply gel polish to a professional standard will be a basic skill requirement for most nail technicians.

Nail lacquer is most commonly preferred to a slightly older client or someone only looking to have a service on for a short period of time for example a bank holiday weekend away. Most clients now wish to maximise on their service and gain the most from the experience and gel polish does this. Generally a gel polish manicure can be worn between 14 and 28 days without the need for maintenance. High shine, chip resistant and water proof creating strength to the natural nail encouraging growth of the natural nail.

Gel polish also creates a world of creative art nail lacquer simply cannot achieve. This includes things such as designs of ombres, glitter fades, chromes, flakes and water decals the list is endless again making it a far more popular option.

More and more nail technicians are dropping lacquer from their services due to its time consuming drying times and lasting only days before tarnishing. But having the option to use both is always an option to have and potentially entice clients to come to you if others do not offer both.

The only down side clients may feel gel polish has over lacquer is a professional removal is required for safety. When self removal techniques or picking of the service at home is done this often leaves the client with damage and brittle nails as harsh incorrect removal will increase the risk of damage. Lacquer is very easily removed using polish remover where as gel will require the use of acetone or E-File.

Costing for both can vary, lacquer can be purchased for as little as a few pounds up to fifteen pounds a bottle. Gel polish also varies greatly between five and twenty five pounds a bottle.

# SECTION SIX

## PRODUCTS

### Gel Polish

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Gel polish is widely available in a variety of brands and prices. Its variety also has a range of artistic features such as glow in the dark, magnetic, glitter, heat changing and much more making artist designs simple easy and exciting in a fast-paced artistic industry.

This course is non brand specific, but we advice that a professional product is always used and to check that the product meets the insurance providers list of approved products.

We also advice that when completing a service you use the corresponding products with a service, and do not mix brands. So your base colour and top should all be the same brand.

Gel polish is set via 2 methods. Firstly using a UV lamp. These are usually 4 straight bulbs of 9 watt power each. As far as industry development goes UV lamps are a relatively out of date option, they are not as effective as an LED lamp. They take longer to cure 120 seconds per layer of the product, and often because of the bulbs being flat and not rounded like most LED, the sides of the nails can be missed. This will result in leaving it part cured and tacky spots to the nail.

LED lamps come in a range of strengths from a single flash cure up to 74 watt. We recommend a 44 watt LED lamp or above for maximum effectiveness and a curved lamp where possible this will ensure the bulbs are positioned perfectly across the entire nail for a perfect cure. LED cures in a range of time frames, always check your product manufacturers guidelines but an average cure is 60 seconds for bases and top coats. 30 seconds for colour and 20 seconds when applying glitters, foils or flakes into the colour layer of the nail.



# SECTION SIX

## PRODUCTS

### Nail Lacquer

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Nail lacquer is applied in three stages:

- Base coat - Always apply as colour can stain the plate without.
- Colour - Generally requires two coats occasionally 3 and will be applied after the recommended dry time after the base coat.
- Top coat - This goes over the colour again following manufacturers guidelines and will create a seal increasing the longevity of the product.

Painting lacquer needs to be done in three sections with a light as a feather touch to avoid streaks. Start at the cuticle and paint in straight lines starting in the middle and doing side wall and side wall. Try to avoid keep going over as it will create lines and thin is always best to ensure the nails dry nicely.



# SECTION SIX

## PRODUCTS

### The Cuticles

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**Eradicator** - This can be an orange stick, hoof stick or mental cuticle tool. Anything not made of metal is to be one time use and disposed of. Metal tools can be sanitised and reused making them far more cost effective.

**Cuticle Nippers** - Are made of metal and suitable to be used on the hands and the feet. They need to be sanitised in Barbicide between clients and should only be used to nip away dead cuticle not live tissue this will make the area both bleed and sore.

Cuticles will always need to be pushed back in any service this helps eradicate dead skin cells from the plate and to create a clean cuticle edge to the back of the nail allowing a more cosmetically pleasing finish to the service.

Nipping of the cuticles should be done with caution and only where necessary. Dead cuticle is often hard, dry white thick layer and lifts away easily from the nail plate when pushed. If you cannot tell the difference between live and dead skin tissues air on the side of caution and do not cut the area.



# SECTION SIX

## PRODUCTS

### Nail Files

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Nail files are given a grade and this number is based on how coarse the nail file is, for example the lower the number the more coarse the file, the higher the number the smoother the file.

When carrying out filing on any natural nail it is recommended to use a 240-grit file wherever possible due to its softness.

Nail files come in different shapes and colours. They have a range of names from straight and curved, foam and non, ocean boards and zebras. All file length and shapes are purely selected from the nail technicians preference rather than need.

- 180 grit - Use to shorten the natural free edge.
- 240 grit - Use for prepping the natural nail
- Sanding block / buffer - Shine the nail.



# SECTION SIX

## PRODUCTS

### Products

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When selecting your products to use during your manicure and pedicure services the options are varied in both price and quality.

Always insure which ever product line you choose to work with that you purchase from a professional range and buy from a recognized supply chain.

Kaeso is a great mid quality range brand. It is easily purchased from beauty wholesalers such as Capital both in store and online. The range of products is varied and cost friendly, a beginner's kits for both will set you back around £20 each. They have great singular items to add to your kits such as scrubs and heel balms available in small and larger sizes for the busier therapist.

Do not forget to check your contraindications for allergies to products to ensure clients do not get adverse reactions such as skin inflammation.



# SECTION SIX

## PRODUCTS

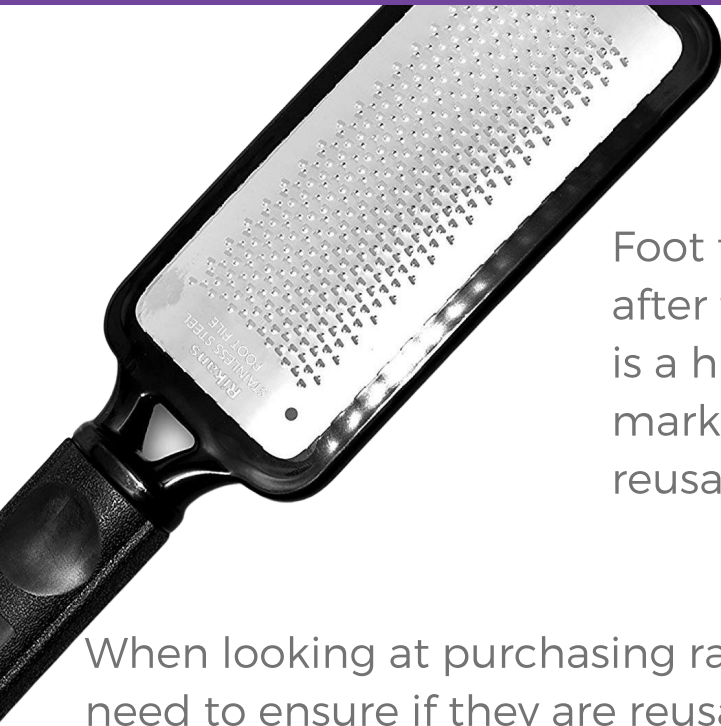
### Foot Files

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Foot files are used for the removal of dead skin after the soaking stage of the pedicure. There is a huge variety of foot files available on the market made from a variety of materials both reusable and one time disposal.

When looking at purchasing rasps and files you need to ensure if they are reusable you have the ability to keep them sterilised and replace the file head for each client.

Remember when clients attend with months sometimes even years of built up hard skin then one service can make great improvement but multiple services may be required to get the desired effects.





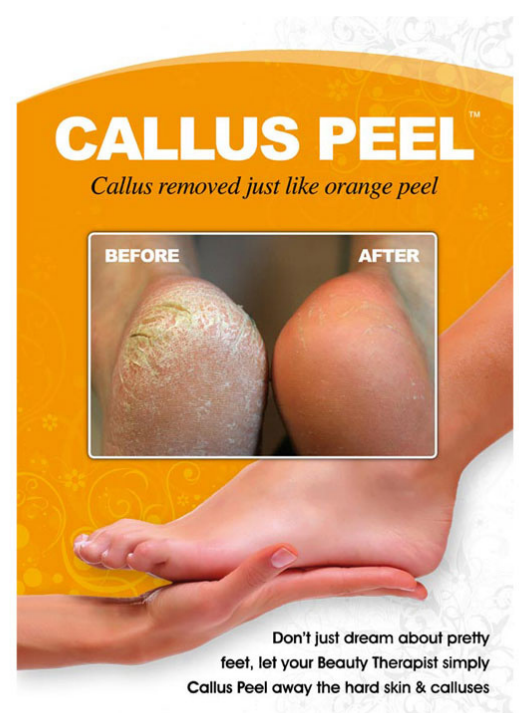
# SECTION SIX

## PRODUCTS

### Callus Peel

Callus Peel is a luxury, spa foot treatment that removes hard, callused skin leaving your feet feeling soft and revitalised.

1. First, a skin softener is applied to the areas which are affected the most from hard skin. These areas, for example, might include your heels or the sides of your toes.
2. After a few minutes, the product has broken down the callus and needs removing exposing the newly softened skin. This is then scraped away gently and painlessly using a foot file. A lot of people fear that this stage could hurt, but it is in fact completely painless. ! (We can't forget to mention that it is also super satisfying to watch).
3. Once all the hard skin and calluses are removed, the rest of the skin is polished with a foot file. Again, this process is painless and actually considered to be very relaxing by clients!
4. Lastly, a moisturising treatment is applied to keep your feet feeling (and looking) amazing for as long as possible.



# SECTION SEVEN

*Structure*

# SECTION SEVEN

## MANICURE

### Filing The Natural Nail

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Clients often see beautiful shapes created with nail enhancements and believe this is a possibility for their natural nails also, sadly this is not the truth.

When filing the natural nail we advise using a 180 grit file or natural nail emery board and encourage you to file the nail in one direction where possible but a back and forward motion will not create nail damage.

Natural nails should be left to grow and filed to shape in as natural finish as possible, therefore a classic square or rounded finish is the healthiest option. Those who file to encourage the nail to grow tapered at the sides to a coffin or almond are taking too much of the sides of the natural nail away increasing risk of breakage due to breaking down the natural structure of the nail.

To remove any debris such as dead cuticle from the nail plate we use a 240 grit buffing block, this will create no damage to the plate and thoroughly cleanse it for the preparation of polish or extensions.

# SECTION SEVEN

## MANICURE

### Nail Preparation

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The most common cause of clients complaints come from poor preparation of the nail plate, resulting in lifting/peeling of polish and infection. The nail plate must be completely free of dirt, grime, oil and bacteria. If not, the polish will lift, bacterial infections will grow, and surrounding tissue may be damaged.

- Remove old nail polish with a cotton pad and acetone, keep in mind that if a client has nail extensions then polish needs to be filed off.
- Cut and file the nail shape according to the client's request.
- Soak hands in warm water adding a soak to the water, Epsom salts relax tired hands and helps remove toxins from the body. (If completing a manicure)
- After a thorough soaking apply a cuticle remover to the cuticle area with an orange stick, massage into the cuticles and gently push back very slowly to avoid tearing the skin. For the overly abused hands this may need to be repeated. Leave the cuticle remover on for a few minutes will dissolve the excess skin and prevent hangnails. If required cuticle nippers may be used to trim off the excess cuticle.
- After removing the cuticles apply an exfoliating scrub to your client's hands and place back in the warm water.
- Wash exfoliator off client's hand after a few minutes, apply a hot towel to your client's hands.
- After a basic manicure remove all supplies that you have used, replace any used towels and spray work surface before moving onto gel polish application.
- You should polish (lift the fluff) the nail surface to get rid of glossy spots especially in cuticle area. But you don't have to press hard on the nail file, use a 240-grit file. The cuticle area is the most sensitive and can be easily deformed. If you see the nail layers that are peeled off, you should file them off, buff gently to remove all shine.
- Take a nail wipe and soak in dehydrator/acetone and wipe over all nails. Do not touch nails with your fingers or allow client to move her hands as any oil, moisture or make up can affect the adhesion of the products.

# SECTION SEVEN

## MANICURE

### Dry Manicure Application

---

A dry manicure is advised when using gel polish, this means the nail plates are well dehydrated and prepped perfectly for the application of gel.

A common problem with using a full manicure service including hand creams and oils is this creates an oil base to the nail plate and gel polish will be inclined to lift far quicker than expected.

A dry manicure will include:

- Pushing the cuticles.
- Eradicating the nail plate of dead overgrown cuticle.
- Shape the free edge to the desired finish.
- Buff with a 240 buffer to smooth over and ensure all the nail plate is oil free.
- Apply primer if required and begin your gel polish service.





# SECTION SEVEN

## MANICURE

### Full Manicure

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1. Pre-arrange desk with tools and equipment.
2. Wash both yours and your client's hands.
3. Have your client sit comfortably and ask them to remove jewellery and store appropriately.
4. Remove any nail varnish with non-acetone nail varnish remover leaving the nails clean of product.
5. Inspect hands for contraindications and check details on the record card.
6. Clarify with the client the length and shape your client requires before starting to file.
7. Start working on one hand starting with thumb and working to the little finger, using the fine side of your emery board file in fine sweeping movements towards the centre. Do not file across the nail and do not file into a point as this will weaken the nail and cause it to break. Do not use the coarse side of a file this can cause the natural nail to split or break off layers.
8. Apply a small amount of cuticle cream using an orange stick to the cuticle area. Massage in, covering the nail plate using small, firm, circular movements with your thumb pads. Working the thumb and little finger, ring finger and first finger thumb and little finger.
9. Place the hand into warm water with manicure soak. The water in the manicure bowl should be enough to cover the fingers to the first joint and avoid spilling over, we use warm water to soften the skin and make the treatment enjoyable for the client.
10. Repeat stages 7 to 9 on the other hand.
11. Remove the first hand from the water and dry with a clean towel, gently easy cuticle area back as you dry.

# SECTION SEVEN

## MANICURE

### Full Manicure

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12. Cover an orange stick with cotton wool and place cuticle remover onto it and rub into the cuticle and side walls of the nail and under the free edge.
13. Using the eradicator scrap away any cuticle skin adhering to the nail plate. Wipe away excess onto a cotton pad with each movement.
14. Using your eradicator gently push the cuticles back and lift away from the nail plate, use gentle up and down motions working from the centre of the cuticle area to the side walls.
15. Inspect cuticles if there are any ragged cuticle clip away with cuticle nippers. DO NOT cut live tissues this will leave your client open to risk of infection and cause your client to bleed. Always keep your nippers sharp as blunt nippers tend to tear or rip skin instead of clean cut.
16. Repeat steps 11 to 15 on the other hand.
17. Remove all excess off nail and buff over nail using a white buffing block.
18. Apply cuticle oil and massage around cuticles.
19. Ask client to wash hands to remove excess oils.
20. Using hand lotion massage into clients first hand and arm then repeat to clients second hand and arm.
21. Wipe away excess cream using lint free pad and wipe away from nail plate. The nail should squeak this shows it is clear and smooth. If product is left behind this will cause the polish to go streaky and peel.
22. Put client's jewellery back on.
23. Apply polish: 1 coat of base, 2 of colour and 1 top coat. Allow time to dry.
24. 30 minutes should be an adequate time to complete a manicure and 45 minutes when including an arm and hand massage.

# SECTION SEVEN

## MANICURE

### Aftercare

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Giving correct aftercare will ensure that your clients look after the service they have received and increase the longevity of the polish. Basic information to give will include:

- Wear gloves when washing up, cleaning, gardening or in products.
- Do not pick the product on the nails.
- Do not file your nails in between services.
- Avoid biting the nails and surrounding skin.
- Apply cuticle oil and hydrating hand cream daily.
- Book your next appointment and keep maintenance regular.



# SECTION EIGHT

*Medicare*

# SECTION EIGHT

## PEDICURE

### Dry Pedicure

---

A dry pedicure is advised when using gel polish, this means the nail plates are well dehydrated and prepped perfectly for the application of gel.

A common problem with using a full pedicure service including hand creams and oils is this creates an oil base to the nail plate and gel polish will be inclined to lift far quicker than expected.

A dry pedicure will include:

- Simple wash or sanitizing of the feet.
- Pushing the cuticles.
- Eradicating the nail plate of dead overgrown cuticle.
- Shape the free edge to the desired finish.
- Buff with a 240 buffer to smooth over and ensure all the nail plate is oil free.
- Apply primer if required and begin your gel polish service.



# SECTION EIGHT

## PEDICURE

### Full Pedicure

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1. Sanitize hands.
2. Advise client to remove footwear, tights or socks.
3. Sit client on chair and sit opposite on a low stool.
4. Inspect feet for contraindications.
5. Remove toenail polish if client is wearing any.
6. Place towel down and place foot spa between you and the client fill the spa with soaps and oils and half fill with warm water.
7. Submerge feet in water and leave to soak for 15 minutes.
8. Get your client to choose a colour whilst soaking.
9. Remove first foot pad dry and using foot rasp scrub all hard skin areas heel sides and sole of the foot, apply foot scrub cream rub into the areas then rinse foot off in the water and pat dry.
10. Repeat on the other foot.
11. Place first foot up push back cuticle trim if required, clip nails also if required and with the rough side of the emery board in a sweeping motion file nail down and into shape keeping the tops straight and slight curved edges.
12. Place foot down take second foot out of the water and remove bowl.
13. Repeat on second foot.
14. Foot and leg massage one foot at a time.
15. Cleanse nail plate ready for applying polish and put on toes separators.
16. Apply polish: 1 coat of base, 2 coats of colour, 1 top coat, allow time to dry.
17. Allow client to put on footwear.
18. Wash your hands.
19. Dispose of all paper towels and water from the foot spa. Towel to go into wash and sterilize all equipment.

# SECTION EIGHT

## PEDICURE

### Aftercare

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1. Leave adequate time after your treatment to allow your nails to dry if having lacquer.
2. For pedicures wear open toe shoes if possible.
3. Change socks or tights daily.
4. Apply moisturising lotion daily to the feet after bathing.
5. Dry feet thoroughly after washing, especially between toes.
6. Apply talc or special foot powder between the toes to help absorb moisture.
7. Massage cuticles with cuticle cream or oil.
8. Do not pick or remove your on gel polish, have it removed professionally.
9. For long term improvements book in for regular pedicures.



# SECTION NINE

*Remedial Treatments*

# SECTION NINE

## REMEDIAL TREATMENTS

### Remedial Services

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Remedial treatments are seen extras or luxury options to add onto a manicure or pedicure service. Some often have great benefits to the customer helping with skin problems and general aches and pains.

These services can be offered at every treatment, mixed up to what suits the client at the time or only for the odd special occasion and you can price your treatments according to the services that you provide.





# SECTION NINE

## REMEDIAL TREATMENTS

### Hot Oil Massage

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Remedial treatments may be required by the client in the circumstances that their hand and nails are in poor condition, these types of additional treatments can be very beneficial and should be discussed as an option during the consultation stage.

Oil manicures are partially beneficial for brittle or rigid nails and dry cuticles. In extreme cases, treatment may be necessary once a month until noticeable change in the hands and nails. A vegetable oil such as olive almond oil is used as it is capable of penetration and therefore improve the nails and leave the skin of the hands soft.

#### **Application Techniques**

Place the oil in a bowl large enough for the client to immerse the fingers of both hands, then place this bowl into a larger bowl containing boiled hot water to allow the oil to heat up. Proceed with the manicure, when hands are ready for massage, remove bowl of oil from heat source and immerse all client's fingers, soak for ten minutes. Remove the hands and proceed with the massage using oil on the hands.





# SECTION NINE

## REMEDIAL TREATMENTS

### Paraffin Wax

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This is a treatment involving the use of warm paraffin wax set in a wax bath. It is particularly useful if the skin of the hands is dry, and maybe beneficial to the joints of the fingers if stiffness is present. Much of the benefit of the treatment is derived from the build up of heat within the skin.

Before this treatment commences both the client and the therapist need to remove any jewellery from the hands and wrist, having bare arms from the elbows down. Both need to thoroughly wash your hand then apply alcohol gel before you begin the service.

#### Application Technique

Method 1 - Remove preheated wax from the Bath, testing temperature on the therapist inner wrist. Apply 5 to 6 layers to client's hands. Wrap client's hands or feet into a film bag and then a warmed towel or mitts, leave for 15 to 20 minutes. Unwrap hands and remove paraffin wax in one movement like a glove.



Method 2 - Sanitize the clients hands, get the client to close fingers together and dip entire hand to the wrist into the wax, dips must be quick just 2/3 seconds to avoid heat spike. You should guide the client in and out of the bath this is done by positioning their arm ready for application and gently holding the arm towards the elbow creating a guide for the client. Wait 5 seconds before repeating and this should be done three times to create a even thick layer of wax over the area. Finish by bagging and wrap hands or feet in mitts or a towel for 15 minutes. Remove the service like a glove once complete to reveal smooth fresh skin underneath.

# SECTION NINE

## REMEDIAL TREATMENTS

### Benefits Of Hand Massage

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The purpose of a hand and arm massage is to improve the skin texture and appearance through increased blood circulation. The arm should be well supported throughout the process this will prevent any muscle tension and for the client to feel fully relaxed.

Massage has many positives to the body including:

- Relaxation - Relieves fatigue so it is good for tense clients.
- Aids desquamation (skin shedding).
- Firms muscles.
- Can help break down fat.
- Warms the skin.
- Increases blood and lymph flow so aiding the removal of waste materials and encouraging cell regeneration.

# SECTION NINE

## REMEDIAL TREATMENTS

### Massage Movements Explained

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#### **Effleurage**

- Is a light smooth stroking movement in any direction on the surface of the skin. It is performed with the palm surface of both hands and fingers and a rate of 7" per second.
- It will relax the client and can also relieve fatigue. It warms the skin to prepare it for deeper massage. It increases blood and lymph circulation.

#### **Kneading**

- It is a deep movement performed with palm surface of hands and fingers. The picking up of a muscle or group of muscles, then releasing. Blood and lymph circulation are greatly improved.

#### **Friction Circles**

- A deep movement performed with palm surface of fingertips or thumb. Pressure must always be towards the heat. It greatly improves blood and lymph circulation, and is often performed around joints, i.e. Wrists to improve mobility.

#### **Joint Manipulation**

- These movements are called passive movements because the therapist moves the joints and effort is required by the client. In a manicure the wrist joint is moved in a circular motion to the left then right, forwards, backwards and from side to side. There must be no force used by the therapist. This movement is slow and gentle and will improve joint mobility and prevent joint swelling.

# SECTION NINE

## REMEDIAL TREATMENTS

### Massage Routine Hands

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Make sure you have a towel covered with tissue over to catch any oil residue.

1. Spread oil evenly across the arm and hand.
2. Effleurage from fingertips to elbow, return with light effleurage strokes on the side of the arm x6.
3. Frictional circles in 3 lines from elbow to wrist, with thumb deep push back x2.
4. Light frictional circles on wrist.
5. Circular thumb frictional circles between each metacarpal bone, deep push back x2.
6. Effleurage inner hand up to arm.
7. Frictional circles from elbow to wrist, deep push back in 3 lines x2.
8. Light frictional circles to the inner wrist.
9. Deep thumb kneading to palm muscles.
10. Turn over hand.
11. Massage fingers from the proximal to distal ends with the thumb and fingers of one hand, massage thumb with finger and thumb of the other hand.



# SECTION NINE

## REMEDIAL TREATMENTS

### Massage Routine Hands

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12. Finger extensions.
13. Repeat the massage from points 1 to 12 once.
14. Passive movements to the wrist joint.

- Clockwise x 4.
- Anti-clockwise x 4.
- Forward x 4.
- Backward x 4.
- Left x 4.
- Right x 4.



These movements will prevent stiffness and enlargements of the wrist joints. They should be performed with great care and no pressure.

15. Effleurage repeat of stage 2.

- All oil at this point should be absorbed into the skin.
- Wipe over the hand with damp cotton wool.
- Dry with tissue.
- Proceed with same routine on the second hand and arm.



# SECTION NINE

## REMEDIAL TREATMENTS

### Massage Routine Feet

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1. Apply foot massage cream to foot and leg.
2. Effleurage from toe to knee x 6.
3. Palm kneading to calf x 3.
4. Alternate palm kneading x 3.
5. Straighten foot friction circles between metatarsals.
6. Toe grinding each way x 3.
7. Toe circling each way x 3.
8. Thumb kneading to the sole of the foot x 3.
9. Arch from heel to toe.
10. Repeat 1-9.
11. Slapping x 2.
12. Cupping x 2.
13. Effleurage as step 2.
14. Wipe excess with cotton wool apply talcum powder.



# SECTION *Pricing* TEN

# SECTION TEN

## PRICING

### Pricing

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Treatment prices for Manicure & Pedicure vary place to place due to a range of factors. When working out your prices things to consider will include:

- Product costing.
- Overheads - room rent, rates, booking system, waste disposal, card machine.
- Local area and competition prices.
- Profit margins and self worth based on skill and experience.

Accommodating all these factors will allow you to come up with a price that is reasonable and your happy with. Do not undersell your value it is always an option to have offers but it is difficult to undercut then up prices as it often attracts the one of or bargain hunter client's which do not offer a long term stability.

The lowest pricing for a treatment can be seen advertised around £20. The average charge for the service is around £45 and the top end charge for the service can be seen advertised at £120.



# SECTION ELEVEN

*Shopping List*

# SECTION ELEVEN

## SHOPPING LIST

To Begin This Treatment You Will Need

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- Manicure Items eradicator, nippers .files.
- Buffers.
- Cuticle Oil.
- Manicure Bowl.
- Pedicure Bowl.
- Creams & Lotions (hands & feet).
- additional & Remedial Items (callus peel, hot oil etc).
- Lacquer (base colour & top).
- Foot Rasps & Skin Remover Files.
- Working station.
- Barbicide.





# SECTION TWEELVE

*Next Steps*

# SECTION TWELVE

## NEXT STEPS

So now you have looked through the training manual its time to prepare for your in house training. On the day of training you do not need to bring anything with you. Hot and cold drinks along with light snacks are provided. All models are also provided, If you wish to provide your own please let us know in advance so we do not over advertise for places.

