

## **STANDARD CONDITIONS MESSAGE AND REFLEXOLOGY**

### **1.0 Definitions**

#### 1.1 Massage:

To manually manipulate (someone's body), usually for medicinal or relaxation purposes.

#### 1.2 Types of massage:

Swedish massage (occasionally referred to as traditional massage)

Sports Massage

Aromatherapy Massage

Beauty Massage

Indian Head Massage

Shiatsu Massage

Rolfing

1.3 Reflexology: Uses of pressure and massage on the reflex points on the feet.

### **2.0 Client consultation**

2.1 A full client consultation must be carried out at the time of a first visit, prior to any treatment.

This is to include the following:

Medical history

Does the client have:

- Eczema
- Psoriasis
- Haemophilia
- Heat disorders/disorders
- High/low blood pressure
- Epilepsy
- Diabetes
- Allergies

Is the client:

- Taking medication or blood thinning agents
- Breast feeding
- Pregnant

Where any of the above conditions exist, written consent from the clients GP must be given before any electrolysis is carried out

2.2 Area to be treated

2.3 Treatment plan

2.4 Date of treatment

2.5 Date of birth of the client

2.6 Proof if ID shown where necessary

2.7 Explanation of the procedure involved

2.8 Record that aftercare advice/leaflet given

2.9 Name of therapist who carried out the treatment

2.10 This record should be signed by the client or parent/guardian where under 16 as a declaration of agreement to treatment having understood all the associated risks.

### **3.0 Infection control**

3.1 Hands must be washed immediately prior to and after treatment

3.2 Couches, tables and trolleys must be wiped with a suitable disinfectant between clients. If towels are used a clean towel must be used for each client.

3.3 Couch roll should be changed between clients

### **4.0 Age**

Anyone under the age of 16 must be accompanied by a parent or guardian and the client record signed by the parent/guardian..

### **5.0 Challenge 25 Policy**

Any person wishing to receive a licensable treatment will need to provide proof of their age if they look under 25 .

Licencees must advertise this policy so that all clients are made aware that they may be challenged about their age if they look under 25.

Acceptable forms of ID are a photo driving licence, passport or the PASS hologram proof of age card. In addition Bromley Trading Standards have developed a BIZ proof of age card (with PASS hologram) which has been issued to participating schools in the Borough. Where a challenge is made, it must be recorded and proof age also noted on the client record card.

### **6.0 Training**

Only therapists approved and registered by the London Borough of Bromley can undertake massage and reflexology.

### **7.0 Information and Record keeping**

7.1 Records kept must include steps taken to verify the age of the client. E.g. photocopy of proof of age where appropriate

7.2 All records must be held on the premises for a period of two year and be available for inspection by an authorised officer.

## **STANDARD LICENSING CONDITIONS NAIL TREATMENTS**

### **1.0 Definitions**

#### 1.1 Nail Treatments

Defined as any, or all, of the following: manicure, pedicure, nail extensions or artificial nails of any kind. Any treatment of the hands, feet, finger nails or toenails which may include scrubbing, massage, cutting, filing, varnishing and cuticle removal.

For the purposes of this COP nail treatments do not include any form of Chiropody carried out by a Chiropodist.

### **2.0 Chemical usage**

2.1 All substances held on the premises and used in the special treatments must be held in properly labelled containers.

2.2 The use of products containing Methyl methacrylate (MMA) is prohibited.

### **3.0 Electric drills/files**

3.1 The use of electric drills/files on a client's natural nail is prohibited.

3.2 Electric drills/files may only be used on the surface of the artificial nail and must not be used to blend the artificial nail to the natural nail.

3.3 Only persons with specific training in the use of electric drills/files, and who are competent in their use, are permitted to use them.

### **4.0 Client consultation**

4.1 A full client consultation must be carried out at the time of a first visit. This should establish any contra-indications to treatment and include a medical history and an assessment of the condition of the hands and nails or feet and toe nails as appropriate. Any reactions to treatment and advice should be noted. A record of subsequent treatments must be kept.

4.2 Aftercare/homecare advice appropriate to treatment must be given.

4.3 Consultation records must be held at the premises for two years and available for inspection by an authorised officer; copies of aftercare advice must be available for inspection.

### **5.0 Infection control**

5.1 All reusable metal equipment such as cuticle clippers and cuticle knives must be washed and scrubbed in general purpose detergent (e.g. washing up liquid) and water.

The equipment must be dried and sterilized. Best practice is to sterilise equipment in an autoclave . Where an autoclave is not available chemical sterilisation ( but glutaldehyde is banned ) is acceptable, this must be carried out in accordance with the manufacturers

instructions with regard to dilution of any solution and contact time. The equipment should be stored in a clean dry airtight container until use. Any equipment that cannot be either sterilised or disinfected is considered single use and must be disposed of after each client. Used equipment must be stored separate to clean sterilised equipment.

5.2 All work surfaces must be cleaned after each client with a suitable general purpose detergent or disinfectant.

5.3 Towels or couch roll must be changed between clients.

5.4 Nail technicians must wash their hands thoroughly before each client is treated and must either sanitise the clients hands prior to treatment with a suitable skin sanitising product or request them to wash their hands/feet.

## **6.0 Ventilation**

Where nail extensions are carried out suitable air filtering and extraction must be provided to remove dust and chemicals from the air and preferably fitted at work top level. Suitable dust and chemical filters should be fitted and the equipment operated and maintained in good working order in accordance with manufacturers instructions.

## **7.0 Qualifications**

Only therapists approved and registered by the London Borough of Bromley can undertake nail treatments.

## **8.0 Age**

No one under the age of 16 will be permitted to have nail treatments without a parent or guardian being present and signing the consent form.

## **9.0 Challenge 25 Policy**

Any person wishing to receive a licensable treatment will need to provide proof of their age if they look under 25 .

Licencees must advertise this policy so that all clients are made aware that they may be challenged about their age if they look under 25.

Acceptable forms of ID are a photo driving licence, passport or the PASS hologram proof of age card. In addition Bromley Trading Standards have developed a BIZ proof of age card (with PASS hologram) which has been issued to participating schools in the Borough. Where a challenge is made, it must be recorded and proof age also noted on the client record card.