


**Work Health And Safety: Safe Work Practice: Personal & Medical**

**Basic (finger & toe) Nail Care**

Basic nail care is:

*“the fundamental attention given to normal toe nails and skin surfaces, including the cutting of nails, the removal of superficial dead skin materially interdigitally and the application to the skin of emollients or rehydrating agents.*

In accordance with Clause 21 of the Podiatrists Act (NSW) Regulation 1995 a Registered Nurse (who has completed Basic Foot Care Course) must assess whether a client/residents nails can be attended by Mercy Service staff.

 <b>Risks</b>	<b>Risk Level</b>	<b>Risk Controls</b>
Infection/pain to client due to incorrect nail care procedures	Likelihood: D Consequence: 3 Rating = MODERATE	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ensure equipment is in good working order before use</li> <li><input checked="" type="checkbox"/> Hand and skin washing – hands are to be washed and dried between each client. This applies regardless whether gloves are required or not.</li> <li><input checked="" type="checkbox"/> Gloves must be worn if direct contact is anticipated, invasive procedure where skin penetration is anticipated and discarded after contact with each patient.</li> <li><input checked="" type="checkbox"/> Any instrument must either belong to the client or be sterilised at the authorised agency between each use.</li> <li><input checked="" type="checkbox"/> Masks and protective eyewear are to be worn if nails can be flying objects.</li> <li><input checked="" type="checkbox"/> Dispose of waste in a sealed bag into the bin</li> <li><input checked="" type="checkbox"/> Only staff who have been trained in this SWP can perform this task. <b>CCAs are only o cut finger nails – a nurse only must cut toe nails.</b></li> </ul>
Injury to back, muscle, ligaments from repetitive use or stretching	Likelihood: D Consequence: 3 Rating = MODERATE	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Only staff who have been trained in this SWP can perform this task</li> <li><input checked="" type="checkbox"/> Client to move her/himself as much as possible</li> <li><input checked="" type="checkbox"/> Work at a height convenient to the task. Sit on a chair at a comfortable level to prevent back strain.</li> </ul>

**Equipment required:.**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
mobile phone, alcohol wipes, scissors/nail clippers, goggles, apron  <b>Personal Protective Equipment required:</b> disposable gloves	nail cutters, nail file, moisturizer, bluey/towel

<b>Activity</b>	<b>Worker behaviour</b>	<b>Client/other's behaviour</b>
1. Preparation	<ul style="list-style-type: none"> <li>a. Explain the procedure to the client and gain their permission</li> <li>b. Ensure the client is seated comfortably with their hand or foot resting at a height that the seated worker can easily and comfortably work on.</li> <li>c. Place clients hand or foot on a towel, or similar (to catch clippings)</li> <li>d. Worker to wash hands and apply gloves and if necessary eyewear/mask/apron.</li> <li>e. Look at the client's nails to assess the need for nail care. Note if there are any areas of broken skin/nail damage/infection.</li> </ul>	<p>Client to use their own strength as much as possible to move her/himself into position</p> <p>Client to provide worker with information on their current situation</p>
2. Provide basic nail care	<ul style="list-style-type: none"> <li>a. Cut nails straight across. Only cut the white, dead nail. Do not cut the nail too short.</li> <li>b. File corners if necessary.</li> <li>c. Moisturise the surrounding area</li> <li>d. Clean client's nail scissors/clippers with an alcohol wipe.</li> </ul>	Client to provide worker with information on their current situation
3. After procedure	<ul style="list-style-type: none"> <li>a. Dispose of rubbish into a bag and put in bin.</li> <li>b. Assist client to apply moisturiser if available.</li> <li>c. Document in file</li> </ul>	If desired moisturiser to be applied by client as much as possible
4. Follow-up	<ul style="list-style-type: none"> <li>a. Report any incident/issues to your Coordinator immediately and then document details</li> </ul>	

**As at 08/08/14 this Safe Work Practice is authorised for use in:**

<i>Service</i>	<i>Position</i>
Community Nursing	Registered Nurse and Assistant in Nursing
Day Centre	Activity Officer (only finger nails)
Home Support Program, National Disability Insurance Scheme, and/or Home Care Packages	Community Care Assistant (only finger nails)

**Date for review of safe work practice:** August 2017 (or if injury or changes require)

## COMPETENCY ASSESSMENT Basic Nail Care

Employee \_\_\_\_\_

Assessor \_\_\_\_\_ Date \_\_\_\_\_

**Desired Outcome:** Staff to provide effective basic nail care without harming anyone.

Performance Criteria	Competence demonstrated	Comment
<b>Preparation</b>		
a) Explains the procedure to the client and gains their permission		
b) Ensures the client is seated comfortably with their hand or foot resting at a height that the seated worker can easily and comfortably work on.		
c) Places clients hand or foot on a towel, or similar		
d) Worker washes hands and applies gloves and if necessary eyewear/mask/apron.		
e) Looks at the client’s nails to assess the need for nail care. Noting if there are any areas of broken skin/nail damage/infection.		
<b>Provide basic nail care</b>		
a) Cuts nails straight across. Only cuts the white, dead nail. Does not cut the nail too short.		
b) Files corners if necessary.		
c) Moisturise the surrounding are		
d) Cleans client’s nail scissors/clippers with an alcohol wipe.		
<b>After procedure</b>		
a) Disposes of rubbish into a bag and puts in bin.		
b) Assists client to apply moisturiser if available.		
c) Documents in file		
<b>Follow-up</b>		
a) Reports any incident/issue to their Coordinator immediately and then documents details		

Is the worker assessed as being competent?     YES     NO

Any required follow up action/training: \_\_\_\_\_

Signature of employee..... Date.....

Signature of assessor ..... Date.....