



Foot Care: Cutting and filing toenails

Northern Grampians Shire Council HACC personal care services only provides nail cutting/filing when the following conditions have been met:

- A Podiatrist has assessed the client and determined that they are low risk
- The DCW has successfully completed the *Foot, Skin & Nail Care Unit* through Chisholm HACC Training (or another RTO)
- The podiatrist has determined that DCW is competent in cutting/trimming nails, and
- The DCW has attended a podiatry appointment with the client for a handover

After you have done the handover a day and time will be scheduled for you to cut/file the clients toenails

What to Take

NGSC has a footcare kit that contains most of the items you will need when you are cutting/filing toenails. The Kit includes:

- Gloves
- Alcohol hand rub
- Alcowipes
- Protective sheets/blueys
- Foot dressers/emery boards

Clippers

Clients will be required to purchase a pair of clippers once the podiatrist has determined that their toenails can be cut by a DCW.

The clippers will be provided in a resealable plastic container for storage and the client will be advised that the clippers are to be used for their feet only and not to use the clippers for any other use.

Other Items

The client will be asked to provide a clean towel.

Infection Control

Please ensure that you:

- Wash or apply alcohol rub to your hands before & after gloves are donned and removed
- Wear gloves during the procedure
- Minimise loose gross matter (eg. nail clippings) & attempt to catch on the towel.
- Dispose of waste materials correctly and sweep up visible debris.

What to do (Protocol)

- Apply alcohol rub to hands
- Ensure that the client is seated comfortably
- Set up equipment and place clippers on a protective sheet
- Ensure that you (the DCW) is positioned in the correct and comfortable position
- Place towel under the client's feet to catch debris
- Don gloves
- Remove footwear & hosiery noting condition and fit
- Inspect feet thoroughly including between the toes noting any changes
- Wipe feet with Alcowipe
- Cleanse between toes noting dead skin build up or maceration
- Cut nails carefully, starting at edge and move in short snips across. Do not cut too short.
- File using foot dresser/emery board with strokes in one direction
- Ensure no skin breaks
- If a skin break occurs, apply pressure to stop bleeding and apply a Band-Aid if necessary
- When finished filing, wipe toes and feet with an Alcowipe
- Apply the client's own emollient if skin is dry
- Put clients socks and shoes back on.
- Clean clippers with a Alcowipe to remove debris and return to plastic container
- Remove gloves
- Dispose of debris, wipes, gloves and protective sheet/bluey in bin.
- Use alcohol hand wipe.

Reporting

Please report any changes in the condition of the client's feet that you or the client have observed using the *Checklist for the Identification of Foot Problems*