保護自己 保護你的顧客  •  Protect yourself  Protect your client
引言

皮膚穿刺可在身體多個部位進行，包括耳朵穿墜、身體穿墜、紋身，以及某些美容護理程序。皮膚穿刺程序涉及技術員以利器穿刺顧客的皮膚，破壞皮膚的完整性。如果程序不妥善可導致細菌及真菌感染、與及病毒感染。如先天免疫力缺乏症病毒（愛滋病）、乙型肝炎或丙型肝炎，受感染人士的傳播或病徵未必會即時出現，對技術員及顧客構成風險。技術員應當採取適當預防措施，減低傳染病的傳播機會。

Introduction

Skin penetration in these guidelines refers to ear piercing, body piercing, tattooing and certain procedures in beauty treatments involving piercing of skin. The procedure involves the operator piercing the skin of the client with a sharp instrument, causing a breach in the skin integrity. Where procedures involving skin penetration are not managed correctly, they have the potential to transmit bacterial and fungal infections, as well as viral infections such as human immunodeficiency virus (HIV), Hepatitis B and Hepatitis C. Infected persons may not immediately develop signs or symptoms of the diseases. Risks exist for both the operator and the client. Operator should take necessary precautions to reduce the transmission of infectious diseases.
個人方面

良好的做法是假设所有血液及身體組織/體液都可能導致感染，以便採取全面的預防措施，保護技術員及顧客。標準預防方法包括使用\textit{隔離物}及隨時作好\textit{隔離}，避免接觸血液及身體組織/體液當中可導致感染的媒介。

洗手

- 技術員必須在接觸血液及接觸血液之後，以肥皂及水沖淨雙手，沖洗乾淨之後，以乾紙巾擦乾後再接觸手術。
- 洗手後及洗手中斷時必須洗手。
- 請遵從“附錄一”圖解正確洗手方法。

手套

- 技術員如有可能接觸到顧客的血液，須穿上手套，作為一重隔離，保護雙手免受污染。
- 如有隔離需求或於中途從事其他活動時，應更換手套。
- 如手套破裂，應即洗手並戴上新的的手套。
- 禁止手套中間隔開放空的飲品。
- 程序進行時如直接接觸已隔離的物品，必須穿上已隔離的手套。
- 穿著已隔離的手套時，要避免接觸未隔離的物品及表面。

顧客皮膚的預備

- 接受穿刺的部位必須消毒，並且沒有創傷、傷口、丘疹、癤或其它不正常的情況。
- 程序開始前，先以酒精的抗菌剤（例如70%酒精，酒精或酒精配方的殺死病毒）拭擦顧客的皮膚，然後待其乾透。
- 技術員必須確認隔離器材沒有過期。

其他

- 技術員須穿著保護袍或圍裙，如弄髒了必須更換。
- 技術員的皮膚如有割傷或傷口，須消毒及以防水的隔離布塗上。隔離布弄髒了必須更換。
- 如意外弄髒手術，應即時清潔血漬，在水槽下沖洗，消毒後再貼上防水隔離布。
- 技術員須修剪個人指甲，並確保指甲衛生。

Personal Care

It is good practice to assume that all blood and body tissues/fluid are potential sources of infection. This assumption forms the basis of standard precautions taken to protect operators and clients. Standard precautions involve the use of barriers and practices that prevent contact with potentially infectious agents contained in blood and body tissues / fluid.

Hand washing

- The operator should clean hands with soap and running water, rinse well and dry hands thoroughly with a disposable paper towel.
- Hands should be washed immediately before and after attending a client or when the procedure is interrupted.
- There is detailed information about good hand washing in the 'Annex I'.

Gloves

- Single-use gloves must be worn if direct contact of blood is anticipated during the skin penetration procedures as a physical barrier to protect their hands from contamination.
- Gloves must be changed when attending another client or when changing activities.
- If gloves are torn, hands should be washed immediately before putting on a new pair of gloves.
- The use of gloves does not substitute the need for hand washing.
- Sterilized gloves must be worn when coming into direct contact with sterilized items during the procedure.
- Avoid touching non-sterile items and surfaces while wearing sterile gloves.

Client’s skin preparation

- The operating site should be disinfected, free from cuts, wounds, pimplies, warts or abnormalities.
- Before commencing the procedure, the client’s skin should be wiped with a suitable antiseptic, such as 70% alcohol, aqueous or alcoholic formulations of povidone iodine, and allowed to dry.
- Operators should make sure the antiseptic has not expired.

Others

- Operator is also advised to wear protective gown or apron and have them changed when soiled.
- Cuts and abrasions on exposed skin of the operator should be disinfected and covered by waterproof plaster which should be changed when soiled.
- In case of accidental injury, encourage bleeding from wound, rinse under running water, disinfect then cover up the wound with a waterproof plaster before returning to work.
- Operators should keep their finger nails and ensure the nails in good hygienic conditions.
環境衛生

- 工作環境必須時常保持清潔，工作範圍須光線充足及空氣流通。
- 所有工作平臺須平整及不透水，以便每次程序完成後能徹底清潔及消毒。
- 程序進行時直接接觸皮膚的器材及其他設備不得不透水及容易清潔。
- 程序室必須與清潔器材的地方分離。用過的器材應立即送往清潔區處理；已消毒之器材須收貯於指定的存放處/間。
- 皮膚穿刺程序進行的範圍內，須有自來水供應的洗手盆、抹手紙及用於擦拭手巾供洗手之用。
- 皮膚穿刺程序範圍應嚴禁飲食及飲料。
- 如有需要清潔食物或食具，應另行安裝洗碗盆。

Environmental Hygiene

- Work area must be maintained in a clean state at all times. The work area should be well lit and well ventilated.
- All work surfaces should have a smooth and impervious finish, so that thorough cleansing and disinfection can be carried out after every procedure.
- Furniture and other fittings that come in direct contact with the client's skin during the procedure should be impervious to moisture and easily cleanable.
- Cleaning of equipment must be done in a location separate from the procedure room. Used equipment shall be taken to the cleaning room immediately after use. Designated storage cupboard/room should be reserved for keeping sterilized equipment only.
- A hand basin with running water should be located within the work area, and liquid soap and disposable towels in suitable dispensers should be supplied to facilitate hand washing.
- Smoking, eating and drinking should be prohibited in the work area.
- A separate wash basin should be used if cleaning of food or eating utensils is necessary.
Handling of instruments and equipment

- Use appropriate instrument for piercing particular part of the body. For example: ear piercing guns are not appropriate for use on other parts of the body.
- All needles and sharp instruments used for skin penetration must be sterilized.
- Whenever possible, disposable, pre-packed, pre-sterilized equipment intended for single use only should be used. Alternatively, equipment must be thoroughly sterilized before reuse.
- The instruments should be washed with detergent and warm water to remove soil on the surface. Cleaning mail must occur as a first step before the sterilization/disinfection process.
- There is a variety of options for sterilization/disinfection:

  1. Steam sterilization
     - The instruments which can stand for high temperature should be sterilized in an autoclave. If the autoclave is set to 121°C, it needs 15 minutes for the sterilization process, 132°C for 4 minutes or 134°C for 3 minutes. Always follow autoclave operator manual instructions for sterilization.
     - Note: Sterilization cannot be achieved by using microwave oven, domestic oven, pressure cooker or boiling pot.

  2. Boiling method
     - The instrument can be effectively disinfected with boiling water. Leave instruments for a minimum of 10 minutes after water returns to the boil. Use a timer with each process.

  3. Chemical disinfection
     - The equipment should be soaked in 70% alcohol for 10 minutes. Alcohol is a highly flammable substance and care must be taken to keep it away from flames. or
     - The equipment should be soaked in diluted bleach (1 part of bleach to 4 parts of water) for 10 minutes and rinse clean. Bleach is corrosive to delicate equipment and is therefore unsuitable for such equipment.
     - The chemical agent should be changed daily.

- All equipment, instruments and supplies intended for single service use and those that cannot be disinfected or sterilized must not be used more than once and must be discarded after use.
- The equipment and instruments should be maintained in a clean and sanitary condition.
Management of contaminated items and the environment

- Areas or items such as linen, clothing etc. contaminated with blood should be decontaminated immediately:
  1. put on a pair of household rubber gloves or disposable latex gloves;
  2. covered/splashed in diluted bleach (1 part of bleach to 4 parts of water);
  3. leave for 10 minutes;
  4. then clean and rinse thoroughly with water.

- All waste including used paper towels, cotton wool, dressing and gloves etc. should be put into a plastic bag which is properly sealed off before disposal.

- Used needles should be put into a covered and puncture resistant container with a SHARPS' label.
- The sharps container should not be filled to over two-third of their capacity and should be sealed to prevent the spillage of their contents. Label all sides of the container with the word 'SHARPS' before disposal.

Information to clients

It is important that skin penetration should be administered only to clients who understand fully the risks and implications of the procedure. Clients should also be given advice on wound care after skin penetration. They should include the following information:

- The pierced area should be kept dry.
- The jewellery may be touched only with clean hands.
- The pierced area should not be tightly covered or bandaged to allow ventilation.
- The signs suggestive of complications and where to get further assistance.
- If redness, swelling or pain at the pierced site does not improve within 24 hours, clients should seek medical advice.
- No attempt should be made to increase the size of the piercing until it is completely healed.

There are more information about ear and body piercing for clients in the ‘Annex II’.

Records of information

It is essential to keep accurate records for each client including the client’s name, address or phone number date of procedure, operator’s name, and site of procedure. Information contained in records may be useful if any infection occurs.
正確洗手方法

甚麼時候應洗手？
洗手可為顧客進行皮膚穿刺程序前後及程序中暫時，必須洗手。此外，在以下情況亦應洗手以保持個人衛生：

- 在接觸眼、鼻及口前。
- 餐飲及處理食物前。
- 如廁後。
- 當手被呼吸道分泌物污染時，如打噴嚏及咳嗽後。
- 接觸公共物件，如電梯扶手、升降機按鈕及門把手後。

正確洗手步驟：

1. 開水喉洗濕雙手。
2. 加入肥皂，用手搓出泡沫。
3. 最少十秒間洗擦手指、指甲、指節四周、手掌和手背、洗滌時毋須沖水。
4. 洗淨後才用清水將雙手徹底沖洗乾淨。
5. 用乾淨毛巾或抹手紙徹底抹乾雙手，或用乾手機將雙手吹乾。
6. 雙手洗乾淨後，不要再接觸濕水龍頭，例如使用雞手紙包裹著水龍頭，將水龍頭關上。

注意：

- 離開不要與別人共用毛巾或紙巾。
- 抹手紙用後應妥為棄置。
- 抹手紙應放置妥當，並應每日至少徹底清潔一次，如能裝備多條毛巾供換用，則更為理想。
- 如沒有洗手設施而雙手並無污跡的情況下，可用含65-95%酒精的洗手消毒劑消毒雙手。

Guidelines for good hand washing

When should we wash our hands?
Operators should wash their hands immediately before and after attending a client or when the procedure is interrupted. In addition, we should also develop good personal hygiene practice and wash hands in the following conditions:

- Before touching the eyes, nose and mouth.
- Before eating or handling food.
- After using the toilet.
- When hands are contaminated by respiratory secretions, e.g. after coughing or sneezing.
- After touching public installations or equipment, such as escalator handrails, elevator control panels or door knobs.

Steps for good hand washing:

1. Wet hands under running water.
2. Apply liquid soap and rub hands together to make a soapy lather.
3. Away from the running water, rub the front and back of hands. Message all the finger tips properly including the thumb, the web of the fingers, around and under the nails. Do this for at least 10 seconds.
4. Rinse hands thoroughly under running water.
5. Dry hands thoroughly with either a clean cotton towel, a paper towel, or a hand dryer.
6. The cleaned hands should not touch the water tap directly again. The tap may be turned off by using the towel wrapping the faucet.

Please note:

- Towels should never be shared.
- Used paper towel should be properly disposed of.
- Personal towels to be reused must be stored properly and washed at least once daily. It is even better to have more than one towel for frequent replacement.
- Rub hands with a 65-95% alcohol solution to disinfect the hands when hand washing facilities are not available and the hands are not visibly soiled.
More information about ear and body piercing for clients

A normal piercing:
- may be tender, itchy, slightly red or bruised for a few weeks.
- may bleed a little for the first few days.
- may secrete whitish-yellow fluid (plasma) which crusts on the jewellery; this is not pus.
- may tighten around the jewellery as it heals, making removal of the jewellery difficult.

Cleaning/Healing process:
- Consult the pharmacist about gentle liquid antibacterial soaps.
- Wash hands well before cleaning the pierced site. First let the water help remove any crusty matter. Then put a little liquid antibacterial soap gently into the piercing by rotating the jewellery for no more than 2-3 minutes. Then rinse thoroughly with water, again rotating the jewellery. Do not allow residue to remain in the piercing.
- Clean the piercing no more than twice a day. Cleaning more frequently may damage the delicate skin cells and cleaning less frequently may lead to infection. When cleaning is not in progress the piercing should be left alone.
- With oral piercing after eating, smoking or putting anything in the mouth, rinse with antibacterial mouthwash to avoid damaging new skin cells. It is also necessary to disinfect the piercing twice a day, for one month, with mild antiseptic mouthwash.
- For naval piercing, avoid wearing belts, tight trousers or restrictive clothing for about 6 months to 1 year.
- Party shields can be used to absorb excess moisture and cushion genital piercing. Avoid restrictive clothing, irritating clothing or clothing that limits ventilation. Any sexual contact should be gentle and latex barriers should be used to protect the piercing from partner's body fluids.

Healing time:
Everyone heals at a different rate. The average healing time for piercing varies greatly from person to person and depends on the site of piercing. For instance, the tongue and lips may take 4-8 weeks while the tragus may take as long as 2 years. Even after the initial healing period, the piercing will still need one full year or longer to completely heal. Always treat the piercing with care and gentleness.

给顾客更多
關於耳朵及身體
穿環的資料

正常的穿環:
- 可能會有腫癤、疼痛、輕微發紅或腫脹，持續數個星期。
- 最初幾天可能會有輕微出血。
- 可能會分泌淡黃色的液體（血漿），並在飾物上結痂，但這些液體並不是膿。
- 穿孔愈合時，可能會在飾物周圍有酥，令飾物難以拔出。

清潔/穿孔愈合過程:
- 用藥膏塗抹及配用溫和的抗菌肥皂液。
- 洗淨穿孔前，要乾燥穿孔後。先用水洗淨，然後與轉動飾物（但勿超過兩至三分鐘），一邊輕輕地將少量抗菌肥皂液涂在穿孔。接著轉動飾物，一邊用水清洗乾淨，別讓肥皂殘留在穿孔處。
- 穿孔穿孔每天不應超過兩次。清潔太頻繁可能會破壞體內的皮膚細胞，而清潔不足則可能會導致感染。非清潔時，請勿碰觸穿孔。
- 口部穿環的人士，進食後，吸煙後或放任何東西進咽喉後都要用抗菌漱口水漱口，以免吞入新的皮膚細胞受損。另外，每天應以溫和的抗菌漱口水消毒傷口兩次。持續一個月。
- 耳環穿環的人士，穿環後半年至一年內應避免戴腰帶或穿著緊身褲子或貼身衣物。
- 生活習慣不良的人士可使用兩維族飲食漸漸多飲的水分，同時保護傷口。避免穿著貼身、刺激皮膚或阻礙空氣流通的衣物。進行性行為時應盡量溫柔，並使用安全套，以免穿孔接觸到伴侶的體液。

痊癒所需時間:
穿環的痊癒因人而異，不同人士的痊癒所需時間可以有很大差異，而選定穿孔穿環的位置有關。例如舌頭和嘴唇的穿孔可能需要四至八個星期才痊癒。而耳際的穿孔可能需要兩年之久。即使最初的痊癒期已過，穿孔也可能需要一年或以上才完全痊癒。因此，任何時間開環小心溫和地處理穿孔。
取出飾物：
穿孔最初的康復期間（一般至少為六個月）不應該更換飾物。應保持乾淨，即使穿孔已完全癒合，也應避免碰觸和活動的飾物。如考慮暫時或永久取出飾物，應諮詢技術員意見。

感染的徵狀：
感染的徵狀包括：
- 紅腫
- 穿孔發黴
- 鍿線，尤其是切開後的結或穿孔的湯疊
- 分泌物不正常，例如呈黃色、綠色或灰色

如受感染，如何是好？
應盡快洽醫生，切勿自行取出飾物，以免阻礙分泌流出，令情況惡化。
如有以下情況，必須速徵醫生：
- 穿孔發熱或不恒
- 淋巴結（尤其是頸部、腋窩或手背下的淋巴結）腫脹或觸痛
- 發熱或發紅的現象擴散至穿孔以外的部位

可避免的常見問題：
- 穿孔後穿孔、用力計算或使用過強的清潔劑可引致與感染相似的徵狀，皮膚可能會發炎、發癢，以及分泌透明或膿狀物。
- 穿孔穿孔或穿孔的衣物或穿孔範圍活動過度，造成的摩擦會令皮膚呈紫暗紅，令長途上移除皮膚(皮膚)、流出分泌物，以及對飾物產生排斥/飾物移位。
- 飲食不適或_ui_l_使可能令穿孔需要更長時間癒合，或者導致飾物移位。

Removing jewellery:
Jewellery should not be changed during the initial healing period (often at least 6 months). Clients should be advised to always wear the appropriate jewellery in the piercing, even when fully healed. The operator should be contacted for further advice if removal of jewellery is considered on a temporary or permanent basis.

Indications of infection:
The followings are indications of infection:
- Redness and swelling
- A sensation of heat at the piercing site
- Pain, especially throbbing or spreading pain
- Unusual discharge - it may be yellowish, greenish or greyish

What to do in the case of infection?
If in doubt, consult a doctor at once. Do not remove the jewellery yourself as this may aggravate the problem by closing off the drainage for the discharge matter.
You must seek medical advice if you:
- experience a high temperature or feel unwell
- develop swollen or tender lymph nodes, especially in the neck or groin, or under the arms
- experience heat or redness spreading beyond the immediate area of the piercing

Common problems that can be avoided:
- Over cleaning, vigorous cleaning or using a cleanser that is too strong can produce symptoms very similar to an infection. The skin may be very tender and appear shiny and there may be a clear discharge.
- Friction caused by tight or heavy clothing or excessive movement of the area can cause dark redness, a hard growth of skin over the scar (keloid) discharge and rejection/migration of the jewellery.
- Stress, poor diet or illness can cause longer healing times or migration of the piercing.
相關網站 Relevant Websites
衛生署 Department of Health: www.dh.gov.hk
衛生防護中心 Centre for Health Protection: www.chp.gov.hk
中央健康教育組 Central Health Education Unit: www.chau.gov.hk
病毒性肝炎預防服務 Viral Hepatitis Preventive Service: www.hepatitis.gov.hk
愛滋病網上辦公室 Virtual AIDS Office of Hong Kong: www.aids.gov.hk

相關熱線 Relevant Hotlines
24小時健康教育熱線 24-Hour Health Education Hotline: 2833 0111
肝炎熱線 Viral Hepatitis Hotline: 2112 8911
愛滋熱線 AIDS Hotline: 2780 2211