

## Example consultation, allergy alert and industry tests record card

The consultation, allergy alert and industry tests record card should record:

- A full consultation was completed as highlighted in pink
- An allergy alert test was completed as highlighted in yellow
- When relevant, a strand test, sensitivity test or other industry tests and results as highlighted in green. All test results should be attached to the client record card.

Client reference number (ID) .....

### CONSULTATION, ALLERGY ALERT AND INDUSTRY TESTS RECORD CARD

Client's full name ..... Date of first visit to the salon/barbershop .....

Salon/barbershop/stylist name .....

An allergy alert test must always be done at least 48 hours BEFORE the FIRST colour treatment and every six months. You MUST record the results of all consultations and tests on this record card. Manufacturer's instructions/protocols MUST be followed if they state less than six months.

Questions for NEW CLIENTS			Notes: manufacturers' recommendations
Q1. Is the client under 16?	YES/NO	If the answer to any of these questions is <b>YES</b> , you must <b>STOP</b> and advise that you cannot continue with the colour application. Suggest the client seeks medical advice. Record GP's consent (if given).	<p><b>What result is the client hoping for? Did they bring/select an image/colour? Example text</b></p> <p><b>Diagnostics:</b> - hair characteristics, classifications, <b>hair length:</b> above shoulder/below shoulder/one length/layered/fringe; <b>percentage of white hair:</b> none/10%/25%/50%/75%; <b>skin tone:</b> warm/neutral/cool/ash; <b>hair condition:</b> normal/heat damage/chemical damage/environmentally damaged/product build-up; <b>scalp condition:</b> normal/oily dandruff/dry product build-up; <b>chemically treated:</b> virgin/previously permed/previously coloured/previously highlighted/previously relaxed; <b>growth patterns:</b> cowlick, widow's peak, nape whorl, double crown, male pattern baldness; <b>face shapes:</b> oval, square, round, heart, oblong, diamond.</p> <p><b>Disorders:</b> incompatibility of products on hair, medical advice or instructions, evident hair damage, cuts &amp; abrasions, recent injuries/scar tissue, removal of extensions/plaits, piercings, lifestyle implications</p>
Q2. Has your client ever had an allergic reaction to hair colour?	YES/NO		
Q3. Has your client got a sensitive, irritated or damaged scalp?	YES/NO		
Q4. Has your client had any type of skin tattoo, including a temporary 'black henna' tattoo or permanent make-up, since their last colour?	YES/NO		
Q5. Is this the first time your client has had their hair coloured in this salon/ barbershop?	YES/NO		
Q6. Has your client had an allergic reaction to any products except hair colour since their last colour?	YES/NO		
Questions for EXISTING CLIENTS Check for any changes BEFORE EACH colour appointment by asking:			<p><b>Q1-Q8 NO TO ALL QUESTIONS Colour can go ahead</b></p>
Q7. Existing client checks	YES/NO	If the answer to any of these questions is <b>YES</b> , this means <b>CAUTION</b> and you must advise the client you need to carry out an allergy alert test.	
• Is it more than six months since their last colour (self or professional)?	YES/NO		
• Is it more than six months since their last allergy alert test?	YES/NO		
• Has the client had a tattoo, henna or black henna tattoo or permanent make-up since their last colour?	YES/NO	If <b>YES</b> , you must carry out and <b>RECORD</b> relevant tests and <b>RECORD</b> the change you are making.	
• Has the client had an allergic reaction to any products except hair colour since their last colour?	YES/NO		
Q8. Are you changing brand, brand product range or service?	YES/NO		

Please refer to the NHBF guide on the use of Consultation, allergy alert and industry tests record cards. Keep record cards for six years

No	Date	Checks and tests completed	Reaction observed by client or salon	Can the service go ahead?	Notes: consultation, test result, the treatment or service session details and final result (service provided, industry test outcomes, products used, timings, application, advice given on aftercare, contra-actions, homecare, precautions, product, tools and equipment used)	Signature
Please circle all applicable						
1		YES/NO Consultation	YES/NO	YES/NO	<p><b>Industry tests completed:</b> incompatibility, colour test, development, strand test, sensitivity. Any changes in client requirements or concerns</p> <p><b>Specific service information:</b> Manufacturer's instructions/protocols if less than six months, products, tools and equipment used, application, timings, quantity/ratio of colour/lightening product. Type, quality and grade of hair extensions, peroxide strength, other pre- and post-treatment products, mixing ratios, sequence, application, timings, aftercare.</p>	Client
		Allergy alert				Salon/barbershop
		Strand test				
		Other				
2		Q7. YES/NO	YES/NO	YES/NO		Client
		Q8. YES/NO				Salon/barbershop
		YES/NO Consultation				
		Allergy alert				
		Strand test				
		Other				
		Q7. YES/NO				
		Q8. YES/NO				