

inverness[®]

Safe & Gentle Ear Piercing

Ear Piercing Training Guide for Retail Associates

This ear piercing reference provides information about:

- The Inverness Ear Piercing System



Cassette



Earrings



Marking Pen



Instrument

- Ear Piercing Steps
- Aftercare Instructions
- Ear Piercing Placement Guidelines

Check your store's ear piercing policies for any applicable regulations regarding the piercing of cartilage and use of Sani Wipes.

NOTE: Please refer to your store's Ear Piercing Policy Document for specific requirements that must be followed by all employees.

The Inverness Ear Piercing System

Check your store's ear piercing policies for any applicable regulations regarding the piercing of cartilage and use of Sani Wipes.

Piercing Instrument – The Inverness Ear Piercing Instrument is hand-pressured and provides a **smooth, quiet ear piercing**. It is designed for use with our easy-loading, sterile cartridges. Please note: the instrument itself never touches the ear. Only the sterile cartridge touches the ear and is ejected upon completion of the ear piercing.

Sterile Cassette – Inverness piercing earring cassettes are sterilized to FDA standards in an ISO13485 certified facility. Each cassette contains 2 (if a pair) or 1 (if single) individually sealed earring cartridges. Inverness cassettes are guaranteed sterile until opened or damaged.

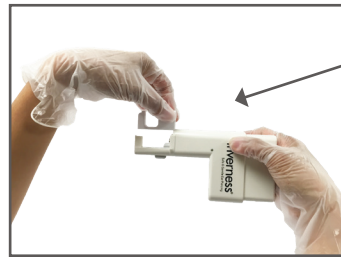
- **Cassette Coding:** Each cassette is labeled for easy identification. Stamped on the front of each cassette is the Inverness style number, earring description, and Inverness manufacturing code.
- **Cassette Contents:** Each cassette contains 2 cartridges for a pair of earrings and 1 cartridge for single styles. Each cartridge contains one earring and one earring back. The cartridges fit into the piercing instrument.

Easy-Loading Cartridges - When ready to pierce and with gloves on both hands, open the cassette lid, lift the seal at the tab to pull the seal completely off the cassette.

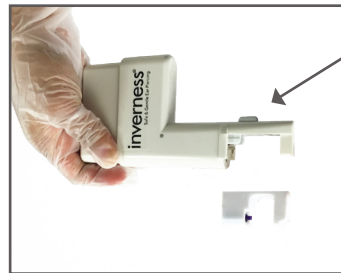
Using a gloved finger, lift the cartridge out of the cassette compartment and load it into the instrument. It should “click” into place. If you do not hear a “click”, eject the cartridge and insert again.



Open sterile cassette with gloved hand only.



Cartridge should “click” when inserted properly.



Eject Button

No Touch Cartridge Eject Feature – simply turn the instrument over and press the eject button to drop used cartridges directly into the trash receptacle.

Hypoallergenic Piercing Earrings – Inverness piercing earrings are jeweler's quality, hypoallergenic, and available in a variety of metals including 14KT Yellow Gold, 14KT White Gold, Medical Grade Stainless Steel, and Titanium. Inverness piercing earrings are designed to ensure safe and gentle ear piercing:

- **Ultra-Thin Posts and Extra Sharp Piercing Tips** allow for easy and virtually painless passage through the ear.
- **Exclusive Inverness Safety Backs™** lock into place and cover the sharp piercing tip. Exclusive Inverness Safety Backs™ ensure a secure, comfortable fit and are available in 24KT Gold Plate or Medical Grade Stainless Steel.

Surgical Marking Pen – Inverness provides a surgical marking pen for dotting the ear after the ears have been cleansed and allowed to dry prior to piercing. This pen is to be used only for marking the ears for earring placement. **Do NOT use anything other than the surgical marking pen to dot the ears.**

Ear Piercing Steps

Check your store's ear piercing policies for any applicable regulations regarding the piercing of cartilage and use of Sani Wipes.

Before Piercing

1. **Discuss** choice of earring styles and metals.
2. **Inform** parents/legal guardians of the guidelines followed for the piercing of infants and children. *(Please refer to your store's Policies/Guidelines)*
3. **Release Authorization Form** must be completely filled out prior to the ear piercing process. Associates will fill out the date, earring style purchased, legal ID number when applicable, store number, and their name. Ear piercing customers must complete the remaining information required including signature. All Release Form Booklets must be saved for 5 years from the last date in the book. *(Please refer to your store's Policies for additional Release Form details/requirements and age policies.)*
4. **Seat the Customer**
5. **Set-up for ear piercing** by retrieving: • **Gloves** • **Cassette** • **Piercing Instruments** • **Surgical Marking Pen** • **Mirror**
6. **Check ear(s) for:** Keloid scar tissue (lump, rolling ball within the ear lobe, or a growth on the surface). **DO NOT PIERCE** if keloids are present on one or both ears or redness and/or swelling are present. **DO NOT pierce through or next to a mole.**

5-Step Ear Piercing Process

- Step 1: Cleanse** Put a disposable glove on each hand. Open the cassette, remove alcohol prep pads, and use to thoroughly cleanse the front and back of the customer's ears. While ears are drying and prior to marking, provide the customer with verbal aftercare instructions.
- Step 2: Load** Peel the seals completely off the cartridge compartments. Lift out the earring cartridges one at a time and insert into instruments. You should hear each cartridge "click" into place.
- Step 3: Mark** Using the Inverness surgical marking pen, mark the ears. Start by placing a small dot on one ear. **Use the tip of the pen and "tap" the dot on the ear.** Allow the customer to approve that dot before placing a matching dot on the other ear. Make sure the customer approves the dots on both ears prior to piercing. If dissatisfied, use a towelette to wipe off the dot and start again.
- Step 4: Aim and Pierce**
- AIM**
- a. Hold the instrument firmly in one hand with the handle fitting in the palm of your hand.
 - b. While keeping the back of the cartridge against the back of the ear, hold the ear with the other hand. Place a finger against the back of the instrument (behind cartridge) for support.
 - c. Apply firm/ even pressure along the handle and slowly depress the handle to push the inner capsule forward and out of the cartridge toward the dot.
 - d. Aim carefully by making sure the end of the capsule is lined up to or touching the dot. The instrument should be level to the ear.
- PIERCE**
- a. Pierce by quickly & firmly depressing the handle all of the way in until it can go no further.
 - b. Hold the handle in to a quick/silent count of 3. Hold "1.....2.....3" This provides a solid follow through to complete the ear piercing and ensures the plastic tab releases the earring back.
 - c. Release the handle slowly while checking to make sure the piercing is completed.
 - d. Carefully move the instrument down and away.

Repeat the above AIM/PIERCE technique to pierce the 2nd ear. Use mirror to show the customer her/his newly pierced ears.

Step 5: Eject Use the button on the bottom of the instrument to eject the cartridge into the trash. Dispose of all trash.

ATTENTION: DO NOT aim at the dot with the pointed tip of the earring post. Forcing the earring post out of the capsule prior to piercing can result in a higher likelihood of a misfire. Aim at the dot with the extended end of the inner capsule only.

Please refer to your store's Ear Piercing Policy Document regarding customers who are dissatisfied with their piercing.

Aftercare Instructions

As noted in Step 1 of the Ear Piercing Process, verbal aftercare instructions should be given to every customer prior to piercing the ears. Provide the instructions clearly and in the proper order as follows:

- Lobe Piercing:** Leave piercing earrings in the ear for **6 weeks**. Do not remove during this period.
Cartilage Piercing: Leave piercing earrings in the cartilage for **12 weeks**. Do not remove during this period.

- Each day** and with clean hands:



Cleanse 3 times daily. Using Inverness Ear Care Solution, thoroughly cleanse the front and the back of the earlobe around the earring and pierced area with a cotton swab soaked in a generous amount of solution.

Turn 3 times daily. Turn earrings while cleansing.

- Lobe Piercing:** After the **6 week healing period is completed**, the piercing earrings can be removed and changed to other styles.
- Cartilage Piercing:** After the **12 week healing period is completed**, Keep earrings in 24/7 for 6 months after the healing period. If you want to change earrings, replace immediately with another.
- During the 6 months following** the initial healing period, do not go longer than 24 hours without earrings or the piercing may close.

Inverness Ear Care Solution is recommended for best results during the healing period because it:

- Contains Benzalkonium Chloride, an effective antiseptic
- Kills germs
- Helps prevent infection

NOT RECOMMENDED

Hydrogen Peroxide

- Form of bleach – discolors metals
- Can prevent tissue from healing

Isopropyl Alcohol

- Stings
- Can chap, irritate, and dry the skin

Ear Piercing Placement Guidelines

Remember—all ears are unique. Look at the size and shape of each ear. Check placement of existing piercings before proceeding with the marking of the ears.

Lobe Placement

First Ear Piercing in the Earlobe: Follow the natural line of the ear. Place the dot on the center of the earlobe(s).

Multiple Earlobe Piercing: Follow the natural line of the ear. Mark dots 1/4" to 3/8" apart, depending on customer preference. Also consider the size and shape of the ear and the earring styles to be worn later. Check placement for uniform spacing between each piercing and for alignment across the face. Do not pierce until the customer has approved the placement of the dots.

Cartilage Placement

Cartilage piercings should be placed in the open channel, just inside the curl. Do not pierce any spot where the curl curves tightly into the ear and covers the channel making it difficult to dot and pierce.

Multiple piercings may take place on the same customer in one sitting. Be sure to mark ALL dots for all piercings and get customer approval before proceeding with the piercings.

