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Introduction

Thank you for your booking and welcome to The School of Fine Tuning. I am delighted that you have chosen to train with me and I can assure you that I will offer you the very highest standard of training. At the School, we offer a wide range of accredited CPD courses to enhance your existing practice and inspire you to be the best and most creative therapist you can be, so do have a look around my website for any others that capture your interest.

This course is amazing, in that you get to workso enjoy the journey and let's get started.

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What Is 5 Elements Reflexology

Yin Yang Theory



- Everything in the Universe is either Yin and Yang
- The Circle is the Universe
- Seed of existence of the other within each part
- Oneness
- Complement each other
- Everything is a process
- Polarity of opposites
- Cannot exist without the other – interdependent
- Always in a dynamic flow as they connect at their peak
- Balance before Harmony



Heaven and Earth

EARTH brings form and matter, it is our source of nourishment, in Chinese Medicine, this is Yin. Earth provides nourishment with food and also the energies drawn up through our feet through Yin meridians.

HEAVEN brings heat and light and expansion and is Yang, the energy of the sun flows through us through Yang meridians.

The interplay of Yin and Yang is the heart of TCM, the constant changing and interdependency of opposing forces is at the heart of its principles.

Yin and Yang constantly remind us of the need for balance and harmony.

Homeostasis, the body always in a state of balance and regulation.

Change and adaptability is the most important factor in emotional, physical and spiritual health.

Seasons

- The seasonal changes constantly remind us of the inevitable change from growth, flowering, harvesting, decline and decay.
- The 5 Elements or Movements or Phases come from close observation of nature's yearly cycle of transformation.
- Our bodies are part of the earth and spirit is part of heaven, and the recognition of the interchange of yin and yang and the energetic fluctuation of the 5 elements within ourselves that helps us maintain our body's inner knowing
- The seasons are the most instructive teachers of how to change and flow with the circumstances of life. Not to resist Summer's ending as we approach the autumn and not to want spring before the winter has fully completed its cycle. The harder the winter, the beautiful the spring !!!
- We must embrace the changes and balancing processes of sleep, rest, restore and rejuvenate so that we can be active. outdoors and full of vitality.

- **Spring is Wood**, reaching upward to the light.
Not wood like a solid lump of timber, but more that of a seed that grows out of the earth up towards the light, pliable strong and able to bend in the wind and not break, like that of Willow. Its colour is vibrant Green
- **Summer is Fire**, and energy moves upwards toward heaven.
Fire represent our Spirit, the release from matter, and it's colour is Red.
- **Late Summer is Earth** and considered, The Central pivot, constantly rotating on its axis and holding other forces in balance. Its function is change and transformation and sees the change of season from Yang to Yin. Its colour is Yellow.
- **Autumn is Metal**, opposite to spring in its contracting, concentrating and condensing energy. It is the return to earth and is symbolised by the colour black or White or Black
- **Winter is Water** and its energy descends into the depths. Animals hibernate to conserve energy and food resources. Winter energy moves to the lowest, darkest coolest point, the colour is Blue.

WOOD

- The Wood phase is related to the expansive energy of Spring,
- It's direction is East, the direction of the rising Sun.
- It is associated with the Wind, which brings motion and change.
- In the body, it relates the muscles and tendons and opens up to the eyes.
- The organ meridian systems are the Liver and Gall Bladder and governs the free-flow of Blood and Qi energy. In health it allows flow and adaptability physically and emotionally.
- In illness, it may be tremors, shaking, fits and inability to move forward in life.
- Emotionally, the violent upward movement of the wood / wind energy can be expressed as anger.
- *Lack of this elements energy can cause inner blockage of frustration, repression and certain types of depression.*

FIRE

- The Fire element is related to Midsummer
- It's direction is south, the climate is heat
- Within the body it controls the Heart, the blood and the cardiovascular system
- It houses the Spirit / Shen
- When in balance there is peace and harmony in the body, when out of balance there is agitation, insomnia, palpitations.
- The emotion of Fire is Joy, inner peace and calm
If out of balance there is over excitement, excessive joy, constant need for stimulation and excitement leading to mania.
- *Fire and Wood are two Yang elements with the Heart and Liver having the tendency to flare up out of control. Mainly excess patterns.*

EARTH

- The Earth is the Centre, Nourishes and Balances the other elements
- It's climate is humidity and dampness, it's season is the time of harvest or the change of season.
- In the body it is the spleen, that which transports and transforms nourishment.
- It governs the flesh and the shape of the body – deficiency of spleen and stomach Qi can mean we cannot convert food to flesh and lose weight or that we cannot transform food to energy and put on weight.
- In TCM unless there is obvious eating issues, digestive problems are supported to absorb and transform. If the body is large and sluggish, it need movement and warmth. If the body is thin and wiry, it requires calm and rest.
- The Emotion is over thinking, worry and obsession.

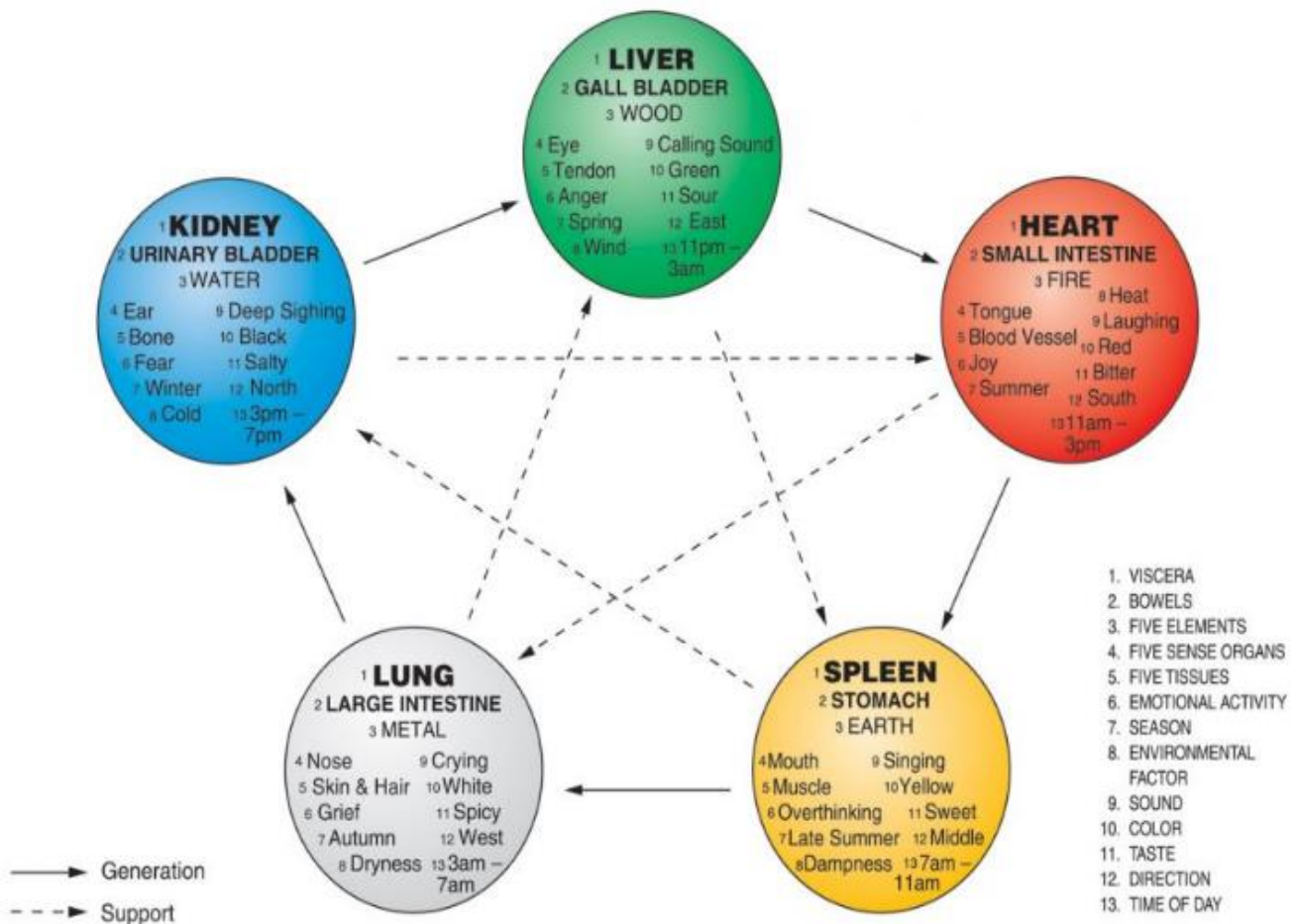
METAL

- The Metal element is Autumn
- Its direction is the West and it relates to dryness
- In the body it is responsible for extracting that which is of value and eliminating that which is not.
- Its organ systems and meridian channels are the Lung and large Intestine.
- Its body parts are the skin and body hair.
- Emotion is grief and sadness causing constriction and sinking in the in the chest.
- *In TCM the relationship between the lungs and skin often show up as cases of eczema and asthma and lung problem with grief. Skin issues such as eczema and psoriasis can be related to the lung and colon.*

WATER

- Water is related to Winter and to midnight, to darkness and withdrawal.
- Its climate is cold and its direction is North
- In the body water cools and descends and balances the heating upwards movement of fire
- Water element is related to the ears
- The organ systems and meridians are Kidneys and Bladder controlling water regulation, distribution, reabsorption and elimination.
- The Kidneys have a greater function in TCM as they are responsible for balancing Yin and Yang. Kidney Yin and Kidney Yang or Kidney Fire and Kidney Water must be kept in balance to prolong life and create new life.
- Kidney energy controls and are responsible for reproduction and growth
- The emotion is Fear

CLASSIFICATION OF THINGS ACCORDING TO THE THEORY OF THE FIVE ELEMENTS



Emotions

Emotions are energy and when flow freely, are essential part of health, but when blocked or repressed they can create problems.

- Fire / Heart is the emotion of joy, flowing upwards towards spirit. Inner peace and joy with the world. In excess it becomes over excited leading toward mania. The virtue of the Heart, is Ritual, we seek community events, traditions and external stimulation to retain our need for ritual.
- Water / Kidney's emotion is fear, related to cold, dark, night.
Fear of our survival and when out of balance causes our energy to descend.
By facing our fears, we grow and evolve, however if our fear becomes acute or chronic we become depleted in essence.
The virtue of the Kidneys is Wisdom, to know when to act, to get things done. It is a grounded wisdom which is based on survival and get on with the reality of circumstances
- Wood / Liver's emotion is anger and the Liver governs the "freeflow" of energy/Qi.
Energetically, anger flows upwards and outwards, forceful and aggressive at times, has the energy of the 'Wind' and can become violent.
Appropriate anger can propel you forward and be creative.
The virtue of Liver is Humanity, the ability to relate naturally to others. To have empathy, compassion and treat others as would like to be treated ourselves
- Metal / Lung's emotion of of Sorrow and Grief, energetically expressing the movement of compression, depression, oppression and deflation.
It can be an expression of letting go, judgment and balancing or an imbalance sees an inability to accept life.
Appropriate when there has been loss or disbelief however illness occurs when the blockage can collapse the chest and lung cavity. (What a perfect time for Ritual to enable the heart energy to support the Lungs and know how to move through grief) Deep breathing is good !!
The Virtue of the Lungs is justice, which in its pure form is the ability to see things as they truly are.
- Earth / Stomach - Spleen's emotion is is Thought, allowing us to turn things over in the mind, to consider, to reflect. In excess we can worry, obsessive thoughts and become very concerned.
When balanced, we can assess *what is of value and what is not*. Similar to the function relating to food.
Either the Spleen has an effective capacity to Transport and Transform or it develops a blockage which energetically creates a knotted energy at our centre.
This also creates a lack of communication between the kidneys and the heart which manifests in insomnia and obsessive thought. The Virtue of Spleen is Truth and loyalty and being ones word.

The Spirits

The 'Yellow Emperor's Classic of Internal Medicine' tells us that unless we treat the root of the illness, we will not reach the Spirits and unless every level is taken into consideration there may not be a permanent cure.

Eg. When treating menstrual disorders without considering the anger and irritability, we will only partially address the issue.

- **The Heart Houses the Spirit (Shen)**

With clarity and calmness in the mind and body the spirit can shine and allows the body to work in harmony. The Spirit of the heart works with all other organ systems to enhance and support their spirits.

- **The Liver Stores the Soul (Hun)**

Where as the Shen is the Universal Spirit, the Hun is the individual soul. The Hun allows dreams, imagination, clairvoyance and relies on the blood of the Liver (yin) to hold them. If the blood is weak, the Hun may fly off. Strong Liver blood grounds the Soul.

- **The Lungs Store the Bodily Soul (Po)**

The Po is the spirit of the Physiology, it maintains all bodily functions. It relies on Lung Qi for distribution and honours the breath as its virtue.

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- **The Spleen Stores the Purpose (Yi)**

The Spleen represents the earth, the centre and the Purpose mediates that which comes from the outside world, to the inner. The purpose works closely with the Heart and Kidneys, The Spleen allows the incorporation of mental and intuitive energies and discerns good ideas from bad, similar to the spleen's capacity with food. A weakness of Yi would impose a lack of discernment.

- **The Kidneys Store the Will (Zhi)**

A deep authentic urge to drive forward to fulfill one's own unique potential.

Also a drive and will to live, to reproduce, to grow spiritually.

The connection from the base of the spine, and kidneys, to the brain, where the Kundalini energies rise for transformation.

The Kidney Yin and Yang energies must be strong and must also flow. If the Will is fixed, it is unable to adapt and change, this has the potential to manifest in addictive patterns of behaviour. In particular addictions that inhibit our growth and development, ie, alcohol, drugs and sex.

It is the balance of these 5 spiritual aspects that brings a healthy physical, emotional and spiritual health. We must then look after our body with yoga, QiGong, Diet, Nutrition and Massage to ensure the harmonious balance of Body and Spirit, Heaven and Earth, Yin and Yang.

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- The Sheng Cycle
- Wood creates Fire by burning
- Fire creates Earth from ashes
- Earth creates Metal by hardening
- Metal creates Water by containment
- Water creates Wood by nourishment
- Just as Wood feeds Fire – Liver blood feeds the spirit of the Heart
- As Fire generates Earth – Heart supports the Spleen by providing warmth and metabolic energy (oxygen rich blood) necessary for assimilation of food
- As Earth gives rise to Metal – Spleen supports Lung by raising food Essence upwards to be combined with air Essence.
- As Metal vitalises Water – Lung nourishes Kidney by precipitating it's moist Qi downwards to be collected and stored as Essence
- As Water nourishes Wood – Kidney Essence can be understood to generate the blood stored by the Liver

The relationships amongst the Five Elements are like a model of relationships among the internal organs. The Sheng Cycle can be viewed in terms of the relationship between a mother and child. The 'child' Element may be deficient in energy if it is not receiving enough qi from its 'mother.' In order to fix the problem it is often appropriate to treat the 'mother' rather than the child. For example, if the Earth Element is deficient, the therapist may treat the Fire Element to provide energy for the Earth Element. However, if a 'child' Element is very full this can affect the 'mother' Element. For example if the Fire Element is too full it could be stealing Qi from the Wood Element which then becomes depleted.

- Wood controls Earth by covering
- Earth controls Water by damming
- Water controls Fire by extinguishing
- Fire controls Metal by melting
- Metal controls Wood by cutting

Each organ is kept in check by another to maintain balance. If for example the organs of the Wood Element struggle the Earth Element organs often show signs of distress.

Excess and Deficient

- **Excess Conditions are Acute in Nature**
Sudden Onset

Excess Yang: Sedate Yang

Excess Yang Conditions:

Fever, Inflammation, Dehydration, Extreme Anger, Mania, Sudden Weight Loss
Wind is Excess pattern, Clear Wind or Heat

Excess Yin: Sedate Yin (Introduce Heat)

Excess Yin Conditions:

Depressed, sluggish, diarrhea, cold, chills, edema, achey, pale, weak

- **Deficient Conditions are Chronic in Nature**

Deficient Yang: Too cold / false cold Tonify Yang

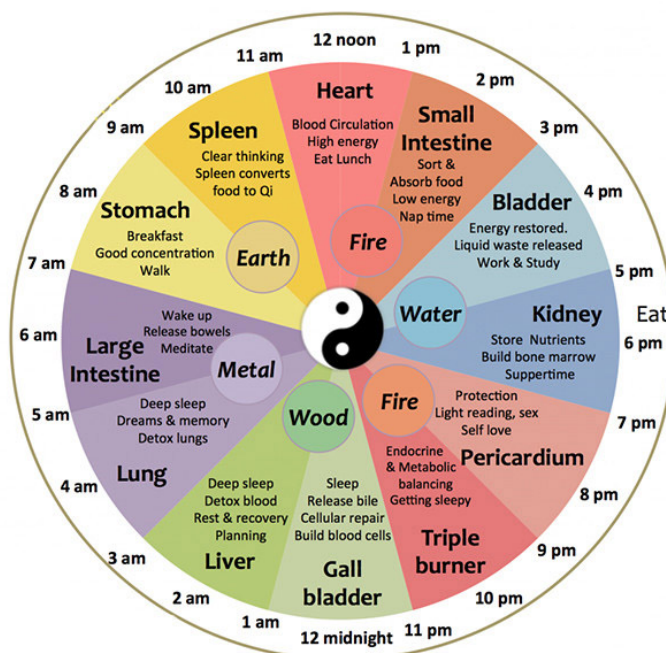
Deficient Yang Conditions: Exhausted / lethargy, cold limbs, weak, poor appetite, poor digestion, not healing.

Deficient Yin: Too warm, false heat Tonify Yin

Muscle atrophy, restlessness, chronic inflammation, body feels warm, agitated

	Fire	Earth	Metal	Water	Wood
Yin Organ	Heart	Spleen	Lungs	Kidneys	Liver
Yang Organ	Small Intestine	Stomach	Large Intestine	Urinary Bladder	Gall Bladder
Sense Organ	Tongue	Mouth	Nose	Ears	Eyes
Tissue	Blood Vessels	Muscles	Skin	Bone	Tendons
Tastes	Bitter	Sweet	Pungent	Salty	Sour
Colors	Red	Yellow	White	Blue	Green
Sounds	Laughing	Singing	Crying	Groaning	Shouting
Odor	scorched	fragrant	rotten	putrid	rancid
Emotion	Joy	Worry	Grief	Fear	Anger
Season	Summer	Late Summer	Autumn	Winter	Spring
Environment	Heat	Dampness	Dryness	Cold	Wind
Developmental Stage	Growth	Transformation	Harvest	Storage	Birth
Direction	South	Center	West	North	East
Body Type	pointed features small hands quick energetic	Large features Strong legs	Triangular Features Strong voice	Round features Strong digestion, Enjoys Movement	Tall slender Strong bones and joints
Personality	Loves attention Talkative Sensitive	Friendly Calm Generous Caring Earth mother	Meticulous Strong willed Focused worker Independent	Loyal but few friends, Smart, Loves to play with family	Leader, Hard worker, Loves a challenge
Out of Balance	Drama queen, paranoid	Worried and over protective	Anxious and oblivious, OCD	Fearful	Angry, mean Cranky

	Deficient	Appropriate	Excess
Wood	Hopelessness/Ambivalent/ Unfocused/Resignation/ Indecision	Flexibility/Patience/ Discernment/Humility	Belligerence/ Resentment/Arrogance/ Judgmental/Rage/ Seething
Fire	Apathy/Joyless/Flat/ Unavailable/Shut down/ Self-seeking flatterer	Optimism/Enthusiasm/ Insight/Sage/Propriety	Manic/Bitter/Sarcastic/ Tyrant/Domination/ Immature/Manipulative/ Overly Excitable
Earth	Ingratiating/Neediness/ Draining/Martyrdom/ Boredom/Bottomless Hole/ Stuck	Integrity/Altruism/ Empathy/Thoughtful/ Secure in self	Selfishness/Obsessive/ Excessive Self- Sufficiency/ Overbearing/Has advice for everything
Metal	Emptiness/Petty/Sadness/ Longing/Frail/ Self-depreciation	Non-Attachment/Self- worth/Spiritual connection/Inspiration	Materialism/Vanity/ Perfectionist/Dogmatic/ Self-righteous/ Pontificating
Water	Recklessness/Hypo-vigilant/ Wasteful use of resources/ Fantasy/Withdrawn	Wisdom/Awareness/ Prepared/Courageous/ Reserves	Stinginess/Phobic/ Paranoid/Hyper- vigilant/Unable to be reassured



Types of Qi

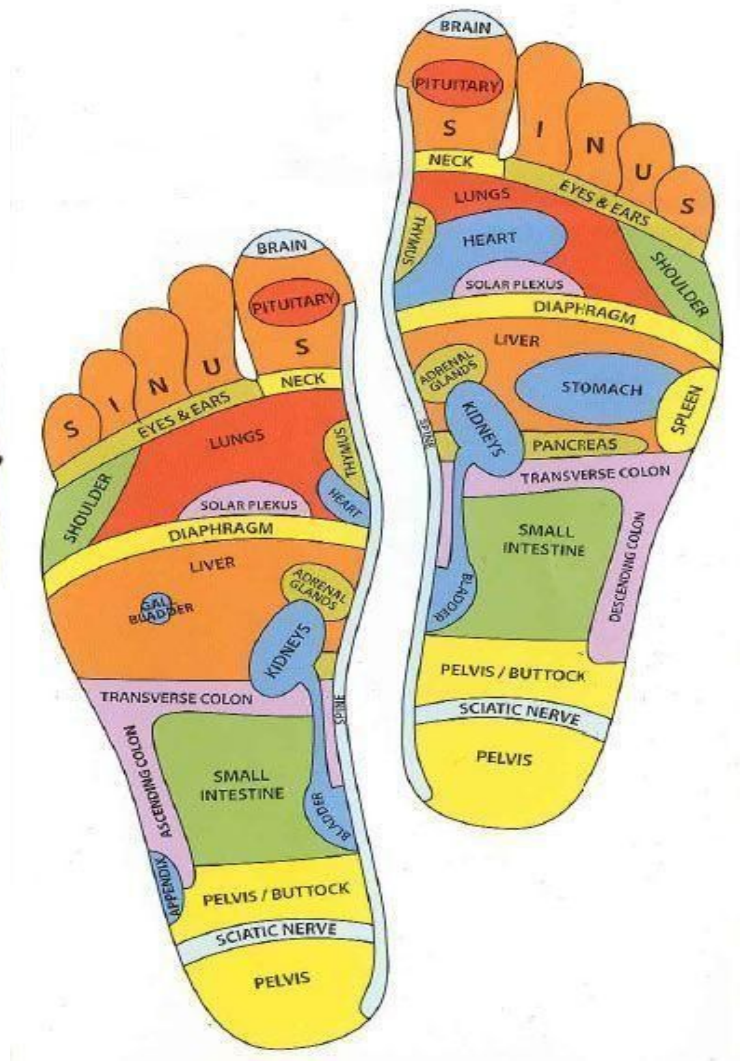
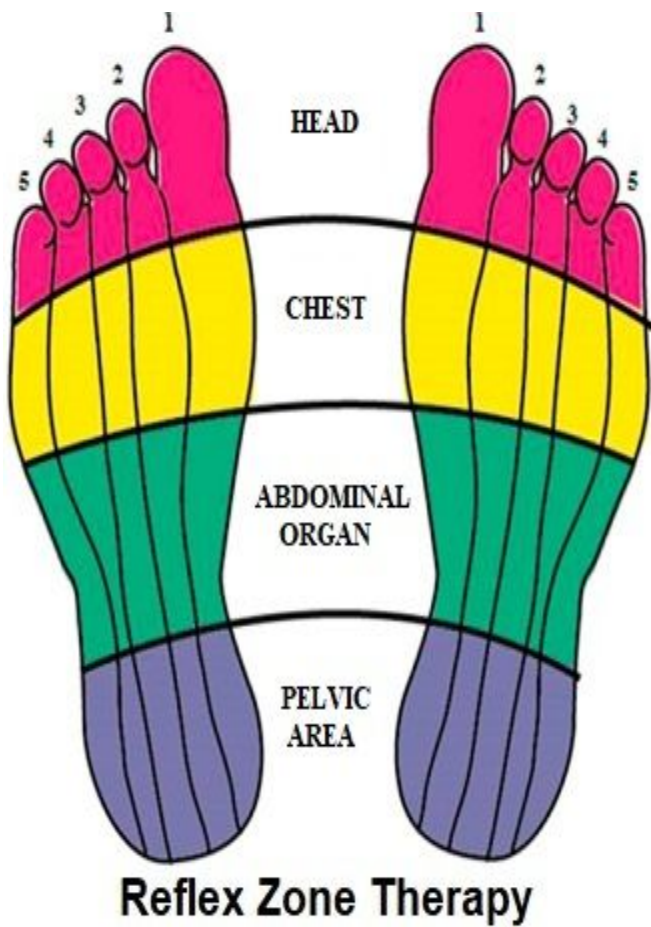
- **Yuan Qi / Source Qi / Original Qi**

Inherited from parents at birth, Stored in the Kidney, dissipates throughout life, cannot be replenished and is responsible for growth, development and reproduction. Acquired Qi can sustain healthy life, taken from food, nature, Qi Gong and enriching lifestyle choices

- **Zong Qi / Chest Qi** is created from the air we breathe as it transforms into Oxygen.
- **Gu Qi / Nutrient Qi** is created by the spleen and taken from food we eat and nourishes the body.
- **Wei Qi / Defensive / Protective Qi** is a combination of Zong and Gu Qi and stored in the Lung for distribution to the surface of the body to protect the body from external pathogens.
- **Zhong Qi / Immune System Qi** is the body's capacity to defend against internal and external pathogens.

AcuPoints

- Specific locations where chi gathers along a meridian channels
- Encourages or removes blockages and restores flow of Qi
- Restores the balance of Yin & Yang
- Enhances Harmony and Homeostasis
- Nourishes Organ Systems and Elements
- Qi Circulates around the Body in a 24 Hour Cycle
- Although flowing through the Meridian Channels, it circulates and gathers (Like the flow of water) rather than in a particular direction



Zang Fu Organ Systems

Lung Metal Yin

- Master of the Qi
- Disperses and Descends Qi, Blood and Body Fluids
- Governs Protective (Wei) Qi
- Opens at the nose
- Dominates skin
- Emotion is Grief

Large Intestine Metal Yang

- Receives waste from Small Intestine to transport and excrete out of the body

金

Spleen Earth Yin

- **Governing Transportation and Transformation (water and essential nutrients)**
- **Controls circulation inside the blood vessels**
- **Governs acquired Qi along with Stomach**
- **Dominates the muscles and Four limbs and opens and the mouth**
- **Emotion is Worry and overthinking**

Stomach Earth Yang

- **Controls “rotting and ripening” of food**
- **Digestion of food**
- **‘Stomach qi is the foundation of the human body, when there is stomach qi, there is life’**
- **Stomach Qi Descends**



The Emperor and Ruler

- **Dominates Blood and Vessels and promotes circulation, vitality and spirit**
- **Controls the mind / Shen / Spirit and is the emotional and spiritual centre**
- **Opens to the tongue and can cause aspects of disturbance in speech**
- **Emotion is Joy**

Small Intestine

- **Receives and Absorbs Nutrients**
- **Divides clear fluids from turbid**
- **Discern right from wrong**



Kidney

- Stores Essence / Source / Prenatal / Jing Qi cannot exist without Shen and vice versa
- Root of life, Gate of life, “Ming Men” the place of original Qi and Kidney Yang. – how we cope in our environment, how we connect with the root of our life and our true nature.
- Dominates growth and development
- Kidney Qi grasps the lung Qi
- Dominates Bone / teeth (yang) and Marrow / brain and quality of hair (yin) as we get older the teeth, hair, bones and hearing diminish
- Opens at the ears
- Emotion is Fear



Bladder

- Stores and discharges Urine
- Mists the lungs

Pericardium:

- Assists Heart function
- Protects Heart
- Deals with interpersonal relationships
- Emotion is trust

Triple Heater

- Regulates 3 cavities
- Regulates Body Fluids and Water
- Like Endocrine, controls internal environment
- Upper, middle and lower Jiao, moisten and spreads qi and body fluids - digest, absorb, transport and transforms Qi and blood from essential substances (food) – transport fluids and water.



Liver

- Dominates Free Flow of Qi – ascending, descending and harmony of Qi
- Stores blood and regulates the volume of blood circulation (Heart Circulates Blood) – replenishes blood at night
- Regulates Emotions
- Influences tendons and ligaments
- Opens at the eyes
- Emotion is anger

Gallbladder

- Stores and Excretes Bile
- Controls free flowing of emotional Qi
- Control Judgment / Decision / Spontaneity



Key AcuPoints of The Feet

- Sp6: 3cun proximal to the medial malleolus, dorsal to the crest of tibia

Master point for Urinary and Urogenital Systems

Enriches Yin

- Kid3

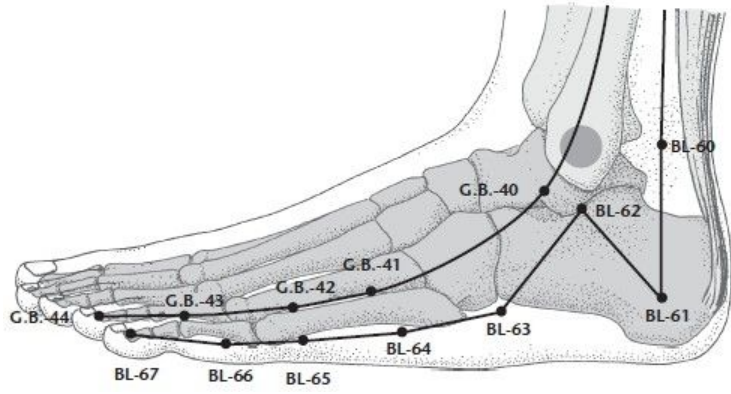
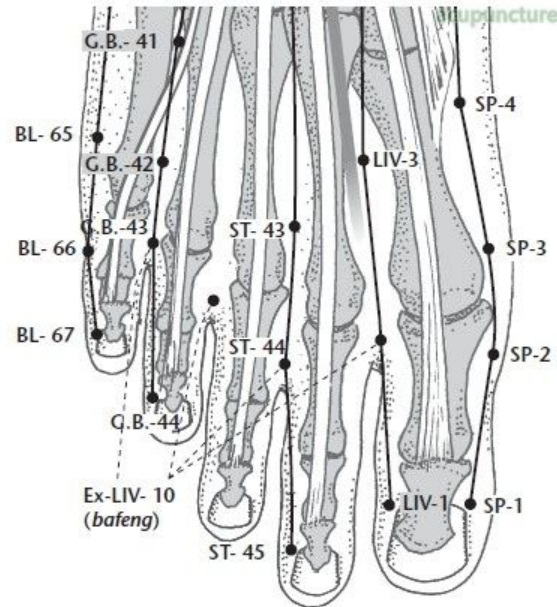
Between the medial malleolus and heel, posterior and inferior to malleolus

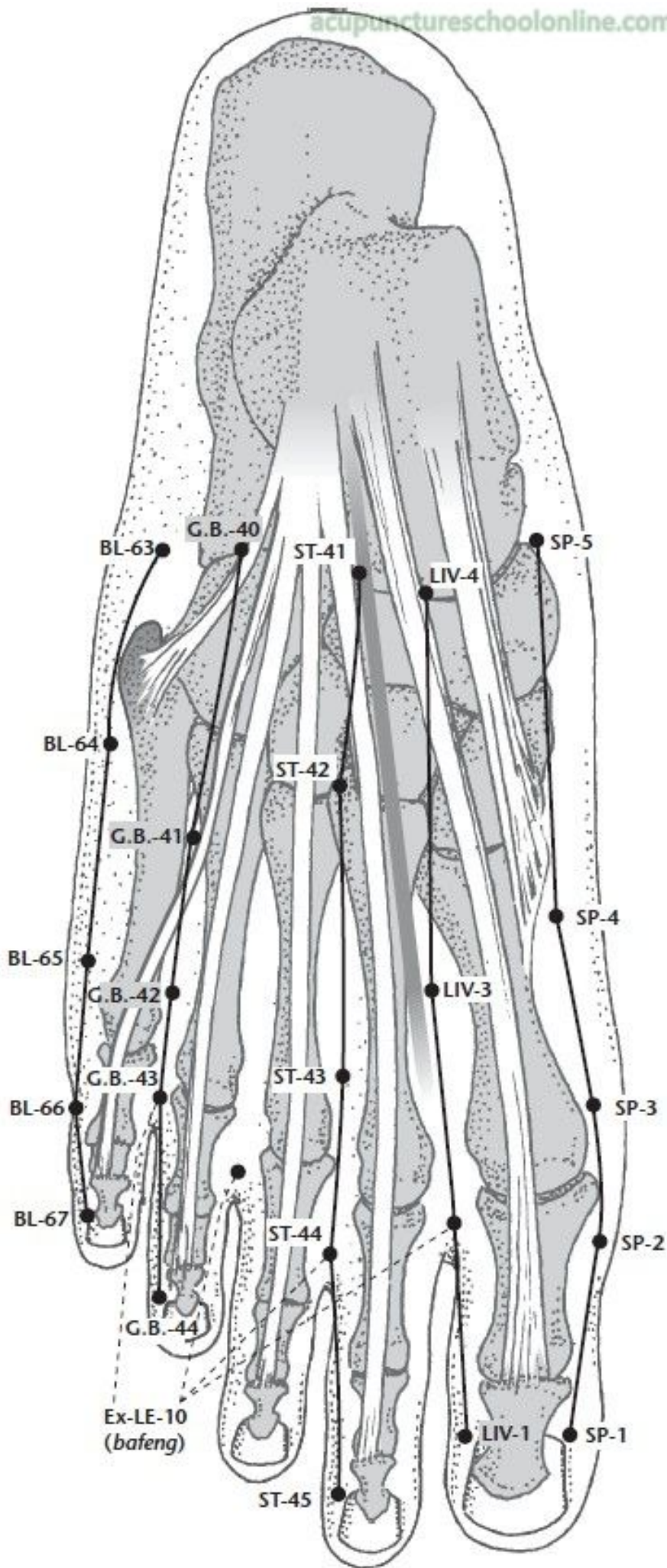
- Sp3

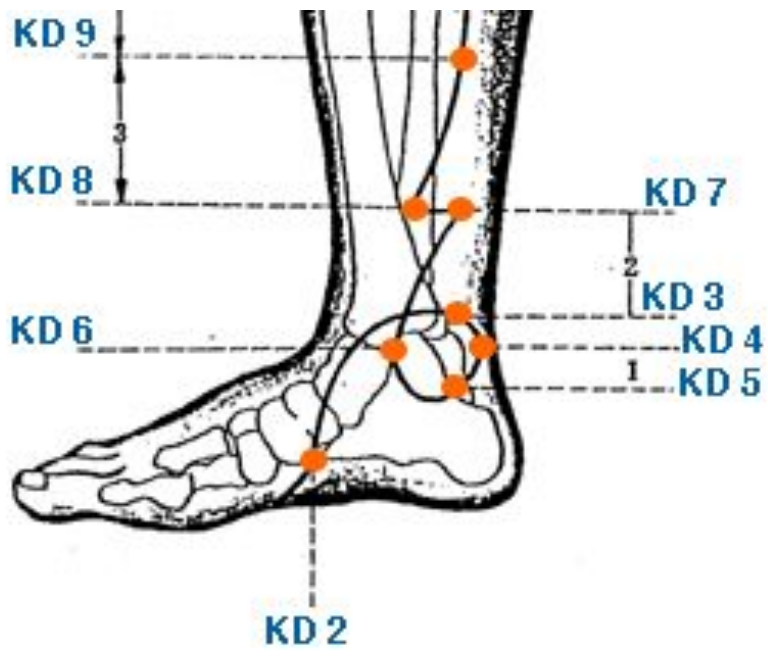
On the medial side of distal end of the metatarsal bone of big toe

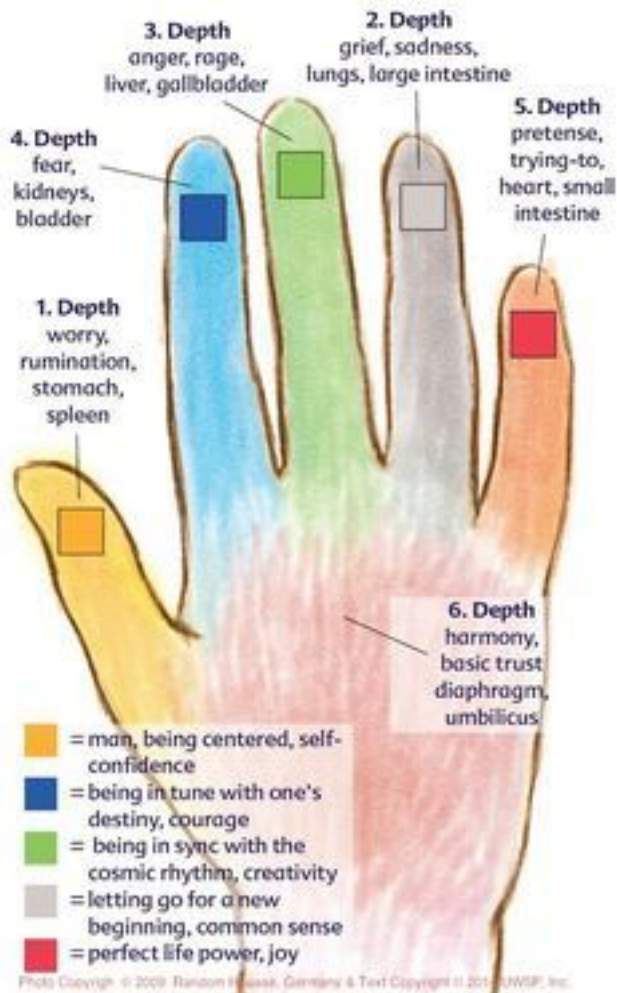
- Liv3

In the depression between the first and second metatarsals



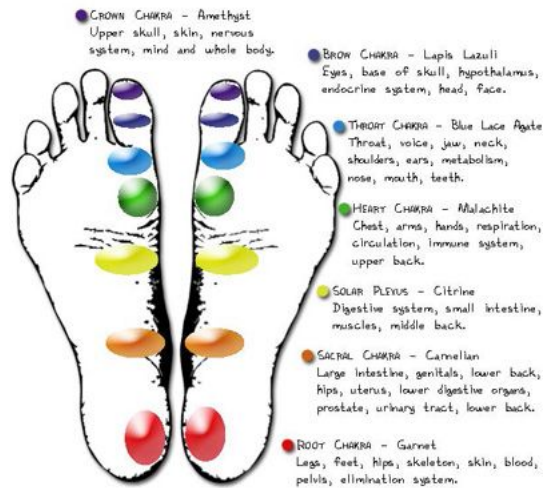






Foot Chakras and Healing

Being aware of the chakra points along the foot can help with understanding healing. If you or a client are dealing with some foot issues you can see right away how these issues relate to the chakra areas along this line. By working on the appropriate areas with the appropriate energies for the corresponding chakra points, on the feet as well as the body, proper balance can be restored at a much deeper level. Using crystal healing for the upper body chakra balancing while using reflexology or zone therapy on the feet is very effective, do however use your intuition when working both areas, feet and body.



Benefits

it's believed to come with a host of healthy side effects.

- Greater health and well-being
- Improved blood and lymph and Qi flow
- Waste and toxin removal
- Faster healing
- Improved circulation
- Greater vitality
- Boosted immune response

- Improve blood flow
- Improve immunity by increasing lymphatic output
- Reduce inflammation
- Calm the nervous system
- Provide relaxation
- Improve overall wellbeing
- Improves Digestion and Peristalsis

Contra Indications

Reflexology is wonderfully restorative and relaxing, so it is suitable for everyone. However if you are in any doubt, ask your client for clarification and get their agreement and consent, consult their GP if you are still not sure. Normally a client will know whether their condition may be affected by Reflexology. It is advisable for client's to have eaten something (though not a heavy meal) before a treatment, otherwise there is a danger of feeling light headed.

The following are **totally contraindicated**

- They are up to 3 months pregnant or if there are any complications beyond this
- They are under the influence of alcohol or recreational drugs
- They have a fever, diarrhoea or vomiting, contagious diseases and viral infections.

Doctor's consent obtained with the following.

- They have had a recent accident, e.g. whiplash or concussion
- They are suffering from severe arthritis (early stages are OK)
- They suffer from very high or very low blood pressure
- Diabetes
- Serious Heart conditions
- They have had a recent operation (under 3 months)
- Haemophilia
- In the middle of Cancer treatment
- They suffer from fragile bones or have osteoporosis or similar condition
- Recent strains or sprains affecting mobility

Care should be taken and massage avoided (examples of conditions) over localised area

- Contagious skin conditions
- Eczema, Athletes foot, varucas
- Localised swelling or bruising, cuts or wounds
- Varicose Veins
- Taking numerous medication combinations

Please ask the client for a letter from their GP or consultant if in any doubt

Pregnancy and Reflexology

All Reflexology routines recommend that anyone who is pregnant is not treated until after the first trimester which is 3 months, and maybe longer if they have a history of miscarriage. Anyone with any concerns after the first trimester (such as a history of miscarriage) should always consult their GP and advise them what type of massage they are considering.

After the first trimester, it is recommended to treat the entire foot but to leave out the areas of the ovaries and uterus until the client is 38/40 weeks pregnant when the ovaries and uterus reflex points can be worked as well as Spleen 6 and Kidney 3 Acupoints.

- o The Spleen meridian has a 'dilation point' along its channel – this means that stimulation in the wrong area could dilate the cervix too early and again this could result in miscarriage of the pregnancy.

Reflexology for women from three months onwards (assuming there are no underlying problems or history of miscarriage) and on a regular basis can help them to be more relaxed - and their babies too.

Some can experience a better pregnancy and birth experience. Reflexology helps the mother to stay relaxed and release harmful toxins, which can be beneficial for her and her baby.

Always remember to advise the person you are treating to drink plenty of water, both directly after and as general lifestyle choice. This helps the body to release the toxins and thus avoid headaches.

Balancing Chakras

with essential oils

Sahasrara

essential oils that help to unite us with the Higher Consciousness: Angelica Root, Frankincense, Cedarwood Atlas, Sandalwood, Lavender, Myrrh, Spikenard, Rose, Jasmine, Elemi, Rosewood

Ajna

essential oils that bring clarity to understanding the spiritual truth: Juniper, Helichrysum, Basil, Laurel, Rosemary, Thyme, Angelica Root, Clary Sage, Elemi, Frankincense

Vishuddha

Essential oils that promote sense of calm, strength and enable the truth to be spoken with integrity: Chamomile German and Roman, Cypress, Geranium, Peppermint, Myrrh, Blue Tansy, Coriander, Lime, Juniper, Laurel Leaf, Palo Santo, Saro, Spike Lavender, Wintergreen

Anahata

essential oils that help the love energy to radiate out: bergamot, lavender, melissa, palmarosa, rose, ylang ylang, neroli, jasmine, inula, blue tansy, black spruce, cinnamon, goldenrod, cistus, helichrysum, hyssop, manuka, marjoram sweet, may chang

Manipura

essential oils that help building the confidence and are protective from the negative influences and energies: aniseed, atlas cedarwood, roman chamomile, frankincense, helichrysum, ginger, grapefruit, juniper, lemon, rosemary, peppermint, pine, vetiver, hyssop

Svadhistana

essential oils that are warming and deeply sensual: Jasmine, Rose, Ylang Ylang, Sandalwood, Patchouli, Cardamom, Orange, Clary Sage, Copaiba, Coriander, Clove, Fennel, Geranium

Muladhara

essential oils that are grounding, centering and strengthening essential oils, that helps you to connect with the earth: Atlas Cedarwood, Vetiver, Patchouli, Myrrh, Sandalwood, Juniper, Angelica Root, Copaiba, Black Pepper, Black Spruce, Cypress, Frankincense

Things to Consider as a Therapist

As a Business

Whether this is the beginning of your journey as a professional therapist or you have been practicing for years, It's important to learn your practice correctly, either as part of a Spa or Salon team, or taking it to the public, but even more importantly, please strive to become a great therapist. Consider all of the following:

Professionalism

Please dress appropriately. There are plenty of companies who offer therapy uniform and many vary in price and style. Always remember to wash your hands before and after giving a treatment and use soap without a strong scent. The same applies to perfume, some of your clients may be allergic to or find it overpowering. This may unfortunately spoil their treatment and they may not book again. If you offer a mobile service it may be useful to carry wet wipes with you. Take a clock with you to keep an eye on the time.

Hygiene

- o Scrupulous personal hygiene must be observed. Hands should be thoroughly washed and fingernails cleaned
- o Wash headbands between clients or use disposables
- o Tie back long hair and remove jewellery
- o Roll up long sleeves or wear a short-sleeved tunic
- o Take mints or a toothbrush to freshen your breath if needed.

Self-Confidence

Practice as much as it takes for you to feel confident about what you're doing and saying. A sensitive client may pick up on your lack of confidence.

Case studies are not required for this course but an excellent choice to gain your experience. As a suggestion to start your experience, find about three friends, family members or friends of friends and offer them one more treatments each, say every week. See how confident you feel after these treatments. This will give you an idea of how many more treatments you would like to offer to feel confident enough to take your work out into the general public and start your advertising.

Sensitivities

Please be aware that everybody's body is unique, and your clients will all have different degrees of mobility and pain thresholds. Some clients like a firm massage, others may like a lighter touch. This can also change each time you treat them, depending on stresses and strains experienced during the time between their last session. Always check your pressure for each treatment and each client. Usually after the first treatment you will get to know them and what they prefer pressure wise.

Also be aware that some clients may be shy or embarrassed about areas or parts of their body – this may be because of a large scar or something they themselves consider to be unsightly, even if it isn't. It is always worth checking with your client during the consultation process if they have any areas that they want avoiding.

Empathy

In consideration of the above, please try to put your clients at their ease. Check to see if they are happy with the environment and remember to ask regularly to check if they are warm and comfortable enough.

Preparing your Working Area

Size: The room that you intend to work in should be adequate in size to allow you to walk freely around your client if possible.

Décor: A treatment room should be relaxing and welcoming. The working area should preferably have a good supply of natural light

Tip: Use a blind to temper natural light. When you do need to use artificial lighting it should not be too bright and should be indirect so that it does not shine into your client's eyes.

If you use candles, always remember to extinguish them, (check your insurance covers you to use candles).

The floor should be of a material that is easily cleaned but is not slippery, noisy or too cold.

Temperature and ventilation: Your room must be warm enough for the client not to become chilled, but not so warm that it is uncomfortable for you to work. It should be ventilated to prevent it becoming too stuffy.

Top Tip: As the body cools very quickly during a massage, you could use an electric blanket under the client to keep them warm.

Hygiene: Always make sure the room you are working in is clean and tidy, check between clients. Toilet facilities must always be kept clean and tidy.

Remember: First impressions last. If your toilet and the room the toilet is situated in are not clean it gives your client the wrong impression of you and can lead to them questioning your own hygiene practise. Develop a routine to do so and allow time between patients.

Music: Select music that you hope will not trigger any memories or emotions for your client. Ask if they like the music you have chosen. Happy to offer recommendations.

Refreshment: Always offer your client some refreshment before leaving. Chilled water or herbal teas are suitable.

Bringing in the balance – Looking after yourself:

Most of you drawn to offering therapies and other related treatments are generally “giving” people and enjoy making other people feel good. This is a great gift to have but please remember you too may need some TLC sometimes. Please remember to take a treatment

yourself on a regular basis. This will give you some well deserved relaxation and also a chance to check out your competition!

The Importance of Consultations

Never prescribe or diagnose if not trained to: You must not prescribe remedies or drugs or use essential oils if you’re not qualified to do so. You can refer your client to a practitioner who is fully qualified if you know one, or suggest they visit a relevant practitioner for a consultation. You could suggest to your client to search for the internet for the association connected to a complementary therapy they are interested in.

Client Record, Consultation and Treatment Plan

Always start your client’s first treatment by completing with them your Client Record. Please ask as many questions as you feel appropriate. Please do not expect your client to offer information about them without being asked. For example, you need to check if they are being treated by their GP or another therapist. Are they suffering from any medical conditions, and if so how long have they had it/them? Throughout the discussion you will learn more about your client and can ask them what they would like to achieve from their treatment session. (For forms, please see appendices)

The aims of a consultation are to:

- o Take an accurate medical history
- o Find out what the client wants/ needs from the treatment
- o Determine what the client needs from the treatment
- o Ensure that the client is suitable for treatment

- o Determine any need for special care
- o Establish a good rapport
- o Answer the client’s queries
- o Agree a treatment plan Assess the cuticles and the nails, assess existing nail shape, discuss desired look.
- o Assess the skin, make a note of the condition and make recommendations for possible treatments.

Records of consultations and treatment must be kept for a minimum of seven years. A typical record card will contain personal and medical details on one side and a record of attendance and treatments on the other.

Medical details are needed to establish the presence or absence of any contraindications to a treatment or whether a medical referral may be necessary. This also gives the opportunity to establish any underlying conditions requiring special care and to note any localised conditions affecting the treatment being carried out. They also act as a disclaimer and written consent for you to carry out your treatment.

Please advise clients of the new Data Protection Act 2018 and share privacy policy.

Aftercare Advice

Generally aftercare advice is the same for most therapies, with a few exceptions for example if aromatherapy oils have been used.

You might like to hand this on a piece of paper to your client on their first visit and always advise them verbally of the following after each treatment.

Aftercare Advice in pages to follow.

Client Medical Record – Confidential

Personal Details

Name: Gender: Date of Birth: Address: Town: County:

Post

Code:

Phone:

Email:

Next of Kin:

Lifestyle

Pattern

Occupation:

Family

situation:

Dietary and fluid

intake: Exercise

habits:

Smoker: Y / N (how many if Y?)

Sleep patterns:

Main reason for treatment:

Currently taking any prescribed medication or natural remedies:

Receiving any form of complementary or alternative therapy:

State of present health:

Lifestyle Pattern:

Physical Characteristics

Health

Recent medical history (details of recent illness/surgery/ prescribed medication):

GP details and reason for last visit:

Contraindications restricting treatment: Contact lenses / Thread veins / Large pimples / Cysts or warts / Psoriasis & Eczema / Cold sores

Contraindications preventing treatment: Cancer, HIV and AIDS / High temperature or fever / Drunk or under the influence of other drugs / Infectious skin disorders like chicken pox / Contagious illness i.e. conjunctivitis / Local pain such as toothache / Sunburnt, hypersensitive or broken skin / Acute inflammation or swelling / Diabetes if skin is very thin (bruising may occur) / Severe acne / Recent surgery on local areas / Procedures such as Botox in the previous three weeks / Pregnancy – no massage of any kind in the first three months or if there is a history of miscarriage or other complications

Necessary action:

Treatment Plan

After-care advice given (e.g. headaches, nausea):

Recommended home care (e.g. rest, products, diet or fluid intake):

Future treatment needs and interval between treatments:

Outcome of Treatments

List any changes to original treatment plan:

GP Letter

Your address and contact details

Doctors Address

Date

Dear Dr.

Client Ref: (Initials & House No.)

Your patient (name), of (address), has requested a (treatment) once a week. During my consultation with him/her, he/she mentioned that they have been suffering from (illness) for some years.

I would be very grateful if you would indicate her suitability for treatment by signing the consent below. (Name) has given their consent to you providing this information as indicated below.

Yours
faithfully,
(Your Name)

Please Note. If I have not received your reply by (two weeks from date of letter) then I will assume this is acceptable to carry out the treatment.

Patient Consent

I agree to my doctor releasing information to (Your name) of (Your company name)

Signed Dated

(Client's ref and full name)

-----cut here and return slip-----

Doctor's Consent

I agree that the treatment you suggest would be suitable for this patient

Signed Dated

**REMEMBER TO FOLLOW UP THIS LETTER WITH A PHONE CALL WHEN IT COMES TO THE
END OF THE TWO WEEKS TO CHECK THEY HAVE RECEIVED YOUR LETT**

Treatment Record Card

CLIENT TREATMENT RECORD CARD

CLIENT'S NAME: _____

Date of Treatment: _____ Treatment No:

Comments & Observations:

Product used _____

Home Care Advice:

Date of Treatment: _____ Treatment No:

Comments & Observations:

Home Care Advice:

Date of Treatment: _____ Treatment No:

Comments & Observations:

Product used

Home Care Advice:

Aftercare Advice

To ensure that you gain maximum benefit from a treatment, I recommend that you:

- Drink plenty of fresh water
- Reduce your caffeine and sugar intake
- Avoid heavy alcohol consumption for 24 hours
- Take some time to relax

Occasionally, you may experience reactions when the body begins its **self-healing process and elimination of toxins**. These reactions may include:

- Frequent visits to the toilet to enable the body to flush out waste
- Runny nose and/or cough as the body clears toxins
- Slight rash as the skin rebalances and expels toxins
- Perspiration - another way that the body can excrete waste
- Conditions which have been suppressed may flare up temporarily before they heal
- Deep sleep or difficulty sleeping and vivid dreams

These reactions are only temporary and should clear within 24 hours. They are positive signals that your body has responded to the treatment and is balancing itself.

If anything should persist, recommend a visit to their GP

Health & Safety Guidelines for Therapists

The following Health and Safety regulations need to be taken into consideration, when setting up your practice.

Health & Safety (H&S) applies to everyone in every industry, including those of us who are therapists. It is vital therefore to ensure that we provide a safe environment for clients. The Government's H&S arm, the Health & Safety Executive (HSE) lays down sound advice for safe practice and legal requirements, which we will cover in this section. The HSE recommend that we 'Risk Assess' at work and at home if we see clients there – risk assessing means that we should identify hazards and decide what steps should be taken to minimize any accidents or injuries to ourselves or indeed any harm to others as a result of our work or the environment we are providing.

A '**Risk**' is the chance (great or small) that someone will be harmed by a 'Hazard'

A '**Hazard**' is anything that might cause harm.

The Health & Safety at Work Act (HAS) 1974 places duty on self employed people as well as employers to protect the health, safety and well-being of themselves and others they employ or work, this also means our clients.

Here is a list of Common Hazards, any of which we may or may not have identified, or indeed may not be aware of:

- Moving or handling awkward or heavy loads or objects
- Using electrical equipment or equipment that heats or freezes.
- Using hazardous substances, materials or chemicals, especially those which can affect the skin.
- Ensuring we wear personal protective equipment where necessary
- Working with computers and working in front of screens
- First Aid training
- RIDDOR (Reporting of Diseases & Dangerous Occurrences Regulations) 1995.

Further information: Health and safety law: what you should know-
www.hse.gov.uk/pubns/law.pdf

Moving or Handling Loads

Therapists should ensure they understand the principle of safe handling and moving, otherwise known as 'Manual Handling'. Examples of hazards that therapists may want to consider are putting up therapy couches, beds and chairs or the utilisation and movement of any equipment which is used as part of the therapy and which requires lifting, placing (especially if it is an awkward lift or *stooping is involved*), *pushing or pulling*.

Remember that equipment doesn't always have to be heavy or bulky to cause injury; sometimes even the slightest movement, if carried out incorrectly, can cause back or muscle damage amongst other injuries.

Further information: www.hse.gov.uk/pubns/indg143.pdf

Using Electrical Equipment

Therapists are also responsible for any equipment they use as part of their treatment.

Remember that equipment should conform to British Healthy & Safety standards, any controls should be clearly marked and where protective equipment such as screens, guards or gloves are provided, they must be used. This message should also be reinforced to students who may use any potentially hazardous equipment; eg: Hot Stone Therapy, etc.

Things to look out for:

- Trailing wires should be tucked away safely
- Be alert for damage to outer covering of leads or plugs
- Plugs must be correctly wired and must grip the cable properly
- Ensure electrical equipment is regularly maintained/serviced
- Look out for loose screws or equipment casing
- Look out for burn marks or staining which suggests overheating

Further information:

www.hse.gov.uk/pubns/indg231/pdfwww.opsi.gov.uk/si/si1989/Uksi_19890635_en_1.htm

Provision and Use of Work Equipment Regulations (PUWER) 1992

This regulation lays down important health and safety controls in the provision and use of equipment. Employers must also make sure all employees who use the equipment have been adequately trained.

Further information: Using Work Equipment safely:

www.hse.gov.uk/pubns/indg229.pdf and
www.opsi.gov.uk/si/si1998/19982306.htm

Using Hazardous Substances or Materials

Here is a checklist of things to be aware of when using substances, materials or chemicals as part of a therapy or treatment:

- Are they flammable, toxic or corrosive?
- Do they give off fumes?
- Are they stored safely? Eg; could children reach them easily?
- Should I be wearing PPE when using or handling my work substances?
- Has anyone reported feeling dizzy, headaches, sickness, skin rash/irritation or has suffered from an Asthma attack?
- Are any hazardous chemicals or substances labelled correctly with black and orange labels, in line with *HSE COSHH regulations 2002*?

When considering the above, the following guidance from the HSE will be relevant:

Control of substances hazardous to Health Regulations (COSHH) 1992

The regulations require employers to identify hazardous substances used in the salon and say how they should be stored and handled. As such substances are used on and sold to clients it is important all employers are aware of COSHH regulations.

Further information: www.coshh-essentials.org.uk/

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Personal Protective Equipment at Work Regulations (PPE) 1992

This legislation requires employers to identify through a risk assessment activities, which require special protective equipment (gloves, apron etc) to be worn or used.

Further information: A short Guide to PPE: www.hse.gov.uk/pubns/indg174.pdf

Using Display Screen Equipment such as computers

Most of us use a computer in connection with our business but there is a checklist of points to consider, in order to prevent tiredness, eyestrain and Repetitive Strain Injuries (RSI's)

- Is the screen clean from dust and dirt, readable, flicker free and without any glare or reflection?
- Is there suitable lighting in the room
- Is the screen/keyboard in the right position and at the correct height to prevent upper back and neck strain?

If you suffer from any type of pain in: the wrists, arms, neck or back or if you suffer with headaches, tiredness or eye problems you may well need to make adjustments to your computer work area.

See free HSE download at: <http://www.hse.gov.uk/pubns/indg36.pdf>

First Aid Training and Emergency Preparedness

As a therapist you should be prepared if the unexpected happens. Would you know how to deal with someone who has suffered a Heart Attack or if somebody had an Epileptic Fit? If not you should be prepared! You should also ensure you have a well stocked approved First Aid Kit. Many insurers now also insist on this before agreeing cover.

For this reason, you should be in possession of an HSE Appointed Persons Certificate (Valid for 3 years) which is a 1 day course. Holistic Training Courses can provide these courses.

See Link: <http://www.hse.gov.uk/firstaid/index.htm>

RIDDOR (Reporting of Diseases & Dangerous Occurrences Regulations) 1995

RIDDOR '95 requires the reporting of work-related accidents, diseases and dangerous occurrences. It applies to all work activities, but not to all incidents.

What do I need to do?

Not very much! - For most businesses a reportable accident, dangerous occurrence or case of disease is a comparatively rare event. However, you do need to report:

1. Deaths
2. Major Injuries, such as fractures, dislocations, amputations, burns (regardless of cause) loss of sight, electrocutions or resuscitation
3. Accidents resulting in over 3 day injury and or hospital treatment or hospitalisation
4. Communicable Diseases
5. Dangerous occurrences
6. Gas incidents

What do I need to do?

If you are working in someone else's premises and suffer either a major injury or an injury which means you cannot do your normal work for more than three days, then they will be responsible for reporting, so, where possible, you should make sure they know about it. If you or a client is injured while you are working on your own premises, if there is a dangerous occurrence there, or if a doctor tells you that you have a work-related disease or condition, then you need to report it. However, as a self-employed person you don't need to notify immediately if you suffer a major injury on your own premises. Either you or someone acting for you should report it within 10 days.

Who do I report to?

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease. You can keep the record in any form you wish. **Further information:**

www.hse.gov.uk/pubns/hse31.pdf and
www.opsi.gov.uk/si/si1995/Uksi_19953163_en_1.htm

Data Protection Act: 2018

The data protection act gives the client the right to see personal details held about them and to get it corrected if it is wrong. Clients are aware of the exact use of their data and agree to receiving any information from you. You must make clients aware of your privacy policy and have their consent to keep their data stored.

Remember: Any records you do keep must be kept in an area where no one else will have access to them.

The above information is intended for guidance purposes only is intended to introduce students & therapists to principles of H&S and encourage them to think about their own working environment and working practices. As therapists we take responsibility in law for the safety and well-being of our clients as well as ourselves. The above list is by no means exhaustive and students/therapists are encouraged to familiarise themselves with the extensive guidance provided on the HSE Website, which can be found at: www.hse.gov.uk

Anatomy and Physiology of the Body The

Circulatory system

The circulatory system is made up of the vessels and the muscles that help and control the flow of the blood around the body. This process is called circulation. The main parts of the system are the heart, arteries, capillaries and veins.

As blood begins to circulate, it leaves the heart from the left ventricle and goes into the aorta. The aorta is the largest artery in the body. The blood leaving the aorta is full of oxygen. This is important for the cells in the brain and the body to do their work. The oxygen rich blood travels throughout the body in its system of arteries into the smallest arterioles. On its way back to the heart, the blood travels through a system of veins. As it reaches the lungs, the carbon dioxide. (a waste product) is removed from the blood and replace with fresh oxygen that we have inhaled through the lungs.

The Nervous System

The nervous system is a very complex system in the body. It has many, many parts. The nervous system is divided into two main systems, the central nervous system (CNS) and the peripheral nervous system. The spinal cord and the brain make up the CNS. Its main job is to get the information from the body and send out instructions. The peripheral nervous system is made up of all of the nerves and the wiring. This system sends the messages from the brain to the rest of the body.

The brain keeps the body in order. It helps to control all of the body systems and organs, keeping them working like they should. The brain also allows us to think, feel, remember and imagine. In general, the brain is what makes us behave as human beings.

The brain communicates with the rest of the body through the spinal cord and the nerves. They tell the brain what is going on in the body at all times.

Spinal Cord

Nerves divide many times as they leave the spinal cord so that they may reach all parts of the body. The thickest nerve is 1 inch thick and the thinnest is thinner than a human hair. Each nerve is a bundle of hundreds or thousands of neurons (nerve cells). The spinal cord runs down a tunnel of holes in your backbone or spine. The bones protect it from damage. The cord is a thick bundle of nerves, connecting your brain to the rest of your body.

The Endocrine System

There is another system that works with the brain and nerves to keep the body in order. This is the endocrine or hormone system. It controls the rate we grow, our feelings of hunger, our body temperature, and more. Glands are organs that run the endocrine system. The pituitary gland, the pancreas, ovaries (only in females) or testes (only in males), the thyroid gland, the parathyroid gland, and the adrenal glands are organs that run the endocrine system.

The Central Nervous System

There are five main senses - touch, smell, taste, hearing and sight. These are the external sensory system, because they tell you about the world outside your body. Your senses tell you what is happening in the outside world. Your body's sense organs constantly send signals about what is happening outside and inside it to your control center - the brain.

The cerebrum is part of the forebrain. The cerebral cortex is the outer layer of the cerebrum. Certain areas of the cerebral cortex are involved with certain functions. Sensory areas such as touch, smell, taste, hearing and sight receive messages from the skin, nose, mouth, ears and eyes. We feel, taste, hear and see when these messages are received by the sensory parts of the brain.

The Digestive System

The human body needs fuel to live. We eat food for fuel. But just getting the food into the body is only a small part of the process. The food must be broken down into chemicals that the body can use. This whole process is called digestion. Some of the organs involved in digestion are the mouth, oesophagus, stomach, small and large intestines, gallbladder, pancreas and liver.

The Respiratory System

All animals need oxygen to live. Land animals get oxygen from the air. Without the oxygen in the air we cannot survive more than a few minutes. Breathing happens automatically, we do not have to even think about it. We breathe in order to take oxygen into our bodies and get rid of carbon dioxide. The oxygen is carried in the blood to all the body's cells. The air we breath out has 100 times more carbon dioxide than the air we breath in.

The Urinary System

The urinary system includes the kidneys, bladder and tubes. These organs control the amount of water and salts that are absorbed back into the blood and what is taken out as waste. This system also acts as a filtering mechanism for the blood. The kidneys are a filter for the blood.

Muscles

Muscles are responsible for your body's every move. Muscles keep your gut from sagging and your lungs pounding. Muscles are more than movers. Muscles make the heat that keep you warm. If you leap, bend, or reach, this is a result of a muscle action. A muscle makes itself smaller when it contracts and larger when it relaxes. Follow the lizards to find out about the three types of muscles and what they do in the body.

Skeletal muscles move and support the skeleton. Smooth muscles are found in the hollow parts of the body. Cardiac muscles cells are striped, like skeletal muscle cells. Cardiac muscles contract automatically to squeeze the walls of the heart inward.

The Spine

The spine is the central support for the body. Another word for the spine is the backbone. The spine is made of separate irregular bones called vertebrae. The vertebrae are made up of spongy or cancellate bone surrounded by a layer of compact bone. In between each vertebrae is a layer of cartilage that keeps the bones from rubbing against each other.

There are twenty six vertebrae in the spine. Although each vertebrae can only move a little bit, the total spine is very flexible. The spine of a human being is curved. Most other mammals have a straight spine. The curves allow the spine to support and balance the body on only two legs.

The Lymphatic System

The lymphatic system consists of organs, ducts, and nodes. It transports a watery clear fluid called lymph. This fluid distributes immune cells and other factors throughout the body. It also interacts with the blood circulatory system to drain fluid from cells and tissues. The lymphatic system contains immune cells called lymphocytes, which protect the body against antigens (viruses, bacteria, etc.) that invade the body.

Main functions of lymphatic system are:

- to collect and return interstitial fluid (between cells), including plasma protein to the blood and thus help maintain fluid balance,
- to defend the body against disease by producing lymphocytes,
- to absorb lipids (fats) from the intestine and transport them to the blood.
There are lymph nodes
- Under your arms, in your armpits
- In each groin (at the top of your legs)
- In your neck
- Your abdomen
- Your pelvis
- Your chest

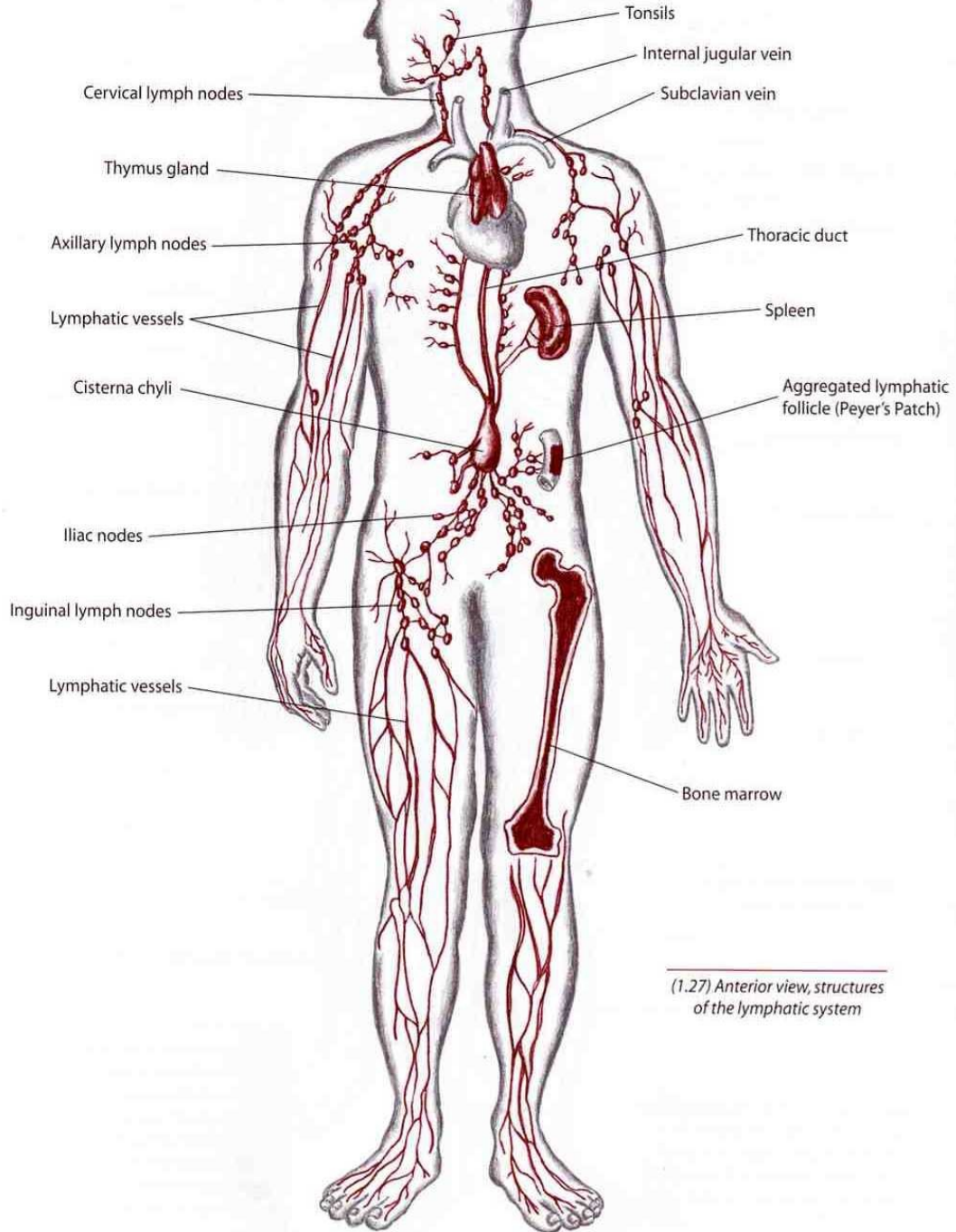
Other body organs involved in the Lymphatic System are: Spleen, Thymus, Tonsils & Adenoids

The Lymphatic Vessels of the Body

The Lymphatic System

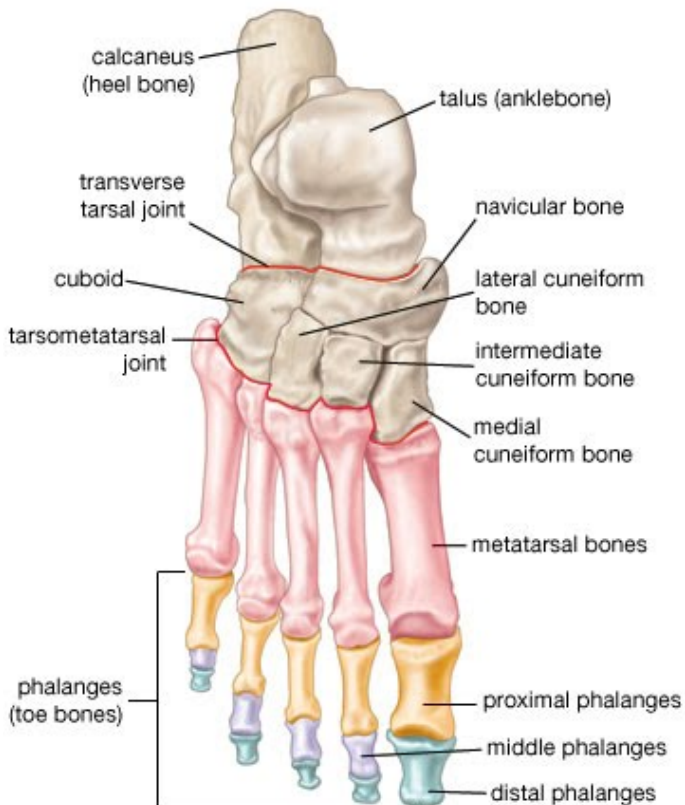
The lymphatic system is composed of several organs, yellow fluid called lymph, small microscopic vessels called lymphatics, and lymph nodes. These structures perform many functions throughout the body such as draining the interstitial fluid

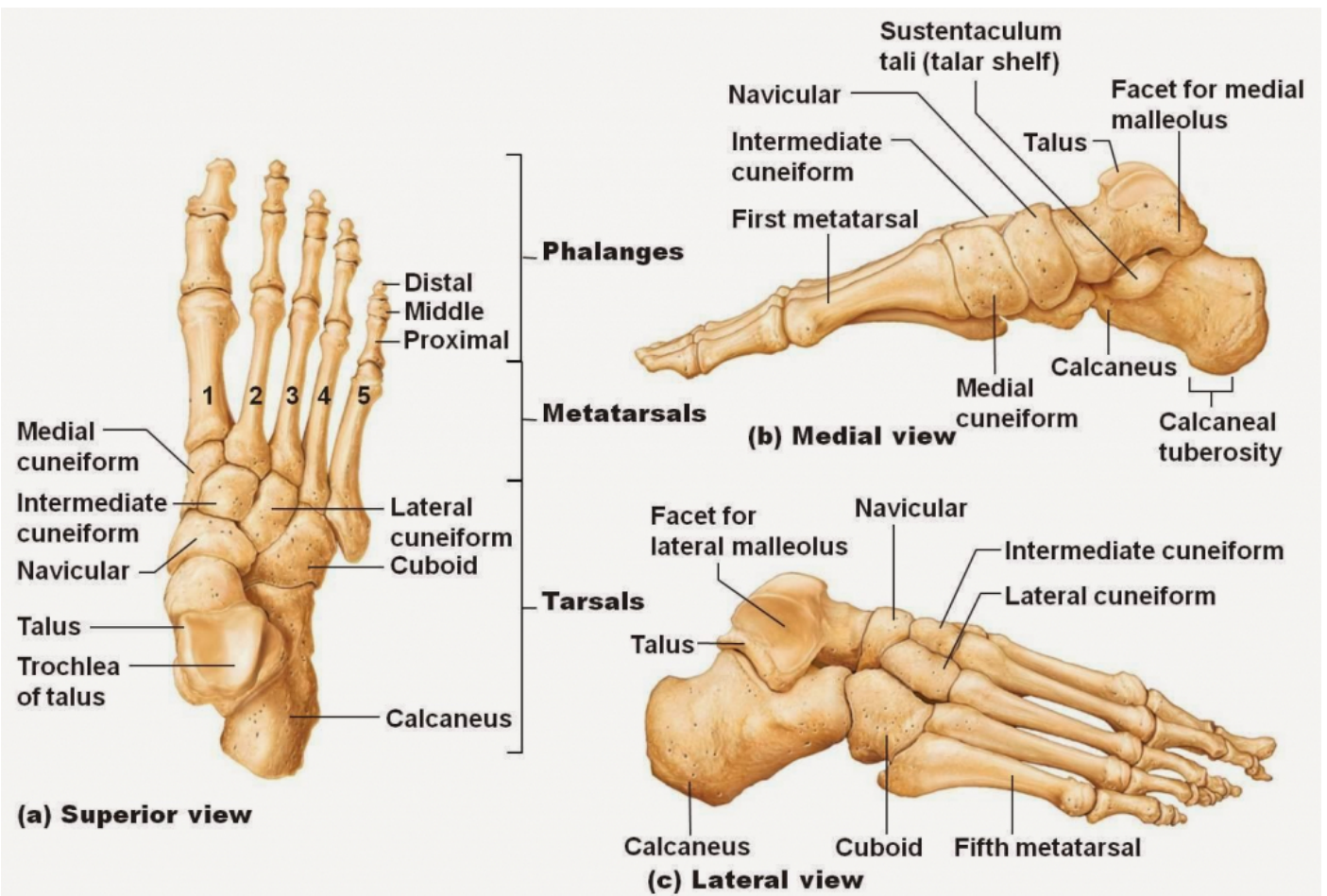
which escapes from capillaries and transporting it back to the heart. Lymphatic vessels carry fats from the intestines to the blood. Lymphatic tissue also helps the body's immune system defend against foreign cells, microbes, and cancer cells.

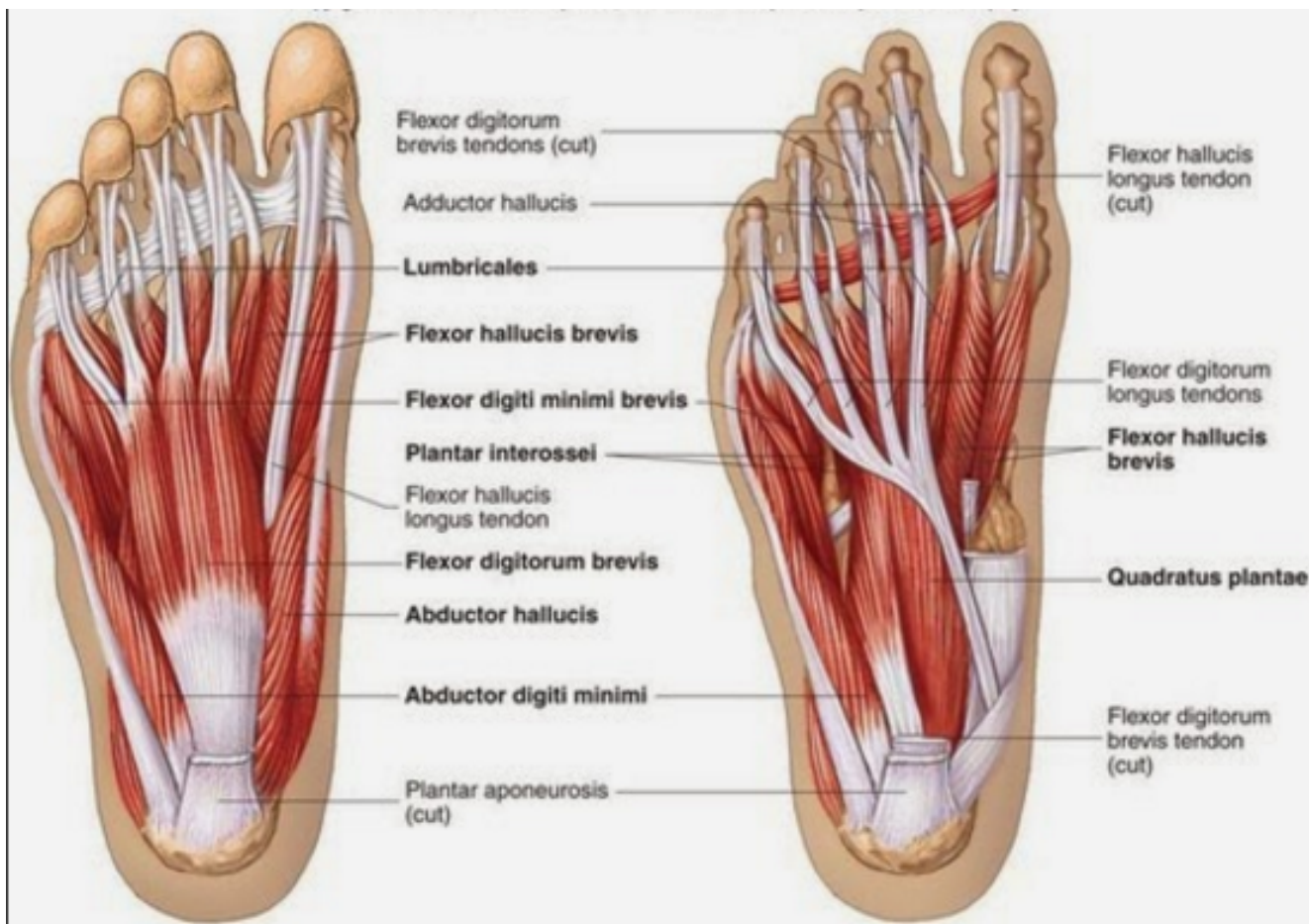


(1.27) Anterior view, structures of the lymphatic system

Plantar Metatarsal Arteries and Common Digital Nerves







The Spine

Understanding the fundamental anatomy and function of the spine is key to understanding injuries to and diseases of the spine.

The spine has several special roles in the human body. It:

- Protects the spinal cord (which connects nerves to the brain);
- Provides the support needed to walk upright;
- Enables the torso to bend;
- Supports the head.

Viewed from the side, the spine has a natural "S" curve.

The main sections of the Spine

Cervical - commonly referred to as the neck. There are **seven cervical vertebrae** (doughnut-shaped bones) that connect the skull to the rest of the spine.

Thoracic - The spine's thoracic section begins at the shoulders and extends down to the end of the rib cage. There are **12 vertebrae in the upper back**, with **shock-absorbing discs between them**. Scoliosis commonly affects the thoracic section of the spine.

Lumbar - The lumbar section, or lower back, has **five vertebrae**. These vertebrae, separated by discs, are the largest in the spine. The lumbar section is also a common location for scoliosis to occur.

Sacrum - There are **five vertebrae** that join together to form the sacrum, a wedge-shaped part of the spine that rests at the top of the pelvis.

Coccyx - often referred to as the tailbone, consists of **four vertebrae**.

Vertebrae - The spine has **33 doughnut-shaped bones called vertebrae**. Each vertebra is assigned a letter and a number that identifies its location in the spine.

Discs - Between each pair of vertebrae is a **spongy cartilage, or disc**.

Intervertebral discs act as **shock-absorbing cushions**. Spongy disks are located between the vertebrae.

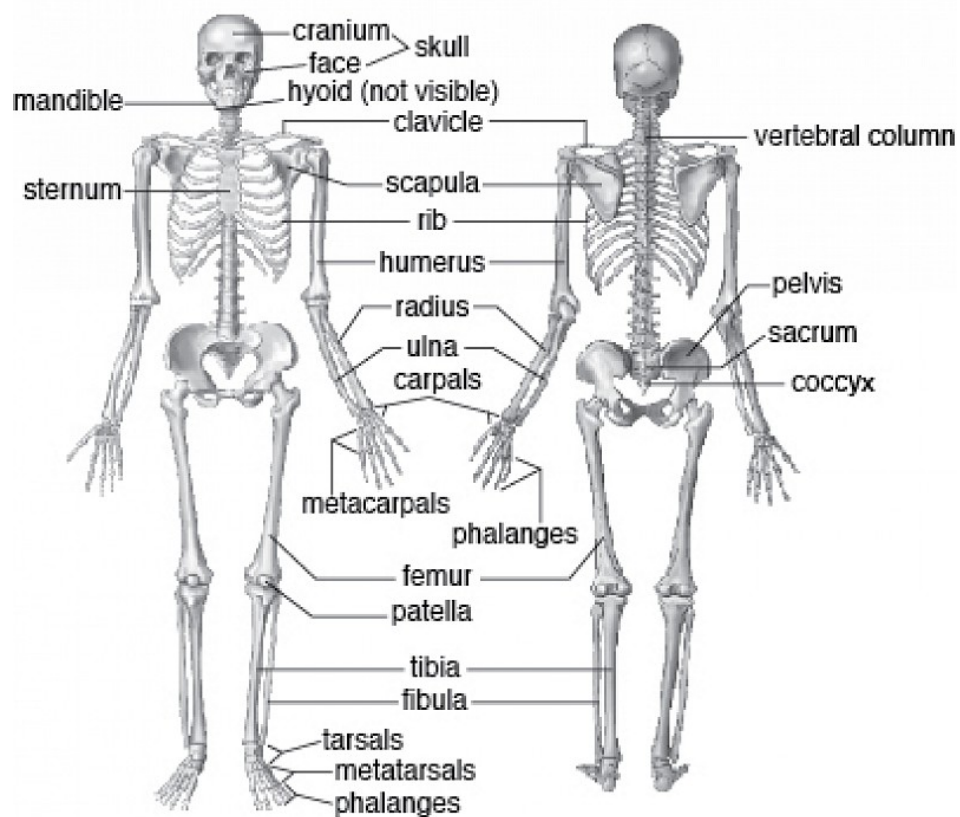
Spinal cord - **nerve tissue** which, extends from the **brain** and is protected by the spine. It carries information between the body and the brain via the nerve roots.

Nerve root - the **main nerve branch off the spinal cord**, leaving the spine through openings between the vertebrae at the level of the disc.

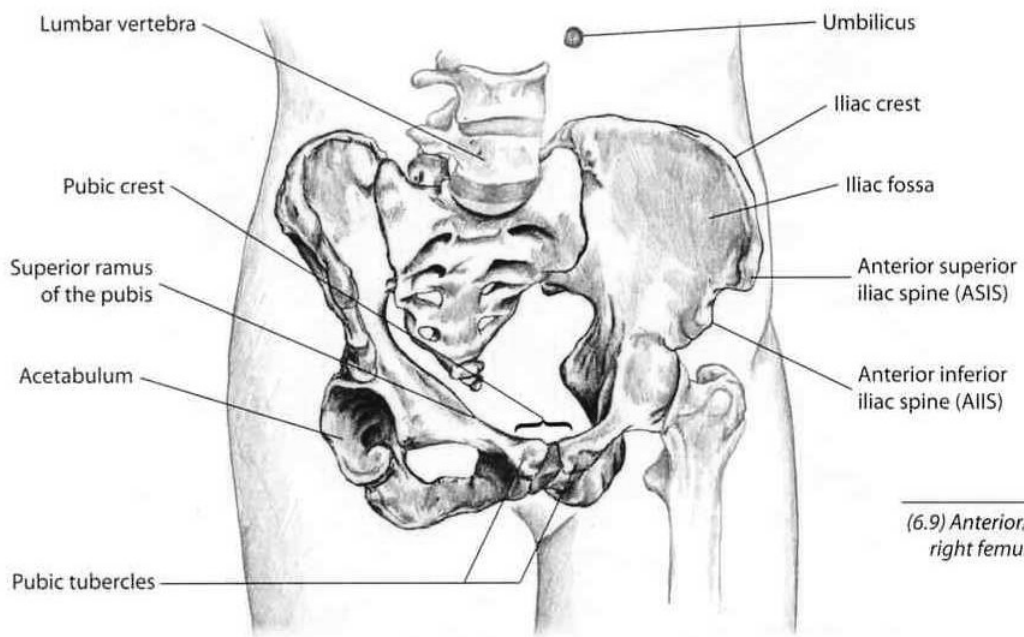
Facet joint - paired joints which **attach the rear section of one vertebrae to those above and below**.

Sacroiliac joint - where the **sacral spine attaches to the pelvis**. **Tendon** - tough fibrous tissue which **attaches muscle to bone**.

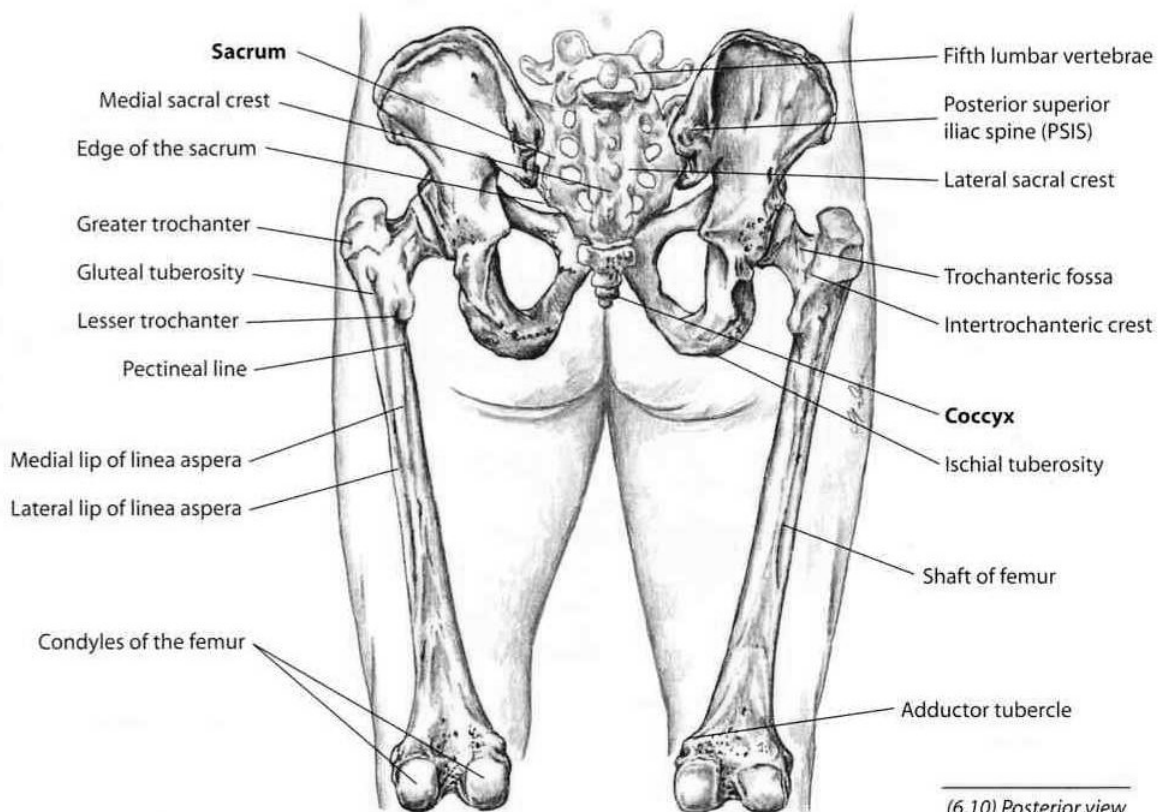
Ligament - tough fibrous tissue which **attaches bone to bone** which provides joint stability.



Bones of the Hip

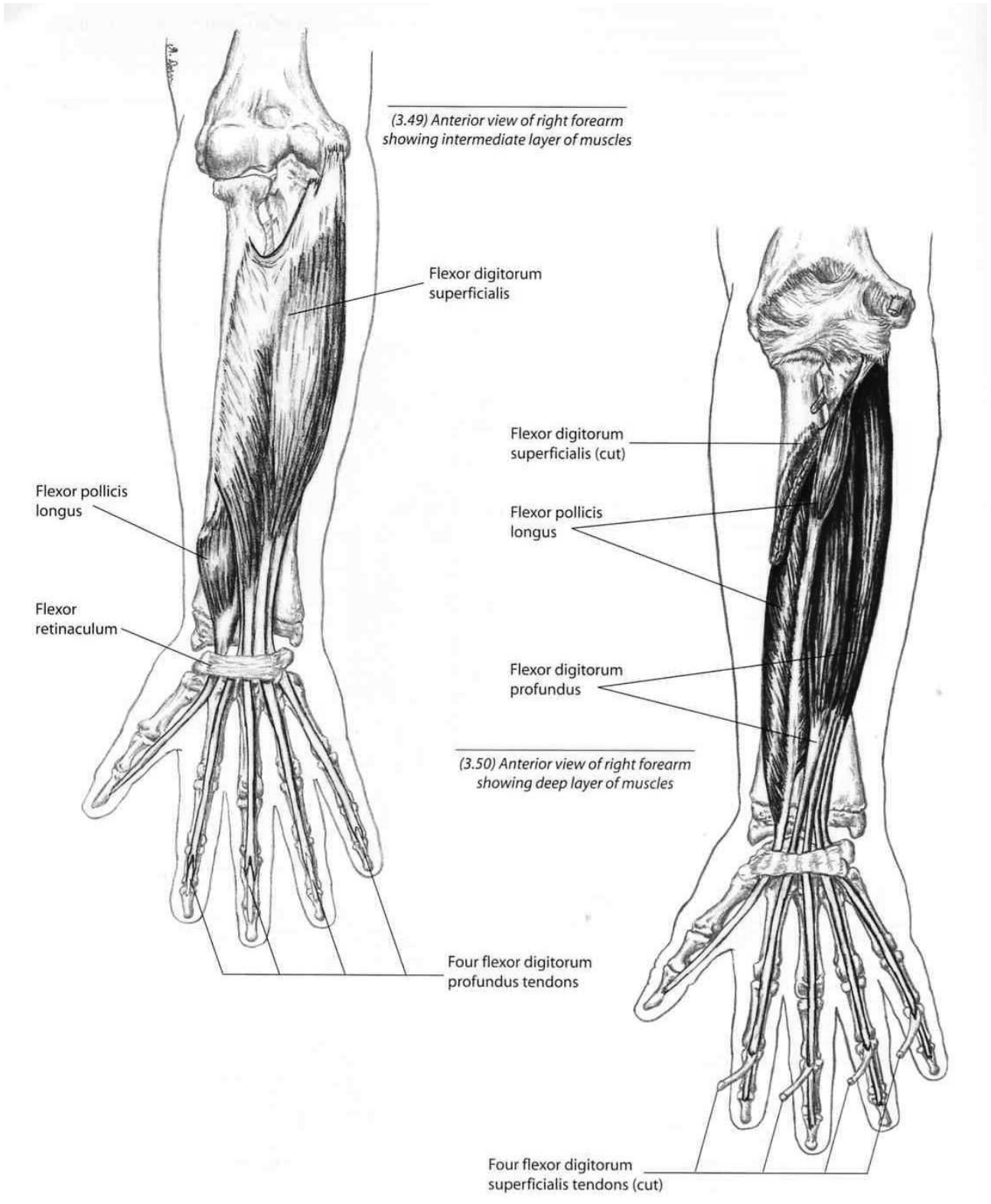


(6.9) Anterior/lateral view,
right femur removed



(6.10) Posterior view

Muscles of the Forearm and Hands



Massage Sequence



Please see separate sequence sheets.

What are Meridian Lines and what is Meridian Energy?

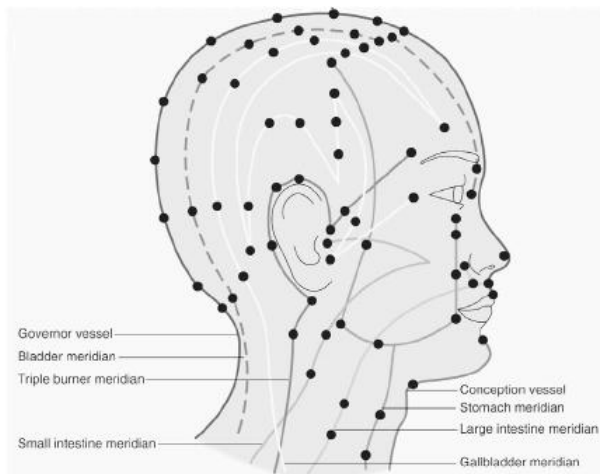
Meridians are the body's energy pathways that act like a super-highway, with Acupoints along their channels that connect like hundreds of tiny pools of electro- magnetic energy. They are energetic pathways that serve organs and systems in the body. They were named by the life function associated with them – there are 12 of these primary pathways plus 2 extra channels; for example there is a Liver meridian, a Heart meridian, Kidney meridian and so on.

To the majority of Western scientists, acupuncture meridians seem like imaginary structures because there are no published anatomical studies of the meridians in orthodox medical journals to substantiate their existence. They prefer to believe that nerve pathways constitute the true mechanism of acupuncture therapy. Meridians are the pathways of the positive and negative energy power, which carries on some of the communication between the various parts of human beings.

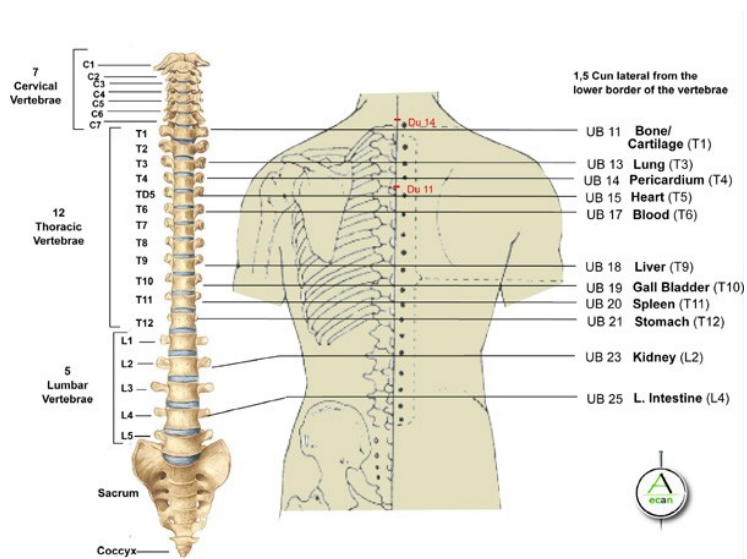
Meridian Energy Pathways

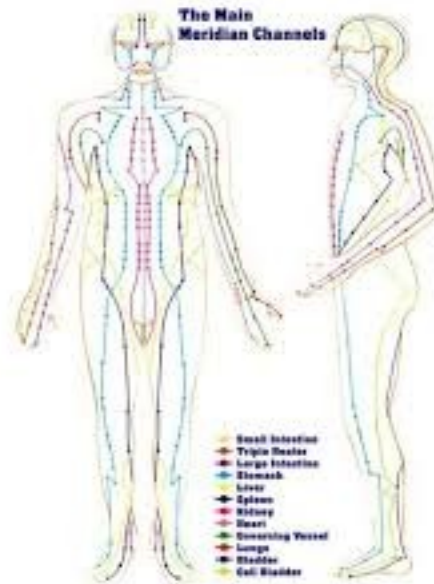
In provinces of China, where the doctor's primary job is seen as maintaining health by keeping people's meridian energies balanced, the physician is paid only as long as the person was well. If the doctor had to treat an illness, he had failed and so the patient didn't pay. This is in direct contrast to traditional western medicine where doctors wait for physical symptoms to appear before intervening in a person's health!

Meridian Energy (Acupressure) Points on the face and Head



Bladder Meridian





Names of 12 Major Meridians in the body

GB	Gall Bladder
KD	Kidney
HT	Heart
PE	Perricardium
LU	Lung
LI	Large Intestine
SI	Small Intestine
TH	Triple Heater (sometimes referred to as
TB	Triple Burner or TW – Triple Warmer)
ST	Stomach
SP	Spleen
BL	Bladder
CV	Conception Vessel
GV	Governing Vessel

Conditions that present along the meridian lines can be treated by the organ system and associated Reflex Points. : Handouts will be provided

Some useful Acu-points

Li 4

Master Point for head and face, treats headaches and influences the circulation of Qi and Blood

GB 20

All issues of the head, face, throat and sense organs (eyes, ears, nose, tongue).
Headache, especially occipital.
Eye issues.

Issues of the neck, shoulders a/or upper back - pain, weakness, stiffness.
Hypertension, especially with LV Yang Rising.

GB21

Local point for occipital headache, tight trapezius muscles and/or neck/shoulder pain.
Strongly influence Qi downward - useful for rebellious Qi, cough.

Contraindicated in Pregnancy, useful for difficult labour, retained placenta.

ST36

Tonify deficient Qi a/or Blood.

Tonify Wei Qi and Qi overall - low immunity, chronic illness, poor digestion, general weakness, particularly with [moxibustion](#), very important acupuncture point for building and maintaining overall health.

All issues involving the Stomach a/or the Spleen -

SJ / TH 5

Upper limb disorders including the elbow, forearm, wrist and hand.

LI11

Reduction of high fevers, Damp Heat skin diseases, red, itchy, oozing & inflamed

GB30

Sciatica, pain, numbness, atrophy of lower back, hip, buttocks a/or lower limbs.

Sp6

Digestive disorders.

Gynecological issues, male sexual issues, difficult labor (expel fetus).

Menstrual issues (irregular, amenorrhea, dysmenorrhea).

Insomnia, palpitations, and other anxiety related emotions.

Dizziness, hypertension.

BL60

Main point for pain anywhere along the spine. Main point for chronic low back pain a/or problems of pain a/or numbness in the lower limbs.

Main point for headache and other excesses effecting the head.

BI54

Sciatica especially if pain radiates along the posterior aspect of the leg.

Using Gua Sha in Reflexology

Gua sha is a natural, alternative therapy that involves scraping your skin with a massage tool to improve your circulation. This ancient Chinese healing technique may offer a unique approach to better health, addressing issues like chronic pain.

In gua sha, the therapist scrapes your foot with short or long strokes to stimulate microcirculation of the soft tissue, which increases blood flow. They make these strokes with a smooth-edged instrument known as a gua massage tool. The technician applies massage oil to your foot, and then uses the tool to repeatedly scrape your skin in an up and downward motion.

Gua sha is intended to address stagnant energy, called chi, in the body that practitioners believe may be responsible for inflammation. Inflammation is the underlying cause of several conditions associated with chronic pain. Rubbing the skin's surface is thought to help break up this energy, reduce inflammation, and promote healing.

Gua sha is generally performed on a person's back, buttocks, neck, arms, and legs. A gentle version of it is even used on the face as a facial technique. Therapists may apply mild pressure, and gradually increase intensity to determine how much force you can handle.

This wonderful tool also helps to prevent injury of your wrists, fingers and thumbs !!





Gua Sha Tools for 5 Elements Reflexology

Ways of promoting your Business

Marketing is defined as anything and everything that you do on a daily basis to attract potential clients. The end goal is to get the person to make an appointment with you and become a regular customer. The word marketing can be quite scary, but it really just means building a good name for your company. Marketing includes promotion, education, advertising, education, service

This list of ideas is quite extensive. Most massage therapists can come up with many ideas on how to market one's business. The key to a successful and rewarding practice is to find a way of marketing that is in tune with who you are - what your values and beliefs are.

When you are able to develop a plan based on who you are, your practice will flourish.

1. Use Social media to promote yourself, Facebook, LinkedIn and Instagram
2. Give your clients gift certificates to give to their friends and family.
3. Regularly post on Facebook to your clients and let them know what times you have available that week.
4. Do market research and find out what others in your area are doing and how they are marketing.
5. Return all phone calls, messages and emails within hours or at least the same day.
6. Give regular clients an incentive - Buy 5 massages and pay up front and get £5.00 off of each massage etc..
7. Read marketing and business books, watch vids and join groups to keep inspired.
8. Have your clients write feedback/ testimonials for flyers or brochures. (get their permission to use these on your site or brochures)
9. Call your client the next day after a session to see how they feel.

10. Set up a regular treatment time for repeat customers i.e. 2:00 on Thurs for them exclusively. It's easier for them to remember when their appointment is and it fills your schedule.
11. Send offers for gift certificates for holidays such as Christmas, Valentine's Day.
12. Write regular Blogs
13. Offer taster sessions
14. Give free consultations.
15. Create your website with informational articles, e-mail newsletter, discounts, gift certificates, etc.
16. Introduce yourself to other practitioners (naturopaths, acupuncturists, physical therapist, chiropractors, psychologists, counsellors, herbalists, MD's, osteopaths, orthopaedic physicians, etc.). Ask for referrals. Ask them for information about themselves too so that you can refer to them.
17. Post regular announcements on Facebook to your clients offering reminders, health tips etc.
18. Donate gift certificates to auctions for local non-profit business such as art museums, schools or other community services.
19. Make a thorough [business plan](#) and refer to it often. Revise it often.
20. Attend conferences and events and take a table or stand if possible.
21. Get set up to take credit cards through your business account.
22. Set up regular business hours so people know they can count on you.
23. Keep your mailing list up to date. Keep track of everyone who comes to see you.
24. Develop an Information sheet for new prospective clients telling them everything they need to know about getting a treatment such as location, cancellation policies, and educational material.
25. Make brochures, flyers, business cards, gift certificates
26. Research rates and price structures in your area to make sure you are charging fairly.
27. Become an Expert in your field.
28. Offer your clients a refer a friend incentive.

29. Keep up on techniques and methods, always improving yourself and your treatments.
30. Know who your customers are!!! Athletes, business people, professionals and develop a plan for each group.
31. Join the Chamber or a breakfast club with other professionals
32. Run promotions for the various holidays emphasizing gift certificate sales: Christmas, Valentine's Day.
33. Volunteer your time to charities or non-profit organization.
34. Make You Tube / Vimeo videos to educate the public as to what your services are, build trust with potential clients, and share your thoughts, ideas, and beliefs.
35. Set up a network of other massage therapists that you can refer out to for specialized work.
36. Create a [clear vision](#) of what you want and need based on your values.
37. Call clients to remind them of their appointments.
38. Change your voice mail message every day to let clients know what openings you have each day or when your next opening is.
39. Review your business plan often.

Recommended Reading

Anatomy

1. "The Trail Guide" by Andrew Biel - ISBN: 0-9658534-1-1
 - a. Very intensive and informative in-depth breakdown and illustrations
2. Reflexology Inge Dougans

HOW TO GET THERAPIST INSURANCE AND ALSO INFORMATION ABOUT JOINING A PROFESSIONAL BODY

All of these companies recognise our courses that are accredited by the CMA Complementary Therapies Association and will cover you for Public Liability and Personal Indemnity, they are all happy to help.

Thank you for attending this course, I hope you enjoyed my teaching and your experience at The School of Fine Tuning.

Please contact. anna@theschooloffinetuning.com to book onto many other one day and longer massage courses or our main website www.theschooloffinetuning.com

Until next time

May the long time sun shine upon you, all love surround you and the pure light within you, guide your way on.

Anna Joti

Notes

