



AromaReflex



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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 AromaReflex

This wonderful modality combines the use of essential oils (Aromatherapy) and Reflexology.

This course allows you to blend and follow a set protocol for common conditions that we see as Reflexologists. You will be able to reference several conditions and follow the blending procedure with the exact amount of drops into a carrier balm that I will recommend.

In addition to this practise I wanted to share with you some 5 Element Theory principles from Chinese Medicine, I have also included the Chakra system from Ayurvedic Medicine practice as it enhances using energy healing to help balance and create wellness in the body.

The other factor that I simply had to include is the use of Gua Sha tools, a technique I have been using for years and want to share with Reflexologists to offer a tool to use to prevent injury and give added dimension to your practice. I hope you enjoy working with this beautiful tool. I have selected carnelian for this course, but you can use other stones and materials to achieve the same effects.

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Benefits

- Greater health and well-being
- Improves Hormonal Balance
- Supports Menstruation
- Relieves the Symptoms of Stress
- Improves Digestive System
- Encourages Metabolic Detoxification
- Encourages Kidney Function and Filtration
- Improved Blood and Qi flow (Vital Fluids)
- Improves Lung Qi
- Faster healing / Homeostasis
- Improved blood circulation
- Greater vitality
- Boosted immune response
- Improve immunity by increasing lymphatic flow
- Reduce inflammation by relaxing musculoskeletal system
- Calm the nervous system, toning Vagus Nerve
- Calms the Spirit
- Reduces Anxiety and Depression
- Reduces Headaches
- Provides relaxation and aids Sleep
- Improve overall wellbeing

Common Conditions

System	Anatomy and Physiology Reflex Points	Pathology / Condition
Musculoskeletal:	Spine, Neck, Hips, Shoulders	Joint pain, Back, Neck and Shoulder, Arthritis
Respiratory	Sinuses, Upper Respiratory Tract, Lungs	Allergies, Asthma, SOB. Coughs, Colds
Circulatory	Heart / Blood	Circulation, Heart Shen, anxiety, insomnia, Self Love
Endocrine (See Chakra section)	Pituitary, Thyroid, Parathyroid, Pancreas, Adrenals, Ovaries and Testes	To support the endocrine glands and keep correct balance of hormonal secretion
Digestive	Stomach, Spleen, Liver, Small and large Intestines	Constipation, IBS, Bloating, Indigestion.
Nervous	Brain and the Spinal Cord, Adrenals	Stress, Headaches,
Reproductive	Uterus, Prostate, Ovaries and Testes	Menstrual issues, PMT, Menopause
Lymphatic	Lymphatic Vessels	Immunity

12 Essential Oils

Top Notes:

Ylang Ylang
Lemon
Grapefruit
Peppermint

Middle Notes:

Clary Sage
Lavender
Frankincense (B)
Geranium
Rosemary

Base Notes:

Patchouli
Cedarwood
Rose (5% Dilute)

Care for your essential oils:

Although essential oils do not become rancid, they do oxidize, deteriorate and lose their beneficial therapeutic properties over time. Oils such as the citrus oils will oxidize and begin to lose their aroma and therapeutic properties in as little as six months. Not all essential oils diminish in aromatic quality as time passes. The aroma of essential oils such as patchouli and sandalwood mature with age, however, Robert Tisserand explains that all essential oils oxidize and are subject to losing their therapeutic value in time.¹ All essential oils benefit from proper storage and handling.

To avoid deterioration and protect the aromatic and therapeutic properties of your essential oils, store them in amber or cobalt blue bottles. Dark glass such as amber or cobalt helps to keep out deteriorating sunlight. It is best not to store essential oils in clear glass bottles. Clear glass bottles are not harmful to essential oils, but clear glass does not protect the oils from damaging sunlight. In comparison, you may have

noticed that most bottled beer typically is packaged in amber (brown) glass bottles to help protect the contents from exposure to light. Except for certain situations that most often pertain for bulk oil purchases, avoid purchasing or storing pure essential oils in plastic bottles as the essential oil will eat at the plastic, and the essential oil will become ruined over a short period of time. Some people sell oils in lined aluminium bottles. It has been said that aluminium bottles are acceptable if the interior of the bottles are lined.

Essential oils should also be stored in a cool, dark place.

The Essential Oils

Cedarwood:

Circulatory stimulant, Antifungal, Antibacterial, Sedative, Diuretic, Expectorant, Antiseptic

Calms and soothes those with nervous tension. It is said to be used as an aid to meditation.

Clary Sage:

Hormone balancer, Antiseptic, Emmenagogue, Aphrodisiac, Antidepressant, Relaxant, Sedative, Antispasmodic

An oil widely applicable to many disorders of mood and thinking. The over-active psyche manifesting in states such as compulsiveness, recurrent dreams, hostility, nervous debility, a feeling of racing thoughts, restlessness with exhaustion, panic and claustrophobia usually respond to Clary sage. It is said to help the person see his / her life or any problems in it in perspective and gently encourages those suffering listlessness, depression or a tendency to self-pity.

Frankincense:

Cytophylactic, Anti-Oxidant, Emmenagogue, Sedative, Anti Inflammatory, Tonic

An oil used for its effects on the mental and emotional state since the times of the Ancients, Frankincense brings stability and order to the mind in disarray. States characterised by, insecurity, self-criticism, lack of discipline, suspiciousness, obsessions, exhaustion and lack of courage, are all benefited by the soothing yet elevating influence of this oil.

Frankincense has been useful where there has been prolonged grief and allows time to change for those who seem to have somehow become stuck or lost in the past. Fears of all kinds- from mild apprehension to panic attacks and terror are brought into sensible relief with this oil and nightmares, claustrophobia and fear of things unknown and of no known origin have responded well to its application.

Geranium:

Hormone Balancer, Anti Inflammatory, Antidepressant, Antiseptic, Hemostatic, Adrenal cortex stimulant, Antifungal, Lymphatic Stimulant

As a primarily balancing remedy, Geranium essence has been said to benefit those who experience swings in their mood, to put the mind back into balance, even out peaks of either introversion or extroversion and soothe anxiety and depression. Those who are too rigid in personality often benefit from the effects of Geranium

Grapefruit:

Antidepressant, Calming, Uplifting, Astringent, Detoxifying, Lymphatic Stimulant, Diuretic

A remedy that has been said to be of use for the dynamic negative thought states such as bitterness, confusion, envy, frustration and jealousy. Grapefruit cuts through these states and yet with its rising character imparts movement to mental quiescence characterised by indecisiveness, procrastination and concern for the past. It has a reputation for helping in states where the mood swings between mania and depression (bipolar affective disorder)

Lavender:

Relaxant, Sedative, Antidepressant, Analgesic, Antifungal, Hypotensive, Antiseptic, Emmenagogue, Antispasmodic

An oil that affects the mind and emotions both physically and subtly, Lavender is a stabilising remedy. It is said to balance the emotions of those prone to swing from one mood to another, and soothe anxiety, panic and hysteria as well as acting to lift the spirits in states of depression and debility. Insomnia may respond to Lavender essence and it has also been used in the treatment of bipolar affective disorder (manic depression)

Lemon:

Astringent, Antiviral, Hypotensive, Digestive Tonic, Hemostatic, Rubefacient, Febrifuge, Antibacterial

Lemon cools and is said to refresh an over-heated heart and mind, bringing clarity to the thoughts.

Sweet Orange:

Antidepressant, Sedative, Tonic, Antibacterial, Febrifuge, Hypotensive, Stomachic

Useful for those whose energy is stagnating, abolishing gloomy thoughts and boredom, encouraging a positive outlook and imparting energy to those who lack it. Orange oil is said to help protect against the effects of psychological tension and stress.

Patchouli:

Antiseptic, anti-depressant, cell regenerator, antimicrobial, astringent, diuretic, antifungal, insect repellent

A grounding and balancing essence, Patchouli is said to induce objectivity, sharpen the wits, bring clarity to states of indecision and bring sense to the confused mind. It has been used to calm those who are apprehensive and stimulate the lethargic and sluggish mind.

Peppermint:

Febrifuge, analgesic, anti-inflammatory, Antiseptic, expectorant, Antispasmodic, Hypertensive

A penetrating and stimulating essence, Peppermint effectively clears the mind of extraneous matter, relieves states of anger and imparts vigour in states of mental fatigue and depression. It is useful when the individual trembles because of nervous excitement and boosts the powers in cases of nervous impotence. Peppermint's piercing quality is said to usefully ground the individual in cases of shock and hysteria.

Rose:

Antidepressant, Aphrodisiac, Antiviral, Cell regenerator, Anti Inflammatory, Astringent, Emmenagogue, Haemostatic

A powerful psychological remedy particularly suited to women. Rose is said to help centre the individual lost in the past, those overly attached to emotions, too aware of their selves or excessively self-centred. It is soothing in states of sadness and regret, cheering to the spirits, gently healing grief and depression, particularly when this occurs after the birth of a child. Envy is said to be lost under the influence of Rose and it is reputed to give a woman positive feelings about herself.

Rosemary:

Analgesic, Insecticide, Anti Inflammatory, Emmenagogue, Diuretic, Uplifting, Tonic, Hypertensive, Antimicrobial (In large doses can increase blood pressure so contraindicated for clients with Hypertension)

A remedy that brings sharpness and clarity to the mind and emotions, honing the intellectual faculties and clearing away accumulated wastes. It is used where there is loss of mental functioning whether this manifests as poor memory or disorientation, brings focus where there is lack of mental clarity or indecisiveness and gives a feeling of protection. Hysteria, lethargy, sadness and the 'Monday morning' feeling are helped by the uplifting qualities of Rosemary, the latter particularly when this oil is combined with citrus oils.

Ylang Ylang:

Antidepressant, Aphrodisiac, Hypotensive, Antiseborrheic, Antiseptic, Tonic, Neurotonic

An almost archetypal scent, Ylang Ylang relieves tight, inflexible, active negative emotions such as guilt, hostility, impatience, jealousy, rigidity, stubbornness, secretiveness, suspiciousness and anger. It appears to ground those feeling distant, detached or aloof, gives a feeling of self-worth to those who are too critical of themselves and lack self-esteem and calms those of excitable temperament. Anxiety, depression, insomnia and shock are said to be aided by the earthing qualities of Ylang ylang and it has a long tradition of use as an aphrodisiac and in cases of impotence and low libido.

Protocols for Common Conditions

System	Essential Oils	Pathology / Condition
Musculoskeletal:	Lemon, Rosemary and Clary Sage	Joint pain, Back, Neck and Shoulder, Arthritis
Respiratory	Lemon, Peppermint and Rosemary	Allergies, Asthma, SOB. Coughs, Colds
Circulatory	Frankincense, Rose and Cedarwood,	Circulation, Heart Shen, anxiety, insomnia, Self Love
Endocrine (See Chakra section)	Pituitary, Thyroid, Parathyroid, Pancreas, Adrenals, Ovaries and Testes	To support the endocrine glands and keep correct balance of hormonal secretion
Digestive	Orange, Lemon and Grapefruit	Constipation, IBS, Bloating, Indigestion.
Nervous	Geranium, Lemon and Rose	Stress, Headaches,
Reproductive	Clary Sage, Geranium and Rose	Menstrual issues, PMT, Menopause
Lymphatic	Lemon, Lavender and Rosemary	Immunity
Emotion (Also great for Cracked Skin)	Grapefruit, Ylang Ylang and Patchouli	Depression, Ungrounded, Fearful, Doubtful.
Pregnancy	Lavender, Frankincense and Orange	Safe Oils for Pregnancy

Blending Your Foot Balm

Empty Tins – 60ml and/ or 30ml

Wax or Balm Base

Songbird Bee **Balm Base** or a Vegan Alternative.. Procoal Intensive Skin Defence, Bene Pura ... Or make up your own wax base !!

2% dilution = 2/3 drops per 5ml

These blends are based on 60ml tins of balm using the safe blending guidelines of 2-3 drops per 5ml = 25 drops

These blends are based on 30ml tins of balm using the safe blending guidelines of 2-3 drops per 5ml = 12/15drops

You will need some wooden **Lollipop Spatulas** and a separate **ceramic or glass pot** to mix in before transferring into your tin and **Labels** to write the blend on.

Number of Drops into your Balm Blend

System	For 60ml = 24 in total	For 30ml = 12 in total
Musculoskeletal:	8 Lemon, 8 Rosemary and 8 Clary Sage	4 Lemon, 4 Rosemary and 4 Clary Sage
Respiratory	10 Lemon, 6 Peppermint and 8 Rosemary	5 Lemon, 3 Peppermint and 4 Rosemary
Circulatory	10 Frankincense, 10 Rose and 2 Cedarwood,	5 Frankincense, 5 Rose and 2 Cedarwood,
Endocrine (See Chakra section)	Pituitary, Thyroid, Parathyroid, Pancreas, Adrenals, Ovaries and Testes	Pituitary, Thyroid, Parathyroid, Pancreas, Adrenals, Ovaries and Testes
Digestive	8 Orange, 8 Lemon and 8 Grapefruit	4 Orange, 4 Lemon and 4 Grapefruit
Nervous	6 Geranium, 6 Lemon and 12 Rose	3 Geranium, 3 Lemon and 6 Rose
Reproductive	8 Clary Sage, 10 Geranium and 6 Rose	4 Clary Sage, 5 Geranium and 3 Rose
Lymphatic	10 Lemon, 4 Lavender and 10 Rosemary	5 Lemon, 2 Lavender and 5 Rosemary
Emotion (Also great for Cracked Skin)	12 Grapefruit, 4 YlangYlang and 10 Patchouli	6 Grapefruit, 2 YlangYlang and 5 Patchouli
Pregnancy 1% dilution	4 Frankincense 4 Lavender and 6 Orange	2 Frankincense 1 Lavender and 3 Orange

How To Make Your Balm

Scoop out and measure 30 or 60ml base balm and put into a ceramic or glass bowl. Put the amount of drops of each blend **as stated above**, mix it thoroughly and decant into your tin. Label and store in a cool place.

Contra Indications

AromaReflex is wonderfully restorative and relaxing, so it is suitable for almost 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.

- Please be aware that Rosemary Oil is contraindicated with client with severe hypertension.
- Citrus oils are phototoxic, which means that you must not go into the direct sunlight with these oils on the skin, you must advise to cover up skin or wash oils off.

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.
- Open Wounds and Psoriasis

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
- Unmanaged Diabetes
- Heart conditions / pacemaker
- They have had a recent operation (under 3 months)
- Haemophilia
- Cancer
- They suffer from fragile bones or have osteoporosis or similar condition
- Recent strains or sprains affecting mobility

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

- Contagious skin conditions
- Eczema
- 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 Massage / Reflexology and Aromatherapy

All massage and 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.

In Natural Lift Face Massage, areas of the scalp and neck area are worked on. Particular areas of the head, scalp and neck are connected to other organs and systems of the body by 'energy pathways' or 'meridians', in the same way that reflexology points on the foot are connected to different parts of the body. This means that the treatment is Holistic as it works on the body as a whole; in doing so, toxins are released and the body receives a kind of M.O.T.

Essential Oils other than Mandarin, Lavender and Frankincense are best avoided during Pregnancy to safeguard yourself as a therapist in case of a client's miscarriage.

- o The Gall Bladder meridian has a 'descending point' along its pathway. If stimulated in the wrong area, this channel has a descending effect on the unborn foetus; in essence this means that it could descend to early during pregnancy, or in other words it could induce a miscarriage.

- 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.

Massaging or 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. Massage 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 massaging 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.

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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.

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 LETTER**

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**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:

Product
used

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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

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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 COSSH 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/

.....

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/pobns/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>

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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

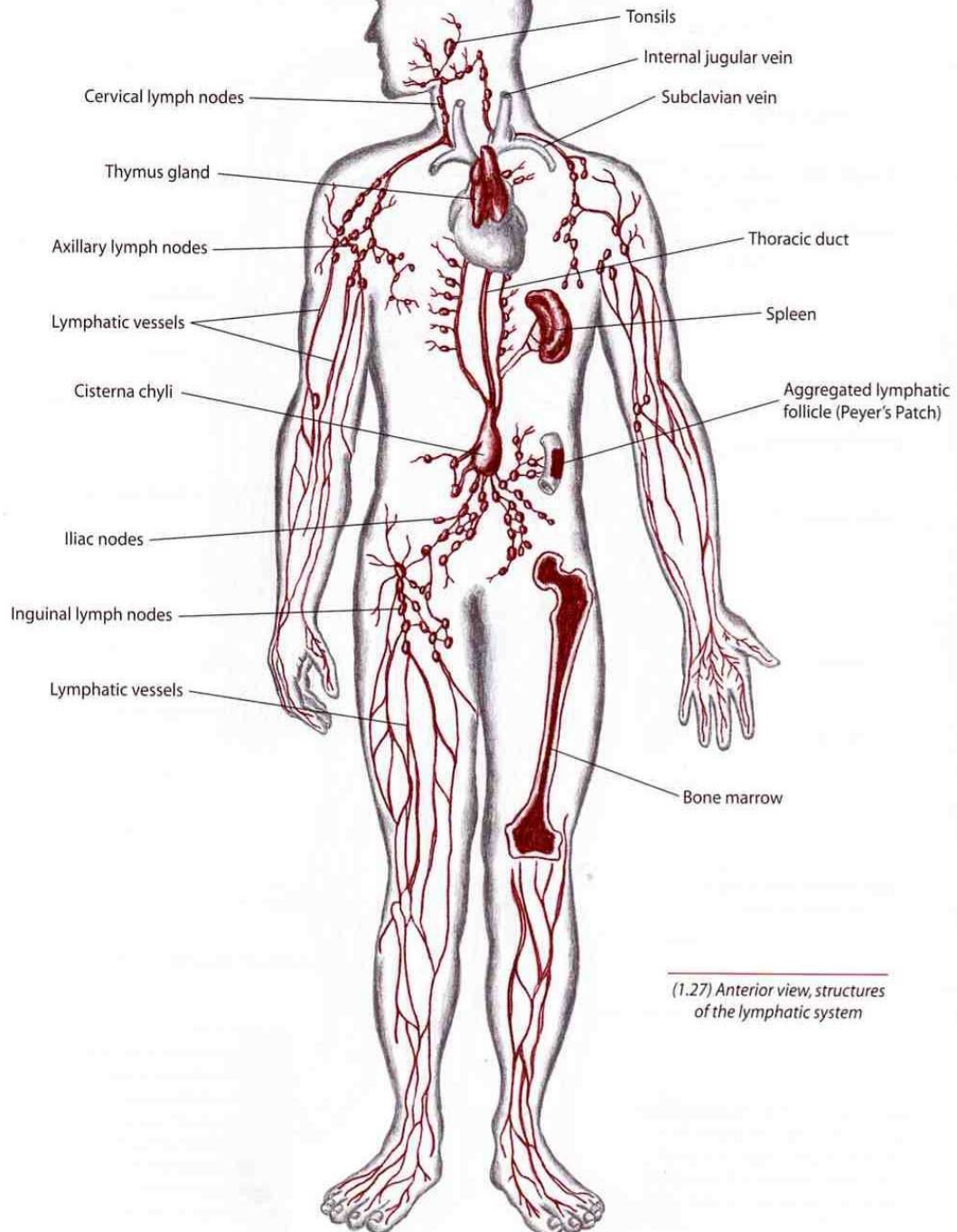
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The Lymphatic Vessels of the Body

The Lymphatic System

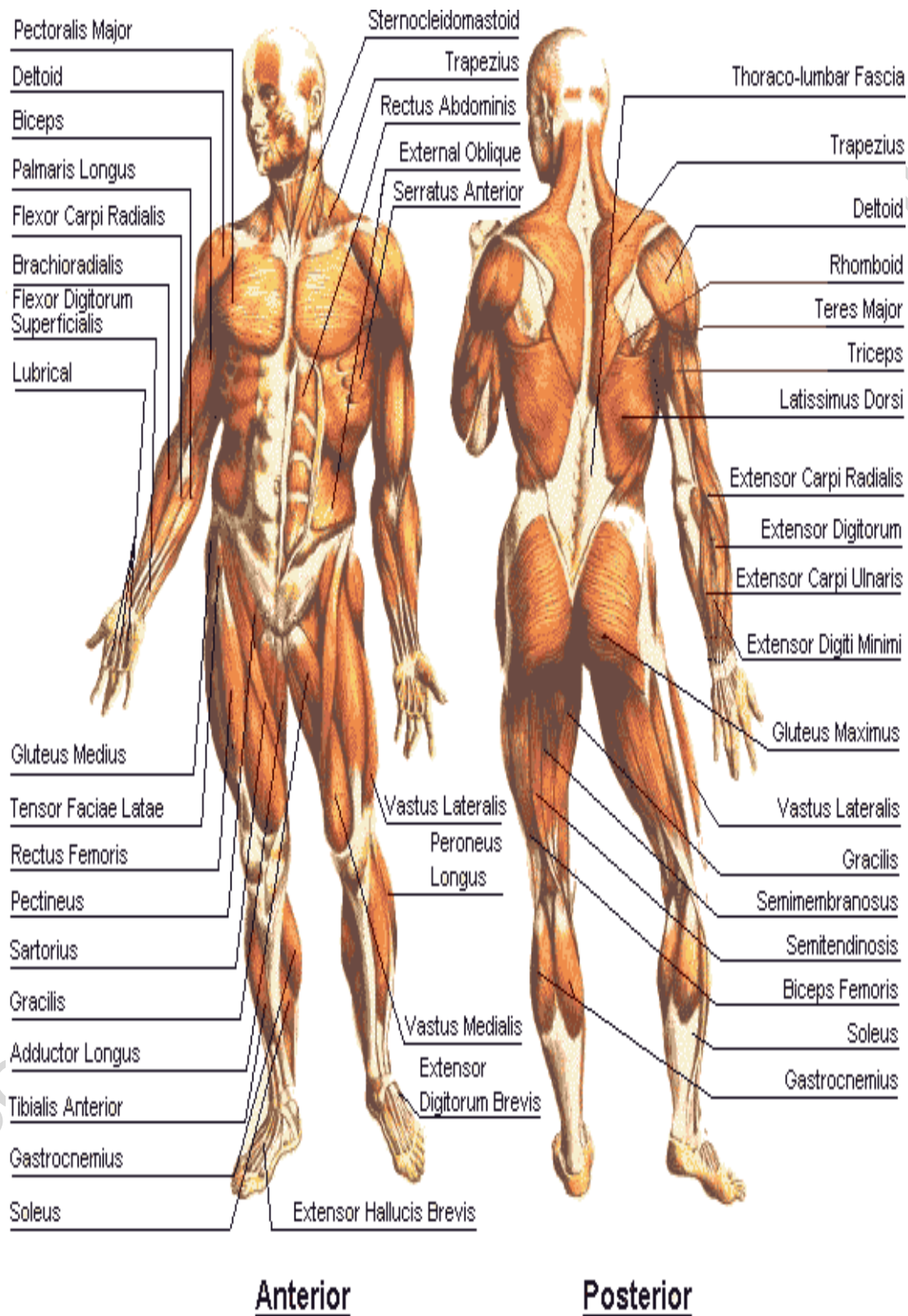
The lymphatic system is composed of several organs, yellow fluid called lymph, small microscopic vessels called lymphatics, and lymph nodes. These structures perform many functions throughout the body such as draining the interstitial fluid

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.



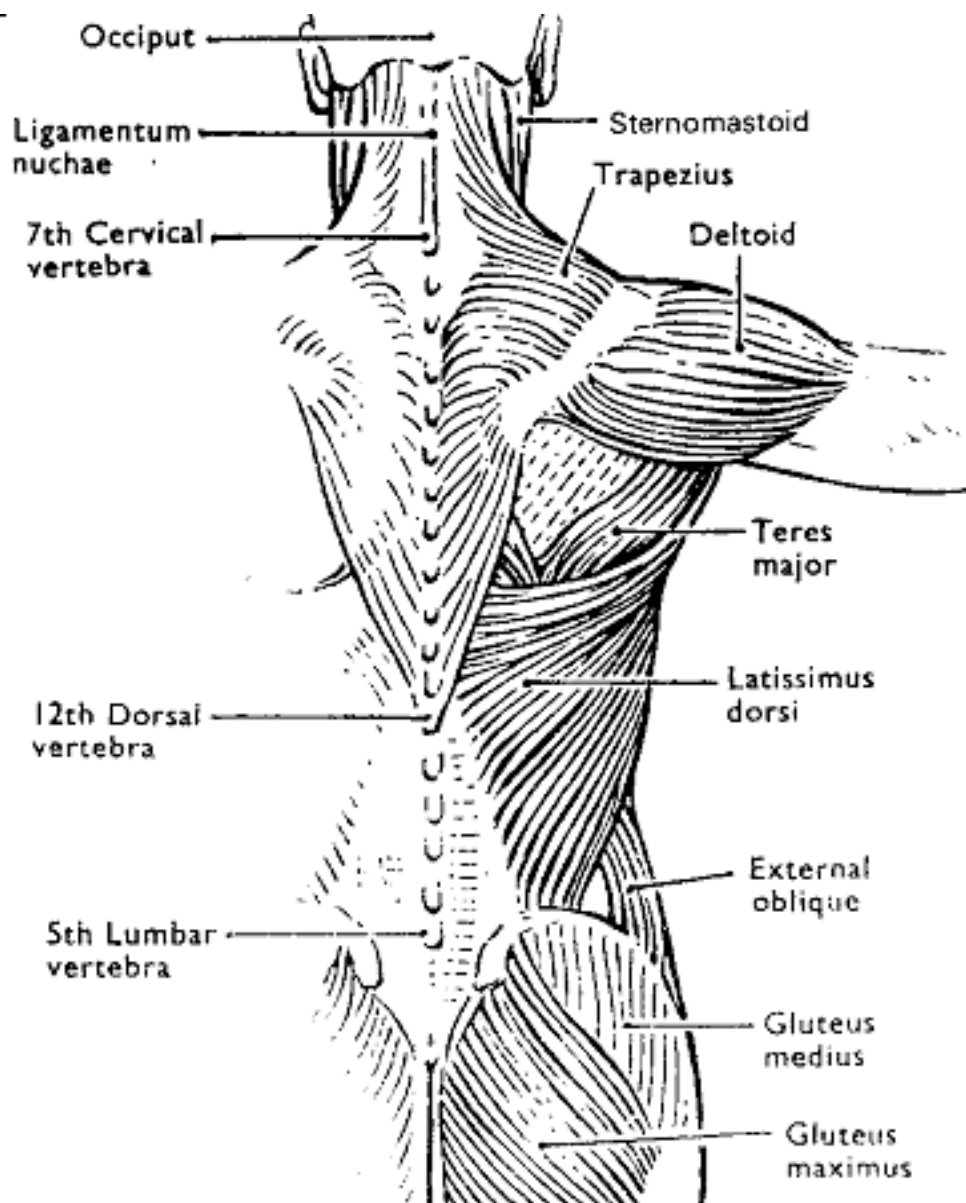
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Muscles of the Body



Muscles of the Back

There are six pairs of large muscles in the back some of which are responsible for the movements of the spinal column.



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.

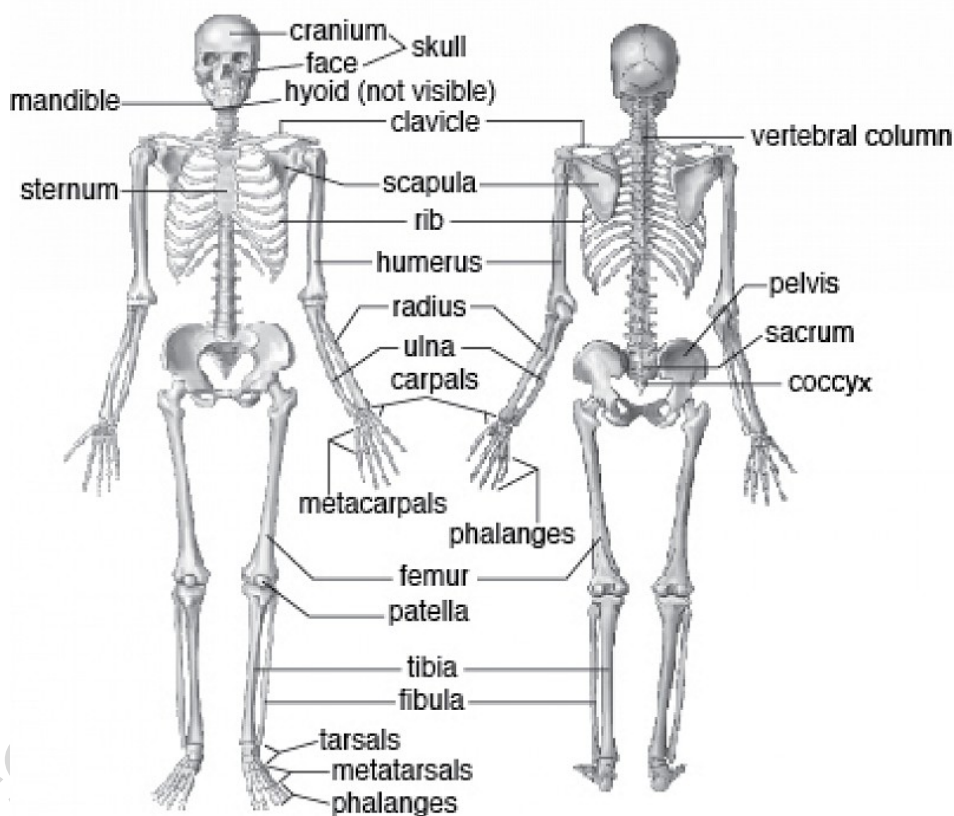
Spinal cord - **nerve tissue** which, extends from the **brain** and is protected by the spine. It carries information between the body and the brain via the nerve roots.

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.**

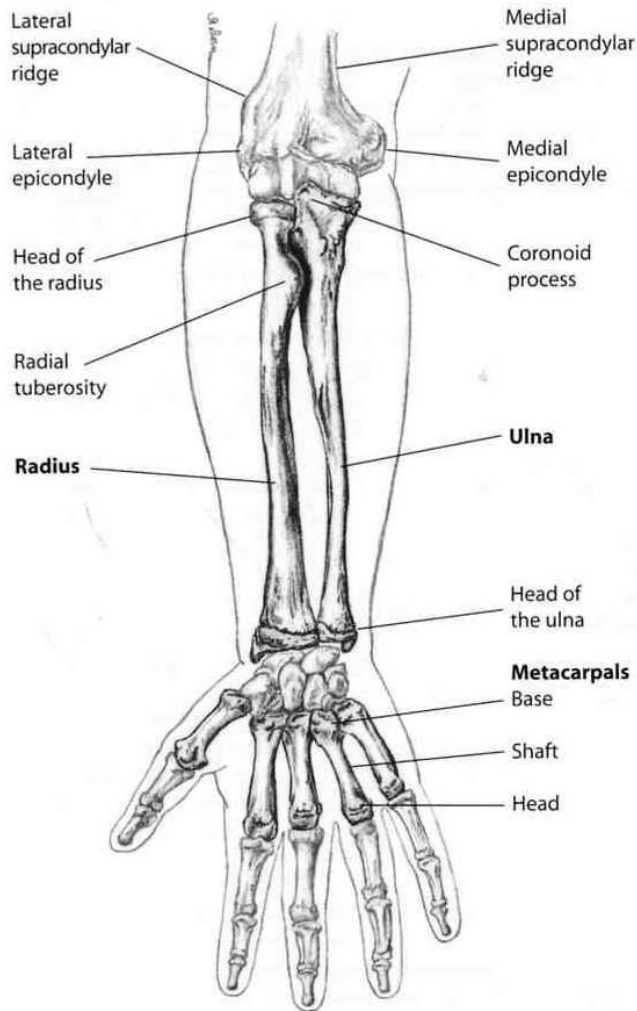
Ligament - tough fibrous tissue which **attaches bone to bone** which provides joint stability.



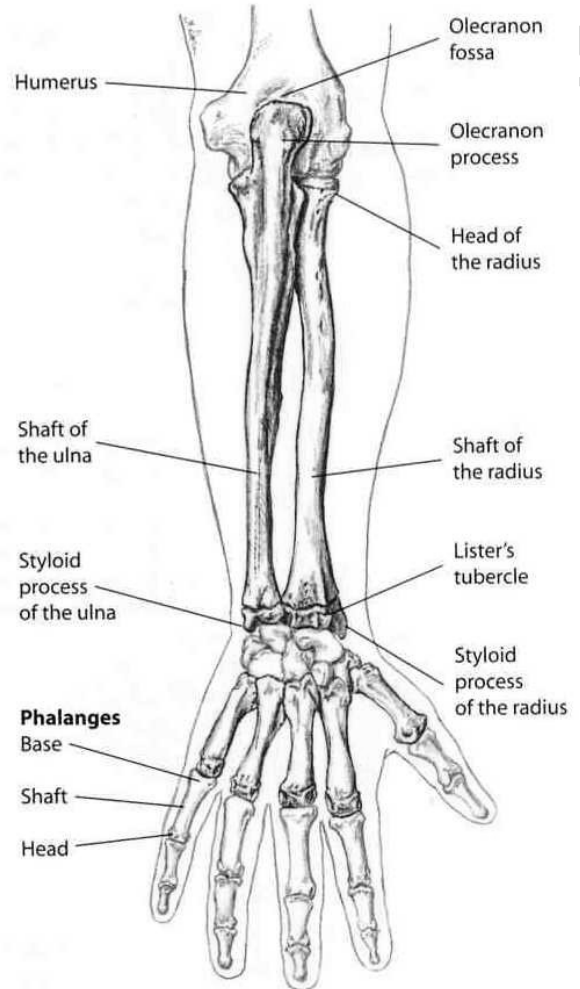
Below

Illustrations taken from "The Trail Guide" by Andrew Biel - ISBN: 0-9658534-1-1

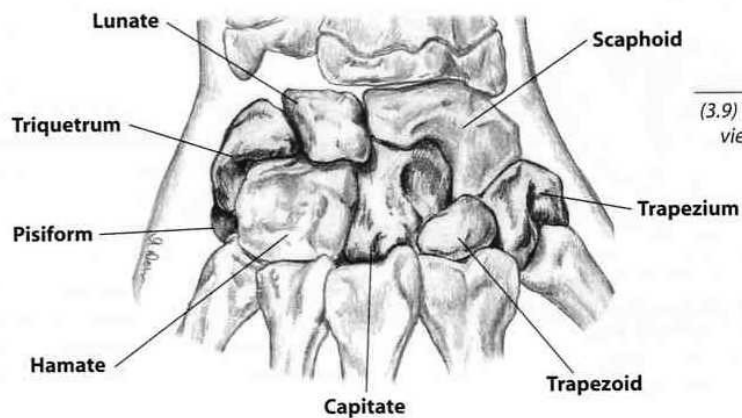
Bones of the Forearm and hands



(3.7) Anterior (palmar) view of right forearm and hand

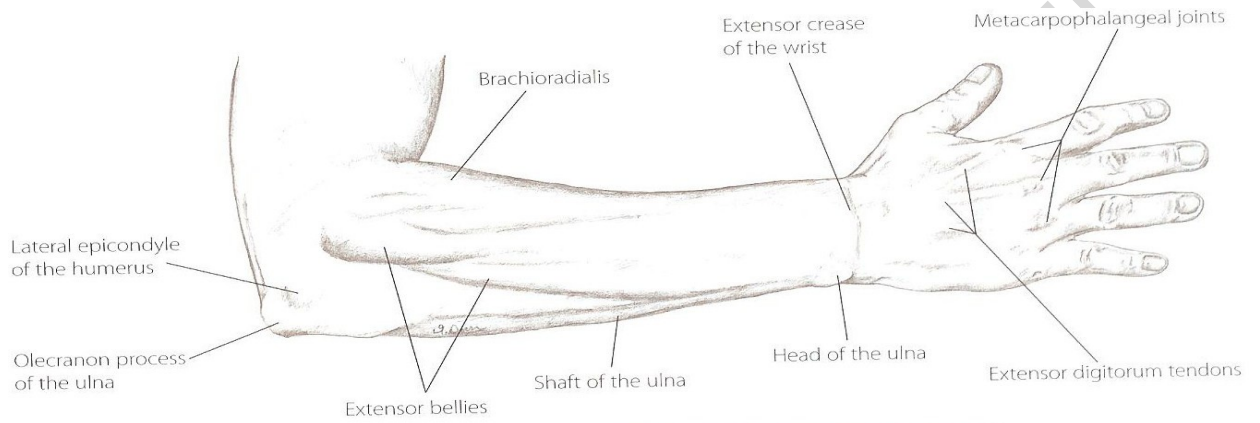


(3.8) Posterior (dorsal) view of right forearm and hand



(3.9) The carpals (dorsal view of right hand)

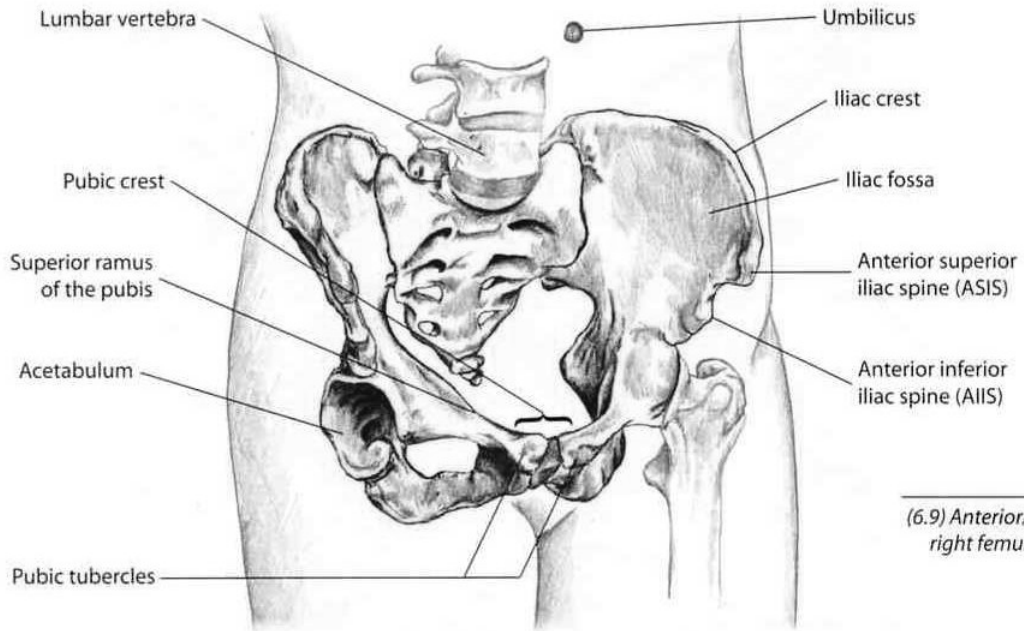
Position of the Lateral Epicondyle & Acromion Process



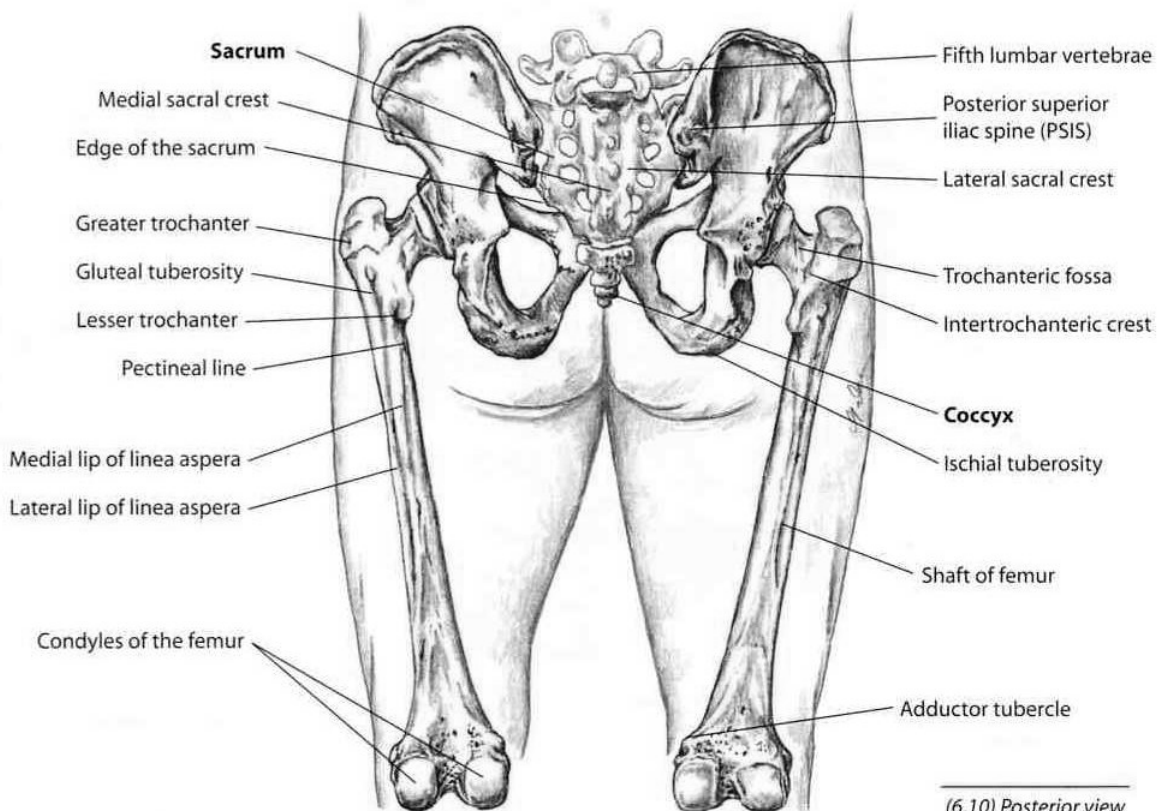
(3.1) Lateral view of right forearm and hand

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Bones of the Hip

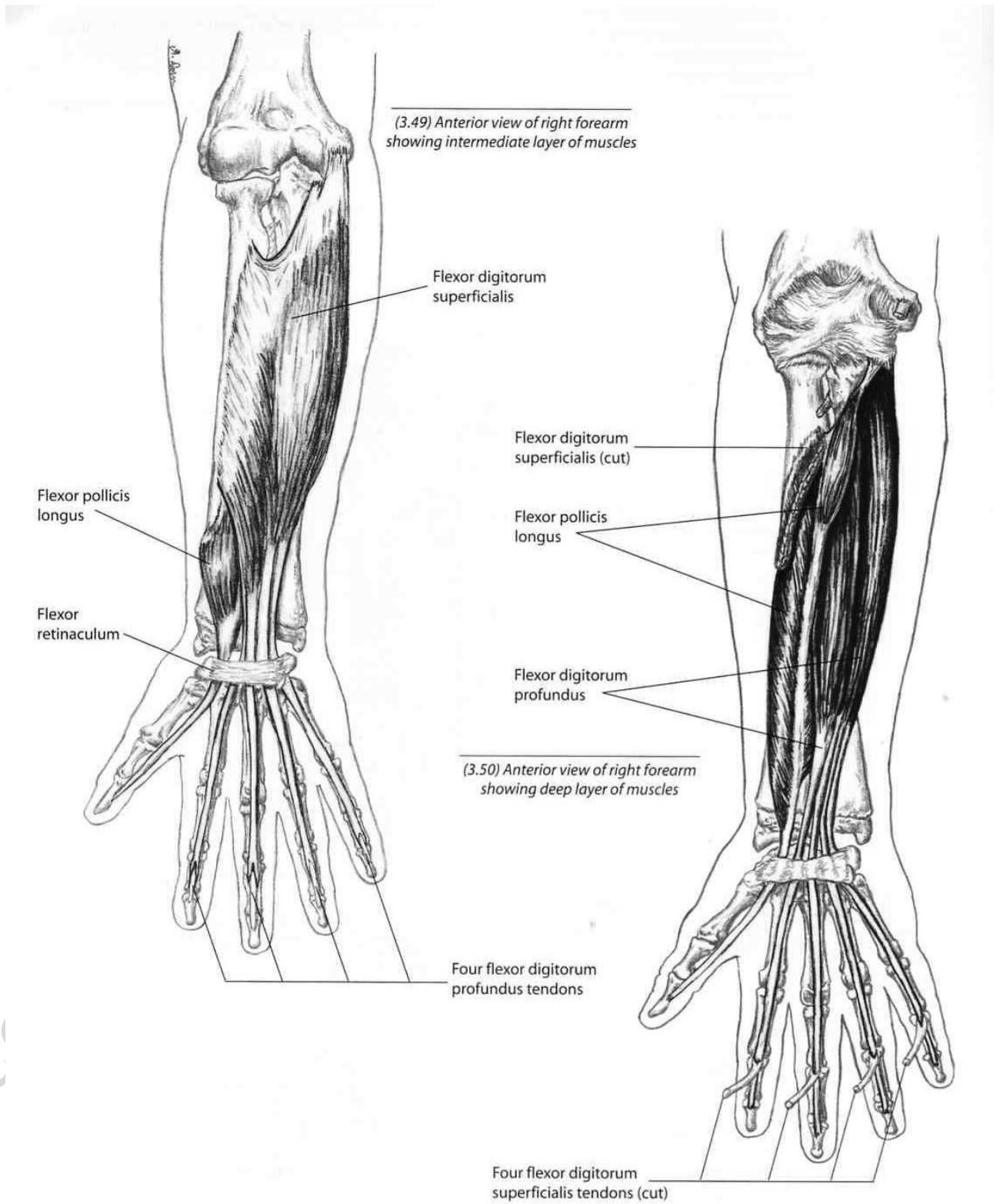


(6.9) Anterior/lateral view, right femur removed



(6.10) Posterior view

Muscles of the Forearm and Hands



5 Element Correspondence Chart

	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

FIVE ELEMENTS



WOOD

Organs: Liver; Gallbladder
Season: Spring
Direction: East
Color: Green
Environment: Windy
Taste: Sour
Emotion: Anger
Sense Organ: Eye
Bodily Tissue: Tendons



EARTH

Organs: Spleen; Stomach
Season: Late summer
Direction: Center/Middle
Color: Yellow
Environment: Damp
Taste: Sweet
Emotion: Worry
Sense Organ: Mouth
Bodily Tissue: Muscles



WATER

Organs: Kidneys; Urinary Bladder
Season: Winter
Direction: North
Color: Blue
Environment: Cold
Taste: Salty
Emotion: Fear
Sense Organ: Ear
Bodily Tissue: Bone



FIRE

Organs: Heart; Small Intestine
Season: Summer
Direction: South
Color: Orange / Red
Environment: Hot
Taste: Bitter
Emotion: Joy
Sense Organ: Tongue
Bodily Tissue: Blood vessel



METAL

Organs: Lung; Large Intestine
Season: Fall
Direction: West
Color: White / Grey
Environment: Dry
Taste: Pungent
Emotion: Grief
Sense Organ: Nose
Bodily Tissue: Body hair



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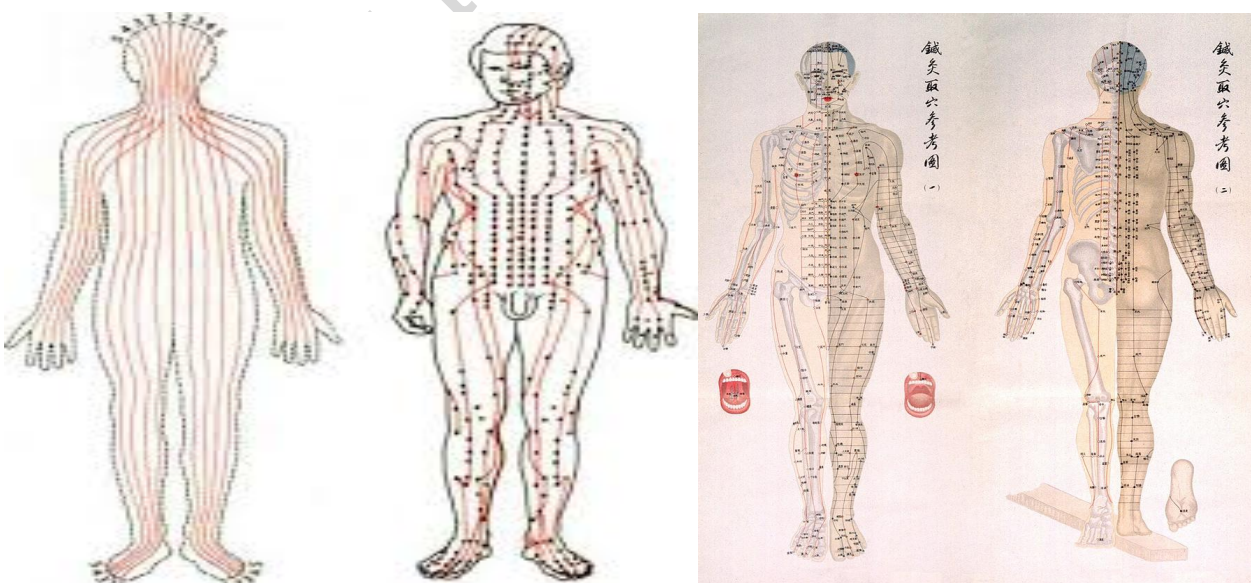
What are Meridian Lines and what is Meridian Energy?

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.

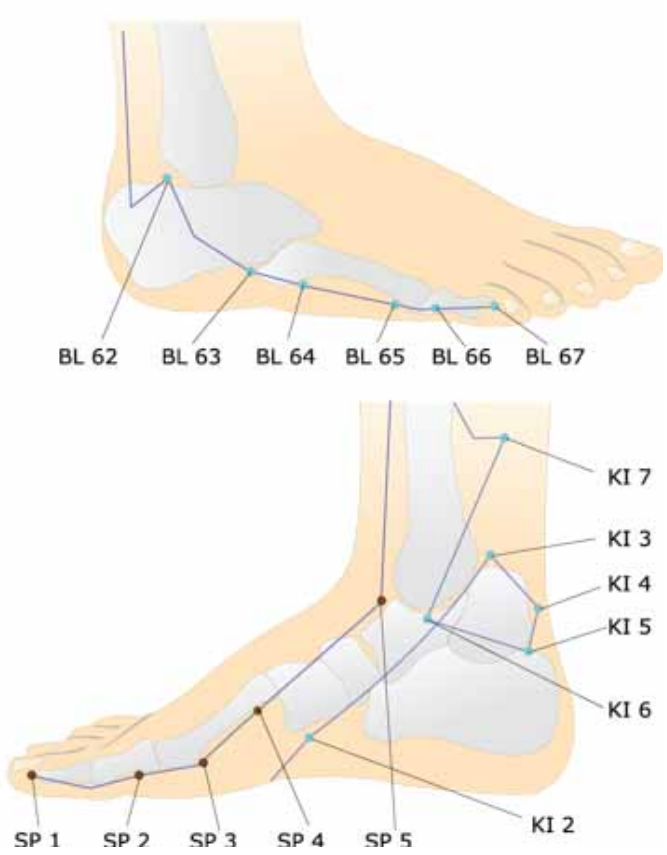
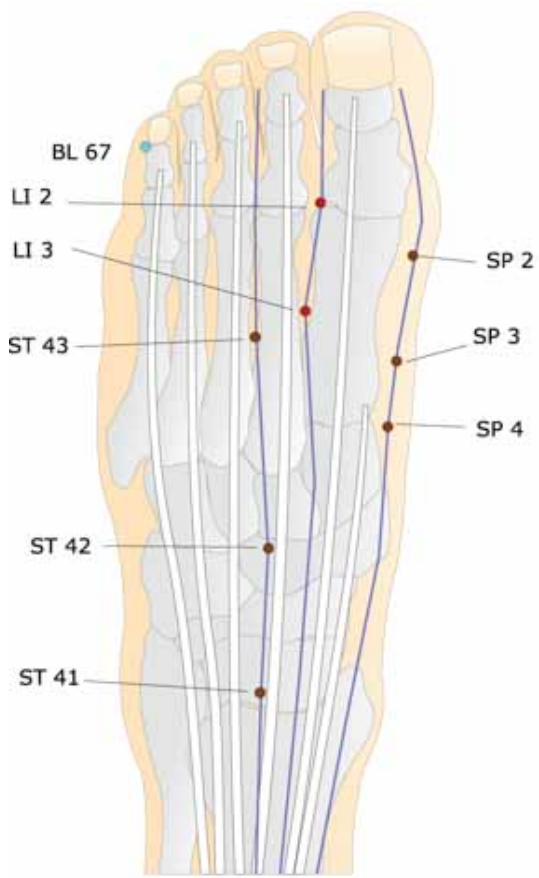
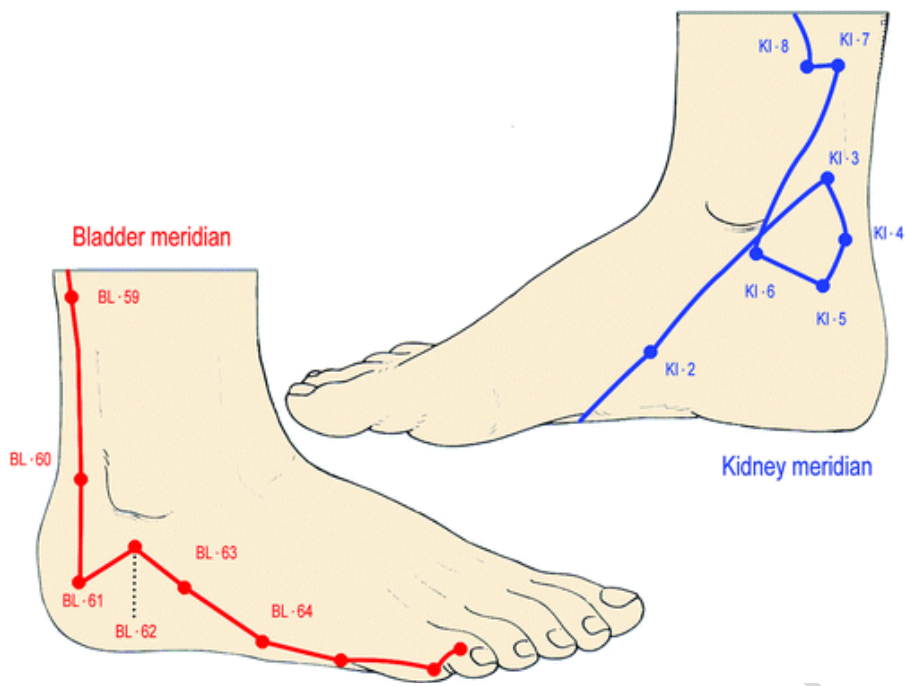
To the majority of Western scientists, acupuncture meridians seem like imaginary structures because there are no published anatomical studies of the meridians in orthodox medical journals to substantiate their existence. They prefer to believe that nerve pathways constitute the true mechanism of acupuncture 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!

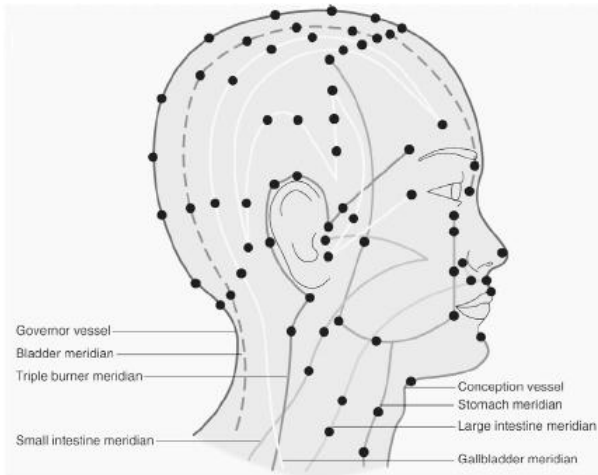


Acupoints on The Feet

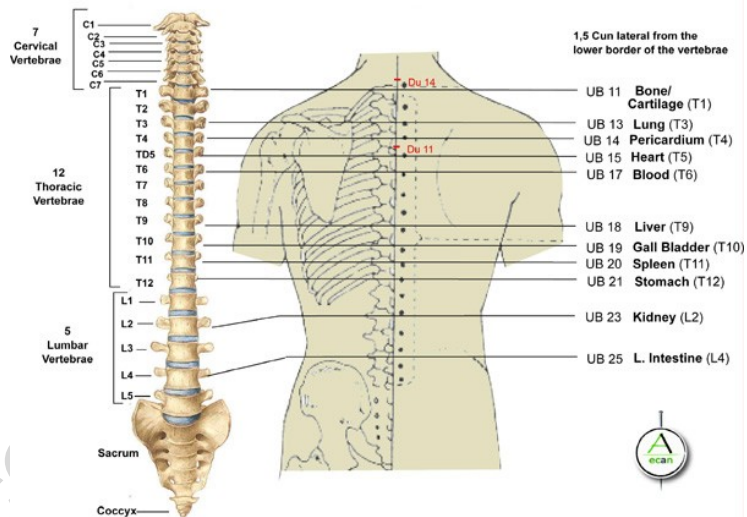


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Meridian Energy (Acupressure) Points on the face and Head and Reflexes of the Toes



Bladder Meridian and Spine Reflex



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

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Some useful Acu-points

Kid 3 Impotence, spermatorrhea, frequent need to urinate, deafness, tinnitus, irregular menstruation, lumbar pain

- Headache, dizziness, blurring of vision, toothache, swelling of pharynx
- Cough, asthma, diabetes
- Insomnia

Functions: Tonifies the Kidneys (Yin and Yang), strengthens the low back, relieves heel/ankle pain.

Liv 3 Headache, vertigo, redness, swelling and pain of the eye, wry face

- Depression, pain in the hypochondrium, abdominal distention, hiccup
- Weakness, numbness and pain of the lower extremities, difficulty in walking
- Irregular menstruation, metrorrhagia and metrostaxis, hernia, enuresis
- Epilepsy, infantile convulsion

Functions: Regulates Liver Qi, subdues Liver Yang, regulates menstruation, calms the Shen, nourishes Liver Yin.

LIV 3 is a very important and commonly used point. It is often coupled with **LI 4** (known as the **4 Gates**) to effectively move Qi and Blood throughout the body.

Sp3 Gastric pain, abdominal distention and pain, diarrhea, dysentery

- Lassitude and heaviness of the extremities, overweight (*for dampness in all three jiaos*)
- Epigastric pain

Functions: Strengthens the Spleen, harmonizes and regulates the Spleen and Stomach, resolves dampness, clears Damp-Heat.

Sp6

- Irregular menstruation, dysmenorrhea, metrorrhagia, leukorrhea, amenorrhea, mass and gathering in the abdomen, prolapse of uterus, dystocia, postpartum faintness, persistent lochia, infertility, nocturnal emission, spermatorrhea, impotence, premature ejaculation, pain in the penis, hernia, testicular atrophy
- Enuresis, anuria, edema, dysuria
- Spleen and Stomach deficiency, borborygmus, abdominal distention, diarrhea, paralysis of the foot, beriberi, muscular pain
- Diseases of the skin, urticaria
- Insomnia, headache, dizziness, bilateral hypochondriac pain

Functions: Strengthens the Spleen and Stomach, resolves dampness, harmonizes the Liver, strengthens the Kidneys, nourishes Blood and Yin, regulates menstruation, cools and invigorates the Blood, benefits urination, calms the Shen.

BL60

(Aspirin Point) Main point for pain anywhere along the spine. Main point for chronic low back pain and/or problems of pain or numbness in the lower limbs.

Main point for headache and other excesses effecting the head.

- Acute lumbar pain, swelling and pain of the heel
- Difficult labour
- Headache, neck stiffness, dizziness, epistaxis
- Infantile convulsion

Functions: Expels Wind, clears Heat, relaxes the sinews, removes obstructions from the meridian, promotes labour.

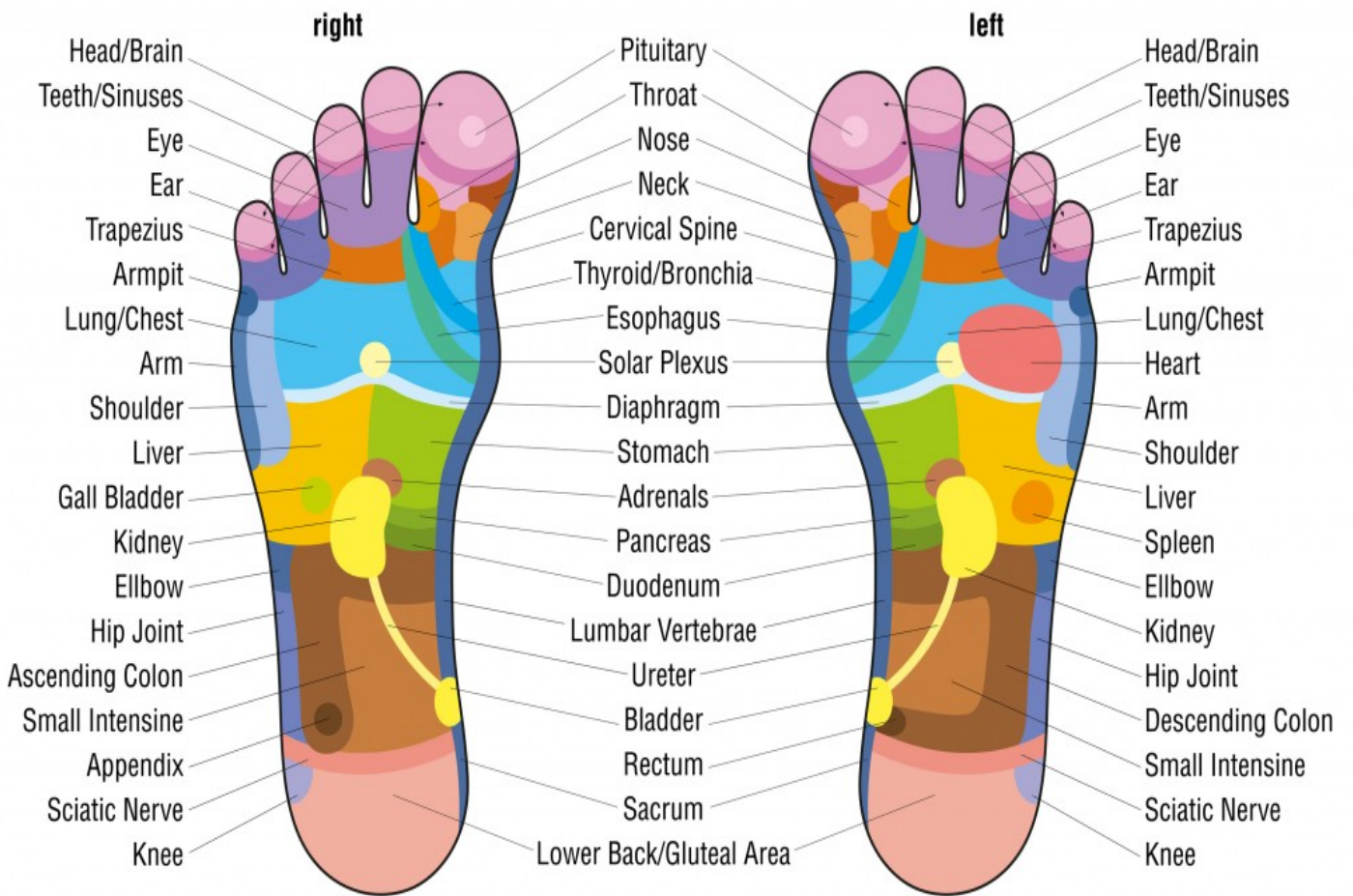
ST36

- Gastric pain, vomiting, dysphagia, abdominal distention, borborygmus, diarrhea, indigestion, dysentery, constipation, abdominal pain, acute mastitis
- Emaciation due to general deficiency, palpitation, shortness of breath, poor appetite, lassitude, dizziness, insomnia
- Cough and asthma
- Pain in the knee joint, apoplexy, hemiplegia, beriberi, edema
- Depressive psychosis and madness

Functions: Tonifies Qi and Blood, harmonizes and strengthens the Spleen and Stomach, strengthens the body and Wei qi,

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Foot Reflexology Chart



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What is Gua Sha?

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, a therapist scrapes your skin 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 Sha tool. The therapist applies balm to your skin, in this case, your feet.. and then uses the tool to repeatedly scrape your skin in an upwards and downward motion.

Gua Sha is intended to address stagnant energy, called chi, in the body/feet 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.

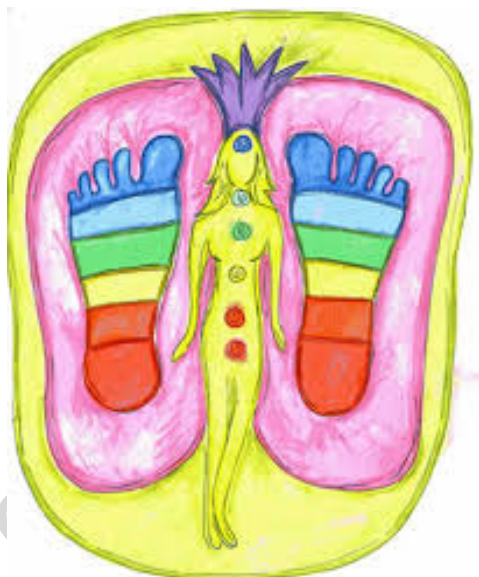
Gua Sha is generally performed on a person's back, buttocks, neck, arms, and legs. A gentle version of it is even used on the face as a facial technique. Now, I have developed this method for Reflexology !!! You may apply mild pressure, and gradually increase intensity to determine how much force you can handle. **This is a piece of Carnelian Gua Sha tool.**



Chakras and The Feet



The word 'chakra' means 'wheel' and refers to spinning energy:



Chakra is a Sanskrit word and it means “Wheel” or “Vortex” because that is what it looks like when we look at it. Each Chakra is like a solid ball of energy interpenetrating the physical body, in the same way, that a magnetic field can interpenetrate the physical body.

The Chakras are not physical, they are the aspects of consciousness in the same way that the Auras are aspects of consciousness. The Chakras are denser than the Auras but not as dense as the physical body.

Chakras interact with the physical body through two major vehicles, the endocrine system and the nervous system. Each of the seven main Chakras discussed here are associated with one of the seven endocrine glands and also with a particular group of nerves called a Plexus.

Thus, each of these Chakra’s can be associated with particular parts of the body and particular functions within the body controlled by that Plexus or that endocrine gland

The major glands of the **Endocrine System** are the **hypothalamus, pituitary, pineal, thyroid, parathyroid, adrenals, pancreas,** and the reproductive organs **ovaries and testes**



ROOT CHAKRA BLEND

10 drops Bergamot
10 drops Frankincense
5 drops Cedarwood

SACRAL CHAKRA BLEND

10 drops Orange
10 drops Ylang Ylang
5 drops Lavender

SOLAR PLEXUS CHAKRA BLEND

10 drops Grapefruit
10 drops Peppermint
5 drops Cedarwood

HEART CHAKRA BLEND

15 drops Ylang Ylang
10 drops Lavender

THROAT CHAKRA BLEND

10 drops Frankincense
10 drops Peppermint
5 drops Eucalyptus

THIRD EYE CHAKRA BLEND

10drops Frankincense
10 drops Lavender
5 drops Pine

CROWN CHAKRA BLEND

10 drops Frankincense
5 drops Cedarwood
5 drops Lavender

These blends are based on 60ml tins of balm using the safe blending guidelines of 2-3 drops per 5ml = 25drops

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.

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Questions and Case Studies

- You will receive the consultation form in Word format separately.
- Please do 5 individual case studies and write them up for presentation.
- Please answer all 20 questions and forward answers to anna@theschooloffinetuning.com

1. What is AromaReflex
2. Name 5 benefits of AromaReflex
3. Name 5 Contra-Indications to AromaReflex
4. List the Benefits of the following Oils
 - a. Cedarwood
 - b. Geranium
 - c. Clary Sage
 - d. Lemon
 - e. Frankincense
 - f. Patchouli
5. Which oil would you select for hormonal imbalance
6. Which oil would you select for Grief and Anxiety
7. Which Oils would you select for digestive conditions
8. What is the correct blending proportion for a 2% dilution:
_____ drops per _____ Ml.
What is the correct dilution for pregnancy.
9. How many drops would you use for 30ml blend
10. How many drops would you use for a 60ml blend
11. What is meant by a carrier oil or balm
12. Briefly explain Top – Middle and Bottom notes
13. What emotion is connected to the following elements:
Wood, Fire, Earth, Metal, Water
14. What are the Main Organs connected to the following elements:
Wood, Fire, Earth, Metal, Water
15. Name the 7 Chakras and give the Endocrine Glands that are associated to each one.
16. Name 3 Acupoints on the foot and give their benefits
17. Name 6 Pathology Conditions that would benefit from AromaReflex
18. What is a Gua Sha tool
19. What are the benefits of Gua Sha Techniques
20. Explain how you benefited from this training.
(Please state if you are happy for The School to use your answer as a student testimonial. *This is optional.*)

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. Aromatherapy blends and remedies – Franzesca Watson

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

We work in Partnership with Westminster Insurance, Please go the School home page for a direct affiliate link. They are happy to insure this course !!

Westminster Insurance recognises 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.

Please contact. anna@theschooloffinetuning.com

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

**You may wish to take the Level 3 Aromatherapy after this
course !!!!**

Notes

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