



GUA SHA THERAPY TRAINING



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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.

Anna Low Cert Ed ITEC Dip Acup www.theschooloffinetuning.com
anna@theschooloffinetuning.com



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Introduction

Welcome to The School of Fine Tuning.

I am delighted that you have chosen to train with me, I committed to your transformation and education and hope you enjoy your experience at my School.

Anna Joti Low

I will give you a piece of Jade Gua Sha at your training.

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 technician 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 massage tool. The technician applies massage oil to your skin, and then uses the tool to repeatedly scrape your skin in a 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. Your technician may apply mild pressure, and gradually increase intensity to determine how much force you can handle.

What are the benefits of gua sha?

Gua sha may reduce inflammation, so it's often used to treat ailments that cause chronic pain, such as arthritis and fibromyalgia, as well as those that trigger muscle and joint pain.

Gua sha may also relieve symptoms of other conditions:

Does gua sha have side effects?

As a natural healing remedy, gua sha is safe. It's not supposed to be painful, but the procedure may change the appearance of your skin. Because it involves rubbing or scraping skin with a massage tool, tiny blood vessels known as capillaries near the surface of your skin can burst. This can result in skin bruising and minor bleeding. Bruising usually disappears within a couple of days. Although in Gua Sha, if done correctly should not rupture the blood capillaries but rather, agitate them and disperse blood stagnation. (petichia)

Some people also experience temporary indentation of their skin after a gua sha treatment.

Avoid this technique if you've had any surgery in the last six weeks.

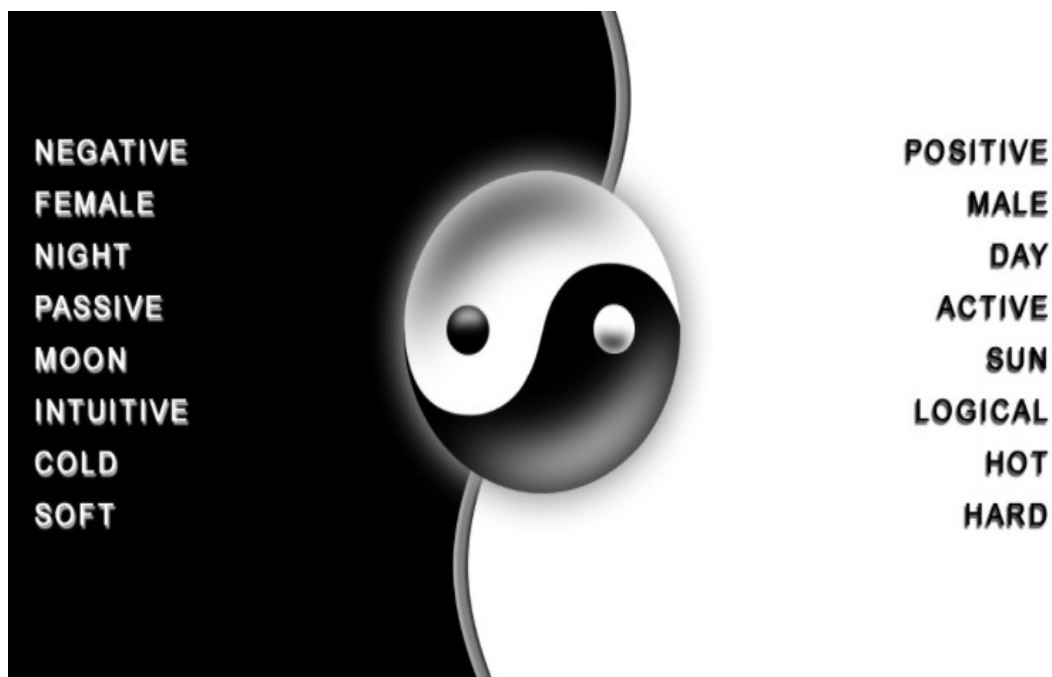
People who are taking blood thinners or have clotting disorders aren't good candidates for gua sha.



YIN & YANG

It is believed that all things have two aspects; a yin and a yang aspect. The two aspects create each other, control each other and transform each other. If you look at the symbol that represents yin & yang, you will see that it is a circle. A circle in itself, represents infinite, things constantly moving. The black part of the circle means night, and is the yin aspect, and the white part means day, and is the yang aspect. You will also see that within each section there is a circle of the opposite aspect, this represents that nothing can be totally yin, or yang, they would always have at least a part of the other as well.

- 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.

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, diarrhoea, cold, chills, odema, achy, pale, weak
- **Deficient Conditions are Chronic in Nature**
- **Long term**
- 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
- Obstruction in blood and Qi
- Muscle atrophy, restlessness, chronic inflammation, body feels warm, agitated, high blood pressure, headaches, muscular tension.

Tools

Homemade Tools

Chinese Soup Spoon



Jar Lid



Easy to find and use are these homemade Gua Sha tools often used in Asia. Also, the Buffalo Horn can be shaped and made into different sizes. All of these pieces have rounded ends for comfortable application.

I personally favour Jade and natural stones for my Gua Sha Massage. Just be careful not to drop on a tiled floor !

There is also Bian Stone and Rosewood that is beautiful for this work.



Buffalo Horn



Green Jade



Most commonly used is Jade for it's soothing and cooling properties. I often use white Jade wands to work with as it help to create a vascular contraction alongside the improved circulation.



Rose Quartz
A beautiful piece of rose quartz Gua Sha



Silicone Cups

At The School I also use and teach with Silicone Cups to warm the area in partnership with Gua Sha, these highly effective cups are an amazing addition to this technique.

Gua Sha Techniques

Your hold of the tool should be firm but not tight. Your wrist and elbow must be loose and relaxed. Unlike a painting movement, the strokes should be more like a rubbing or sweeping motion. No need to apply excessive pressure, begin lighter and build up.

Definitely use an oil, balm, butter or wax for a safe and even glide over the area you are working on.

Use the flat, pointed or rounded edge on the appropriate area. The tool should fit perfectly across the body. General rule is to follow down, out or along muscle fibres. Or sweeping towards lymphatic nodes, or along meridian lines.

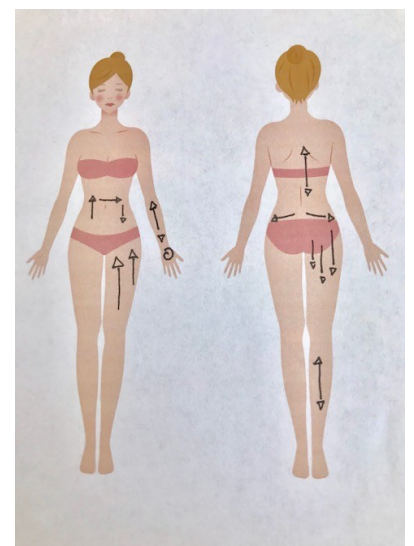
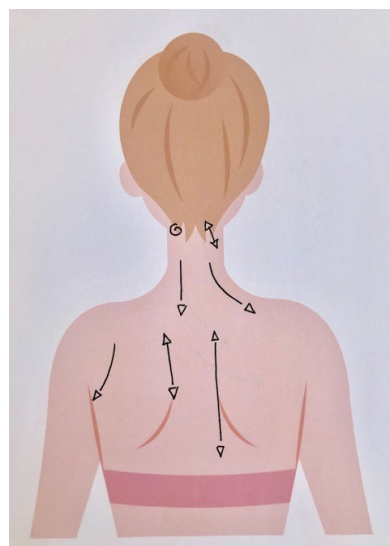
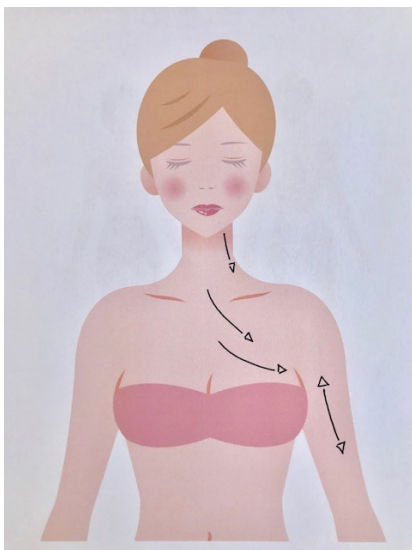
The speed of the action depends on your intention. A faster movement is used to expel, sedate or reduce energy and a slower one to strengthen, tonify and reinforce.

Using your intuition for the length of time working over one area, I would estimate around 12 -20 strokes on a focused area, you can leave and return to the same area. If you don't see Sha or reddening, it does not mean it is not working. If you see a lot of Sha, then move on.

Strokes can be rapid and short like the length of your eyebrow, or longer and wider approximately the same size as your hand.

I would recommend a total of 20-30 minutes for a Gua Sha Treatment to the back.

Arrows show the direction and flow of Gua Sha movement



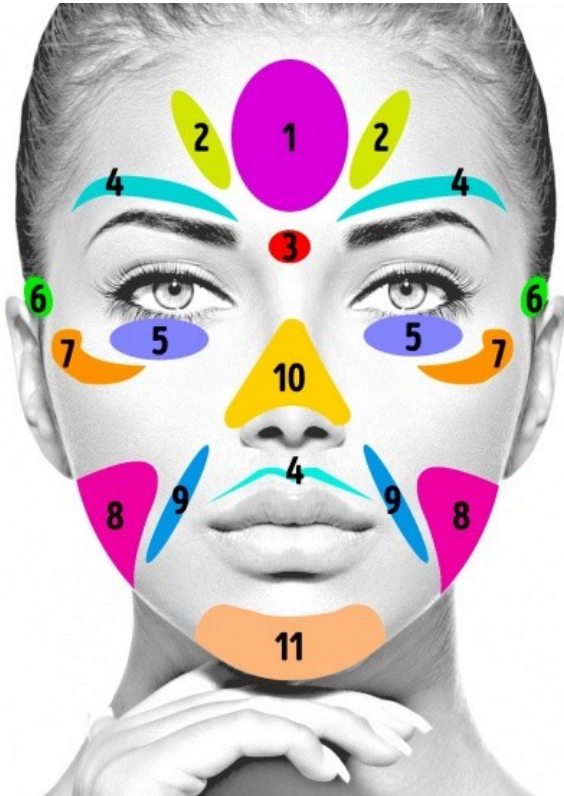
How does poor blood circulation affect our skin?

Your circulatory system brings nutrients (oxygen, minerals, vitamins, hormones and other elements) to all parts of your body while removing wastes (carbon dioxide, acid, protein byproducts, etc.) in return. Skin is the largest organ in the body, and is made up of several distinguishable layers. The outermost layer is made up of keratinized (hardened) cells, which form an impenetrable barrier to microbes. Immediately below is an active layer of cells that continue to replenish this barrier.

For these cells to function properly, and for the tissue-at-large to maintain its elasticity, vitamins and minerals are required. You're probably most familiar with vitamin C, and zinc. Obviously, without oxygen too these cells would die. And in turn, without iron, oxygen would not be carried to these sites and the skin would lose its "vitality". Similarly, dehydration would allow for less than supple skin. Hormones also play a role. Take thyroid hormones, for example, which control the rate at which cells work—so they have an impact on aging too!

Not only do skin cells require all of these substances, but the cells that comprise the blood vessels also require their own share of nutrients and circulation! If you're a sedentary person with a diet high in sugars, carbohydrates and processed foods (i.e. high caloric, low nutritional value), you're most likely going to clog up your blood vessels with fatty deposits and inflammation—and needless to say that that is a risk for diabetes! This chokes up the liver—the major organ of detoxification— and when the liver isn't happy, guess what else isn't happy? Yup, your skin!

Facial Reflexology and Acupressure Chart



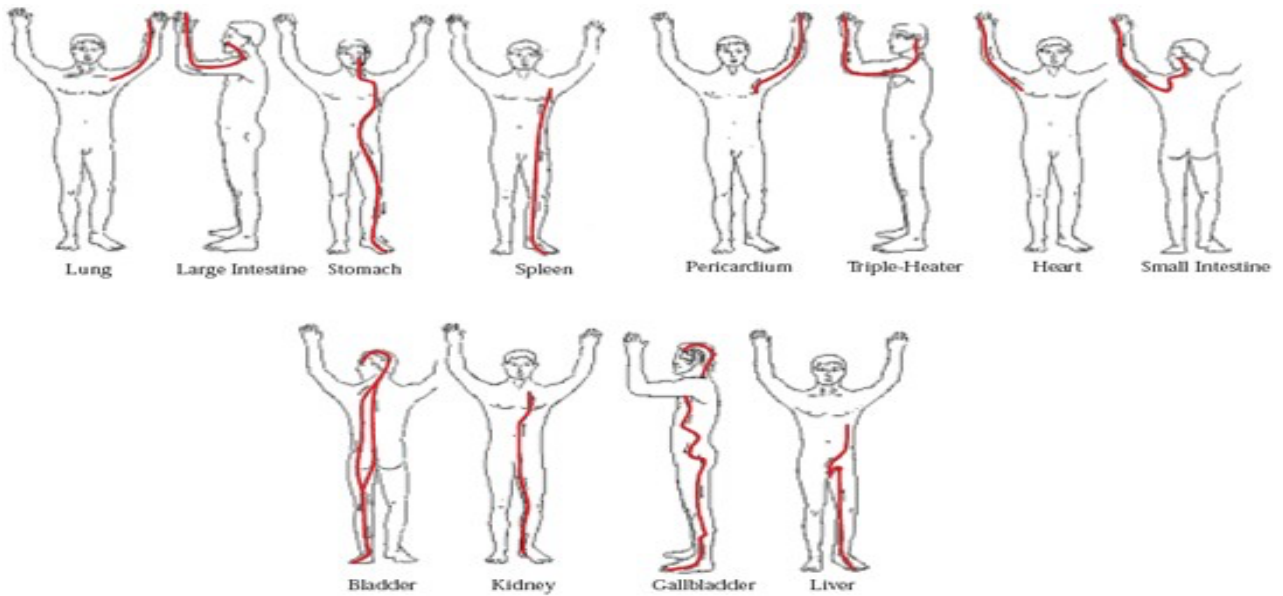
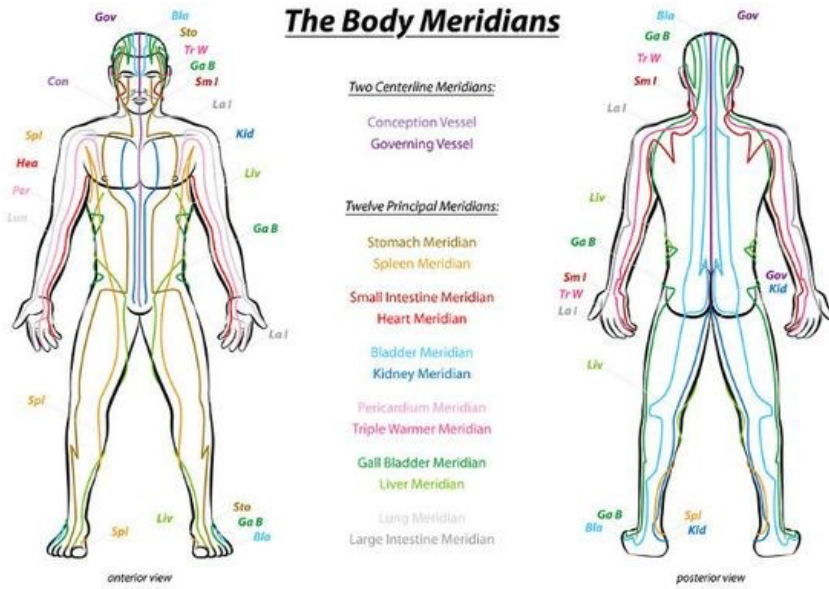
1. Small intestine
2. Bladder
3. Liver
4. Heart
5. Kidney
6. Gallbladder
7. Stomach
8. Lung
9. Colon
10. Pancreas
11. Genitals

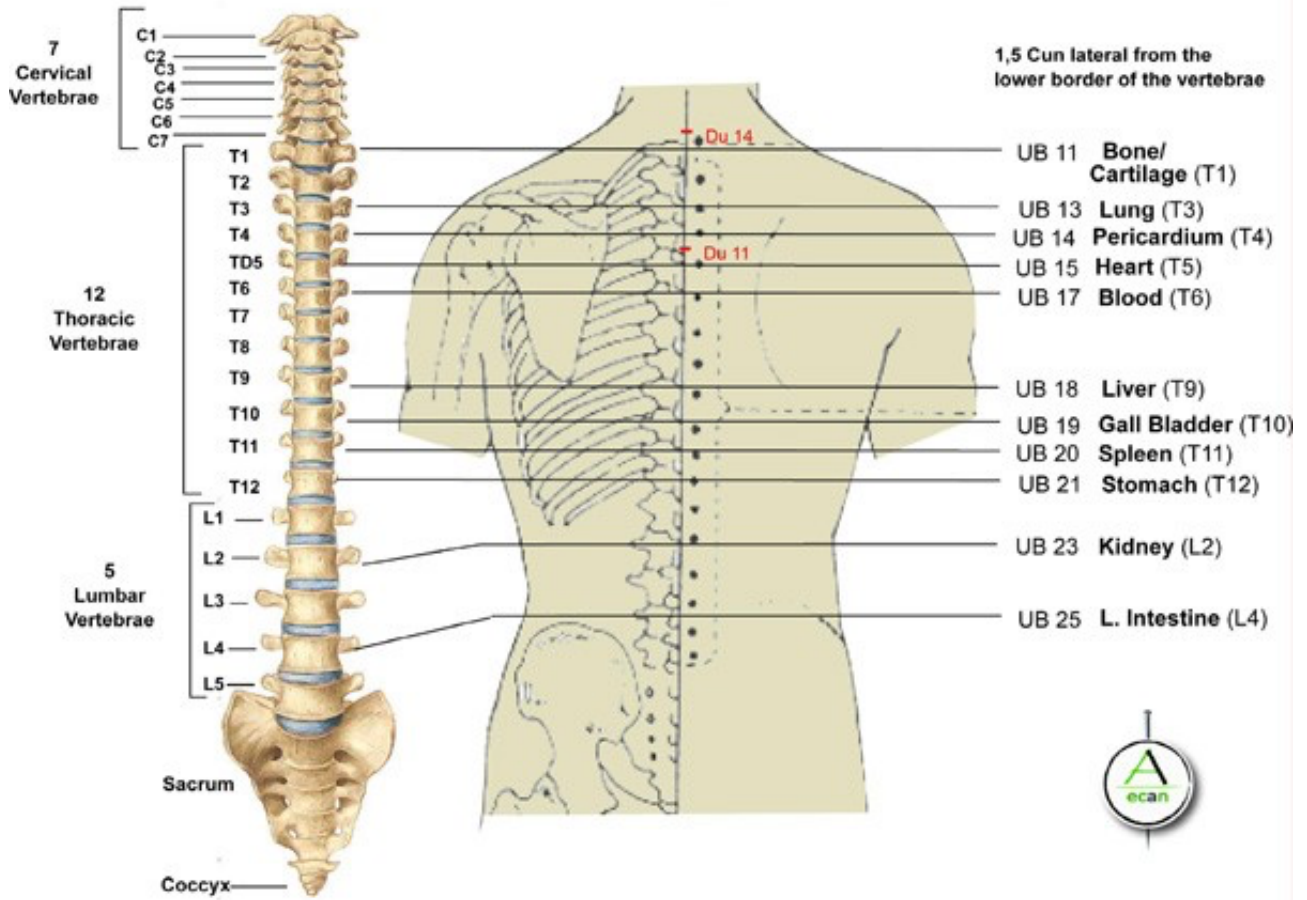


Facial Gua Sha Massage

We will cover and practice facial Gua Sha, I will also give you a private You Tube Link to my Gua Sha Facial Demonstration.

The Meridian Channels of the Body





Benefits of GuaSha

- Nourishes the Skin
- Repetitive strain injury
- Headaches
- Menstrual pain
- Digestive problems
- Anxiety
- Irritability
- Insomnia
- Improves Circulatory System
- Improves flow of Qi Life Force
- It stimulates lymphatic drainage
- It can help to boost the immune system
- It can help to remove toxins
- Can reduce stiffness and improve flexibility
- Respiratory Infections
- Sinusitis and Bronchitis

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Contra Indications

.... massage 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 massage. 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**

- Blood clotting Limitations or on Anticoagulant medication
- Weak or thin skin
- 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
- 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 Gua Sha avoided (examples of conditions) over localised area

- Contagious skin conditions
- Eczema
- Localised swelling or bruising, cuts or wounds
- Moles or Raised Skin Tags
- Varicose Veins
- Taking numerous medication combinations

Pregnancy and Massage

All massage 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.

Massage across the shoulders simulates the Gall Bladder Meridian amongst others and on the inner lower legs is the Spleen Meridian. In Eastern Medicine it is accepted that during either massage, acupressure or acupuncture, stimulation of certain points along the Spleen & Gall Bladder Meridian channels is undesirable for pregnant women for the following reasons:

- 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 too 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 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.

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.

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.

CONSULTATION FORM FOR MASSAGE

The following information is required for your safety and to benefit your health. Whilst Massage is very safe, there are certain conditions which may require special attention. Please note that all information will be treated in the strictest confidence and it may be necessary for you to consult your GP before treatment is given.

Name.....DOB.....
Address.....
.....
Tel Home.....Mobile.....
Occupation.....

Do you or have you ever suffered with:-

- | | | |
|---|-----|-----|
| • High temperature or fever | Y/N | |
| • Infection | Y/N | |
| • Acute infectious disease | Y/N | |
| • Migraine or headaches | Y/N | |
| • Skin infections | Y/N | |
| • Allergies | Y/N | |
| • Recent haemorrhage | | Y/N |
| • Recent surgery | Y/N | |
| • Heart condition | Y/N | |
| • Recent injury | Y/N | |
| • High or low blood pressure | | Y/N |
| • Recent scar tissue | Y/N | |
| • Epilepsy | Y/N | |
| • Diabetes | Y/N | |
| • Thrombosis/embolism | Y/N | |
| • Severe circulatory disorder | Y/N | |
| • Severe bruising, open cuts or abrasions | Y/N | |
| • Dysfunction of the nervous system | | Y/N |
| • Undiagnosed, bumps, lumps or swellings | | Y/N |
| • Currently under the influence of drugs or alcohol | | Y/N |
| • Are you or could you be pregnant | Y/N | |
| • Do you have any conditions which may affect treatment | | Y/N |

If the answer to any of the above is Yes, please give dates and details:-

.....
.....
.....

CONSULTATION FORM CONTINUED

Are you currently taking any medication Y/N

Details (including dosages):-

.....
.....
.....

Is GP referral required Y/N

Clearance form sent (Date) Y/N

Clearance form received (Date) Y/N

Name of Doctor.....

Address.....

.....

Telephone number.....

Is your general health Good Average Poor

Are your stress levels High Medium Low

Are your energy levels High Medium Low

Do you find time for relaxation/hobbies:- Y/N

Details:-

.....
.....

Client Declaration

I declare that the information I have given is correct and, as far as I am aware, I can undertake treatments without any adverse effects. I have been fully informed about contra-indications and am, therefore, willing to proceed with treatment.

I understand that Massage does not substitute medical treatment.

Client Signature.....**Date**.....

Client Profile (Tell me a bit about your client, lifestyle or anything that is relevant)

Treatment Details

Did your client present with anything ?

Did you find any areas of congestion (knots or stiffness etc)

How was your client during the treatment? (Chatty, silent, comfortable)

How did it go for you ??

Aftercare and Homecare**Feedback**

Example of 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

Example of 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 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>

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 you 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 replaced 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.

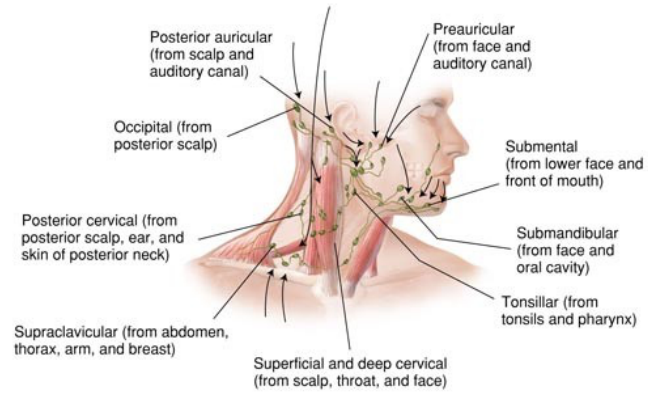
Main functions of lymphatic system are:

- 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

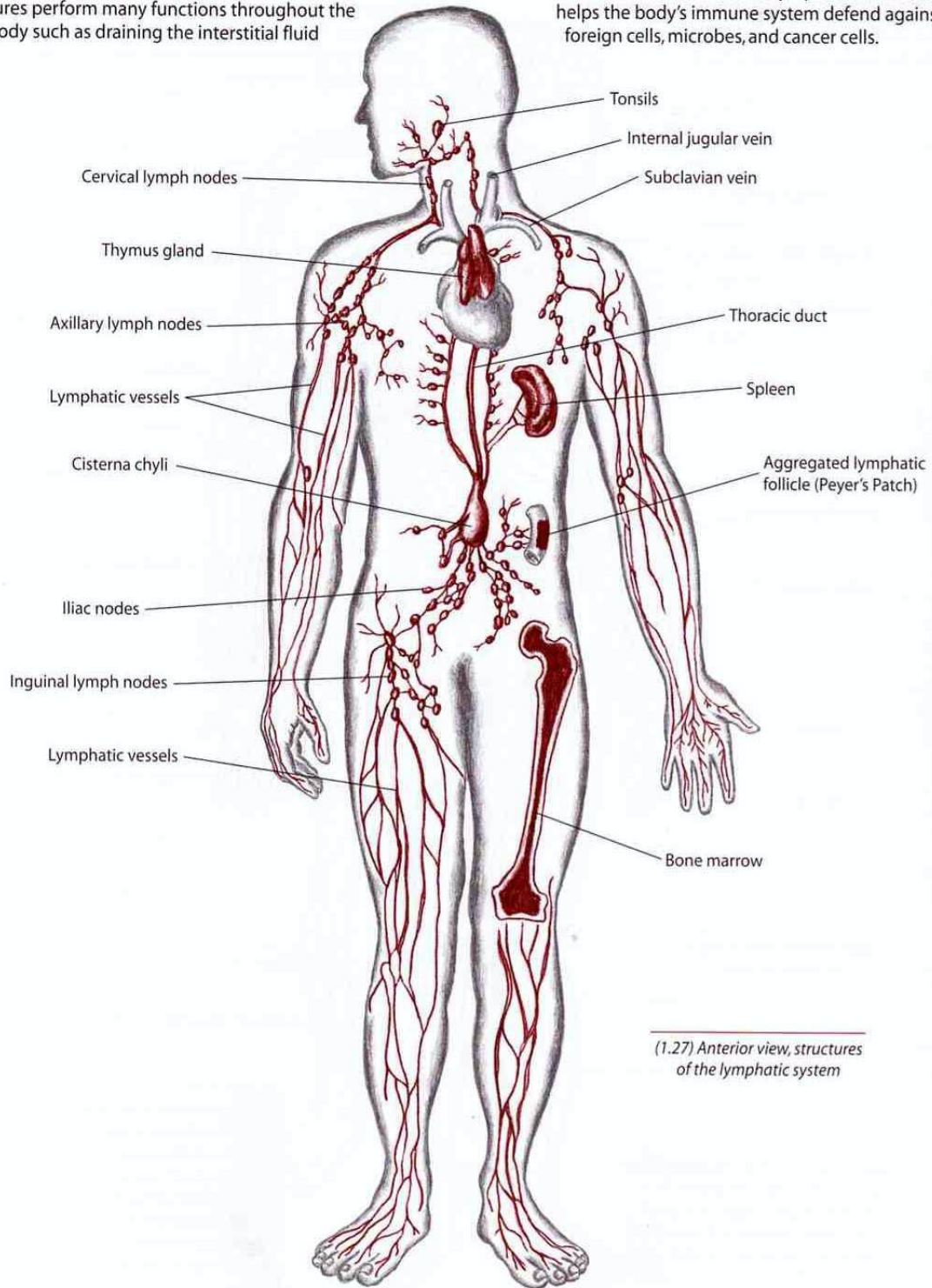


The Lymphatic Vessels of the Face and Body

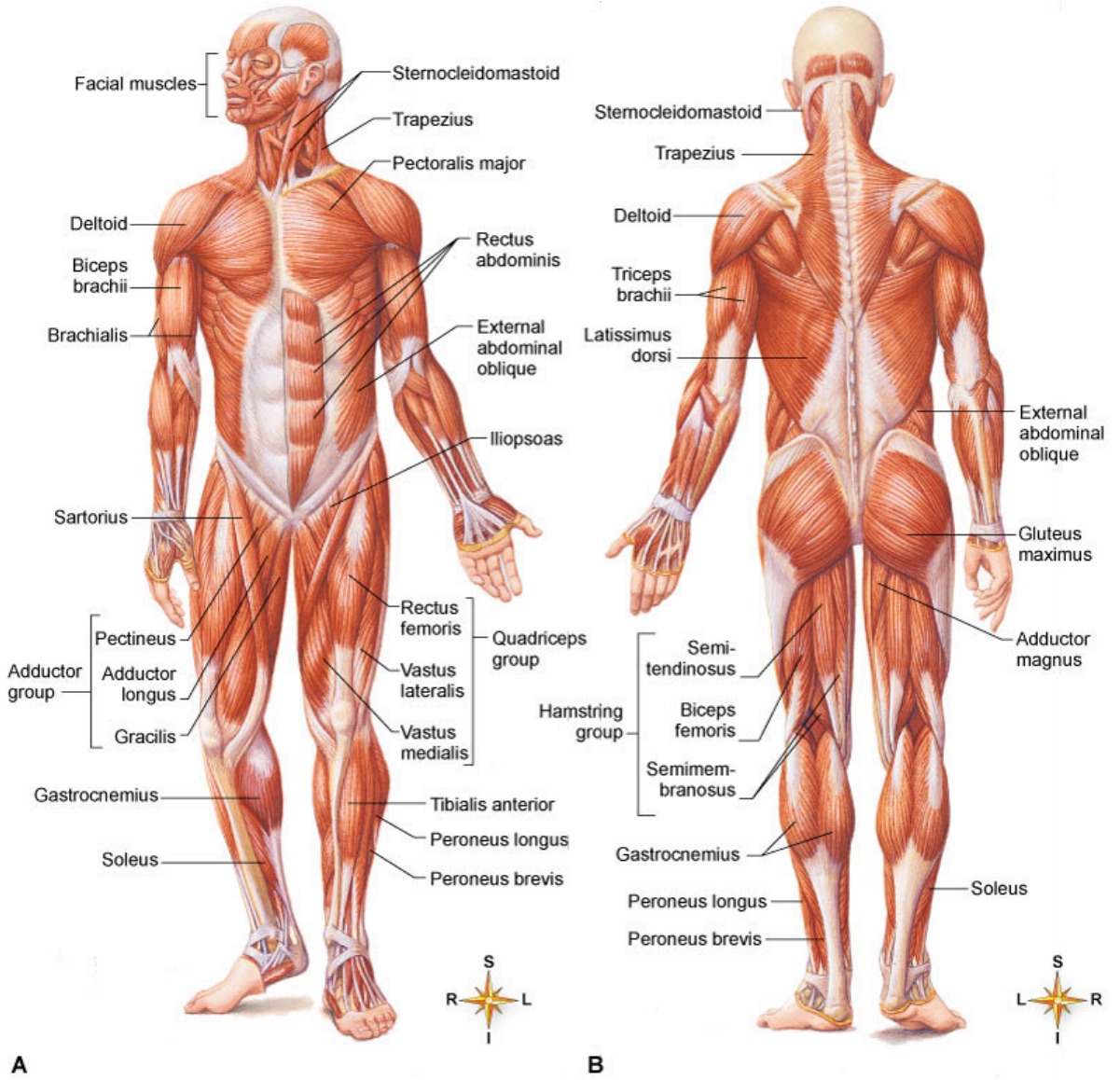
The Lymphatic System

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

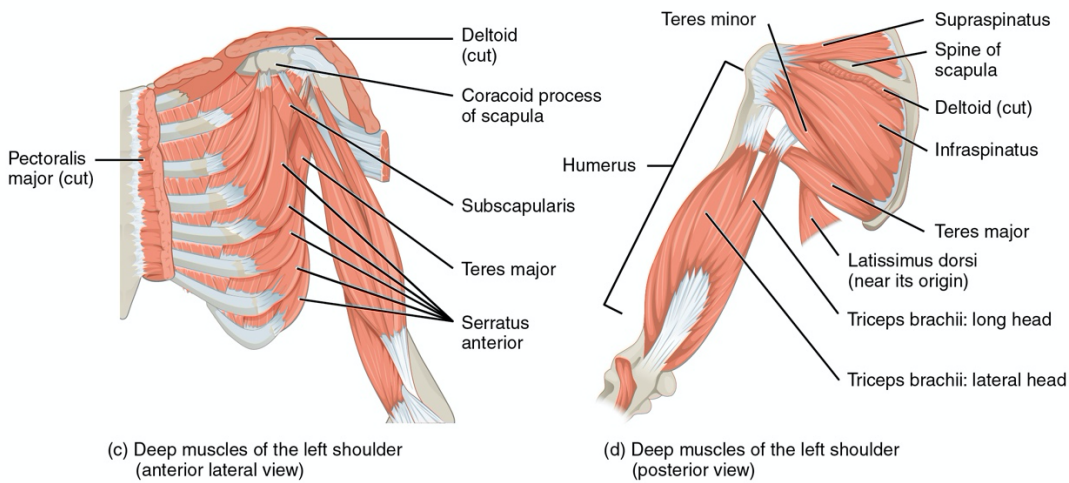
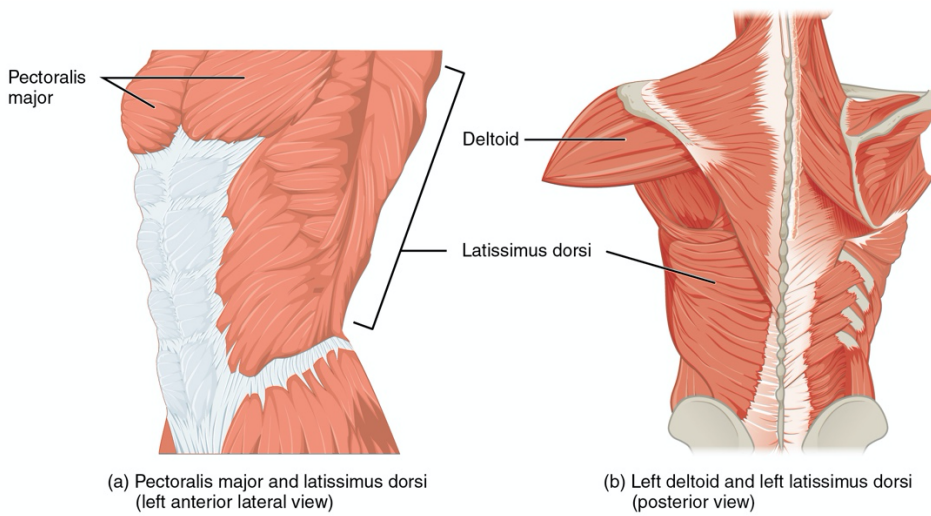
which escapes from capillaries and transporting it back to the heart. Lymphatic vessels carry fats from the intestines to the blood. Lymphatic tissue also helps the body's immune system defend against foreign cells, microbes, and cancer cells.



Muscles of the Body

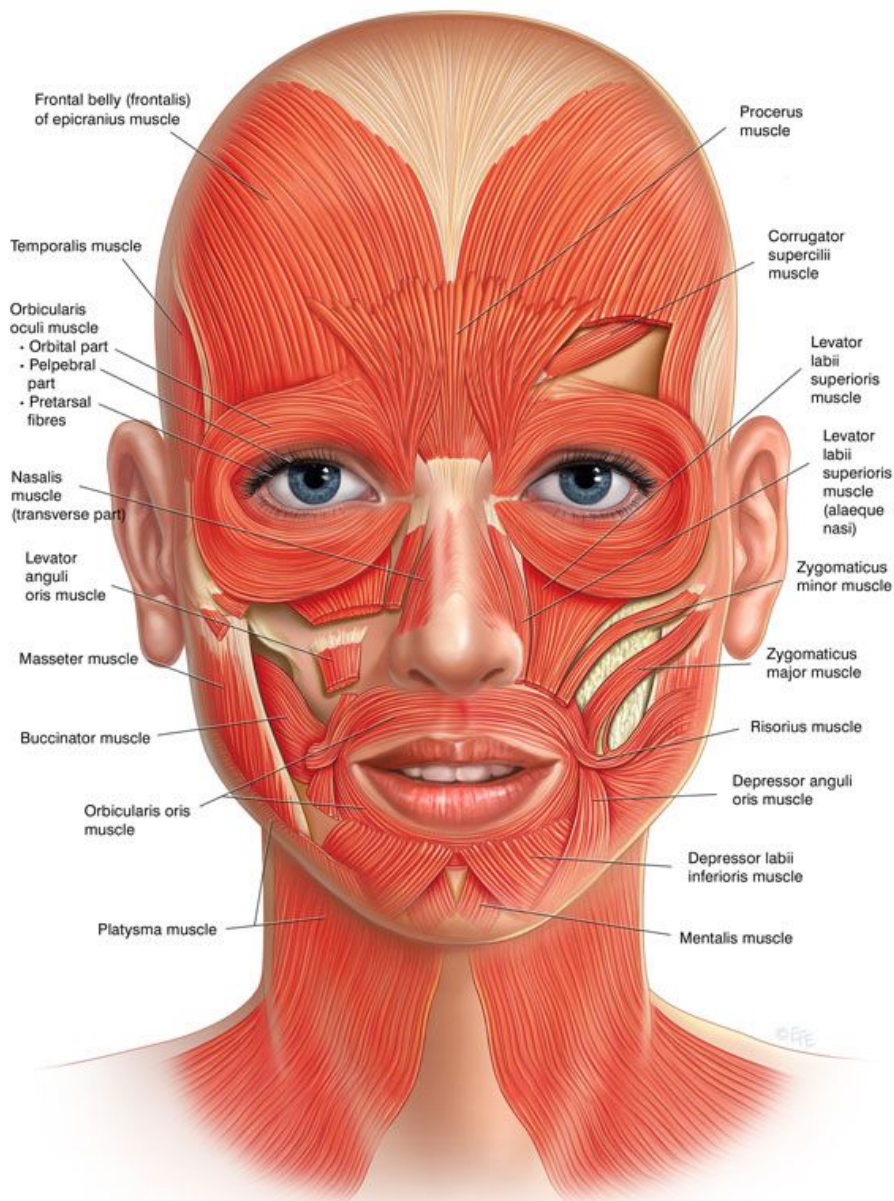


Muscles of the Back and Front of Body



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

Muscles of the Face



The Spine

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**.

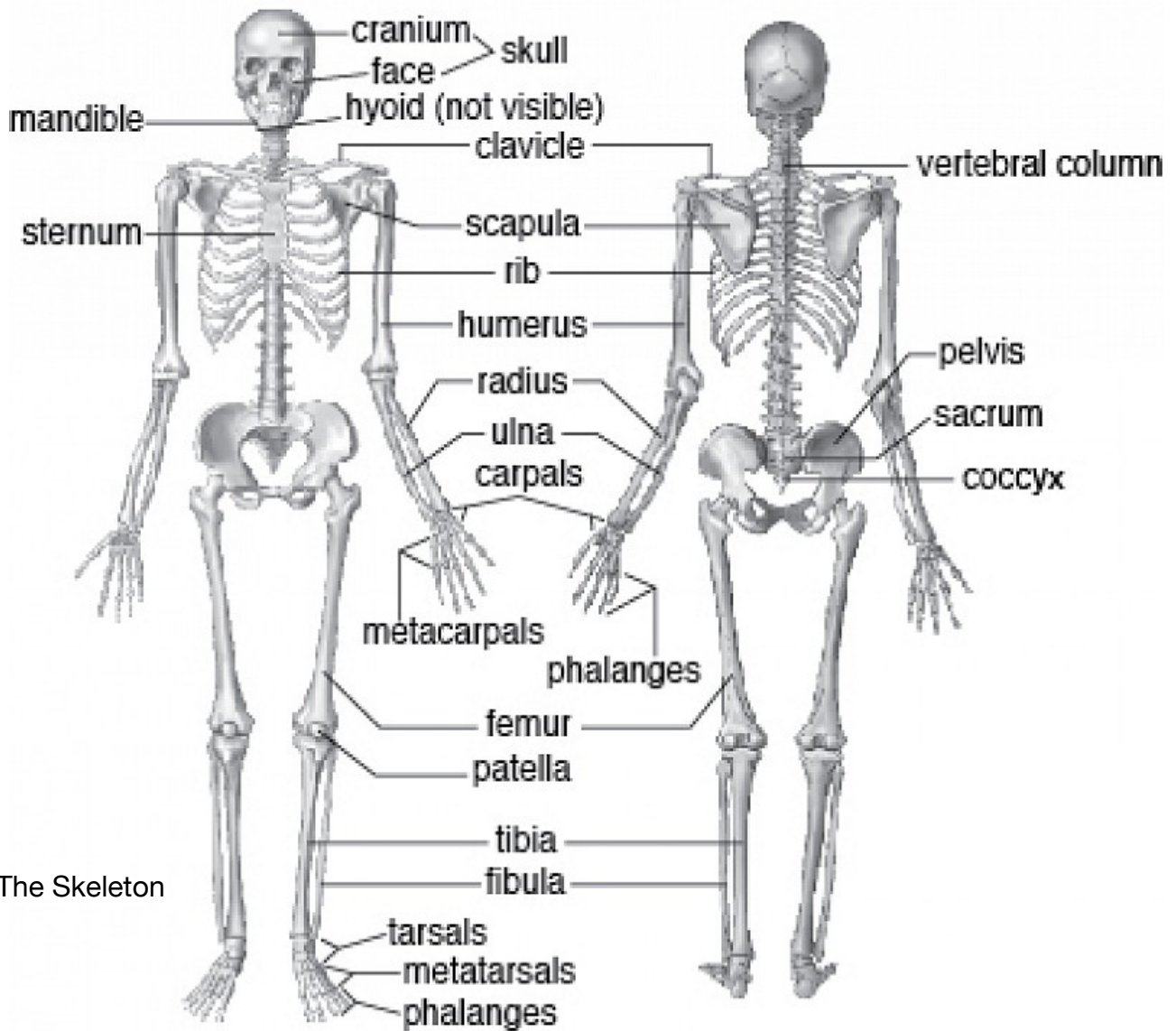
Tendon - tough fibrous tissue which **attaches muscle to bone**.

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

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:

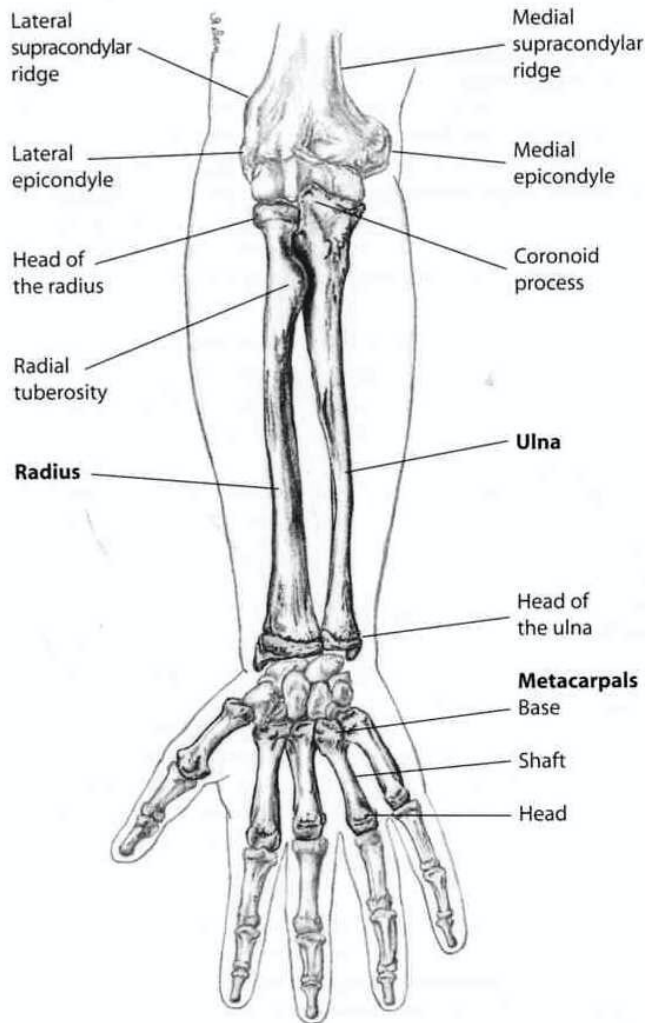
- Protects the spinal cord (which connects nerves to the brain);
 - Provides the support needed to walk upright;
 - Enables the torso to bend;
 - Supports the head.
-
- Viewed from the side, the spine has a natural "S" curve.



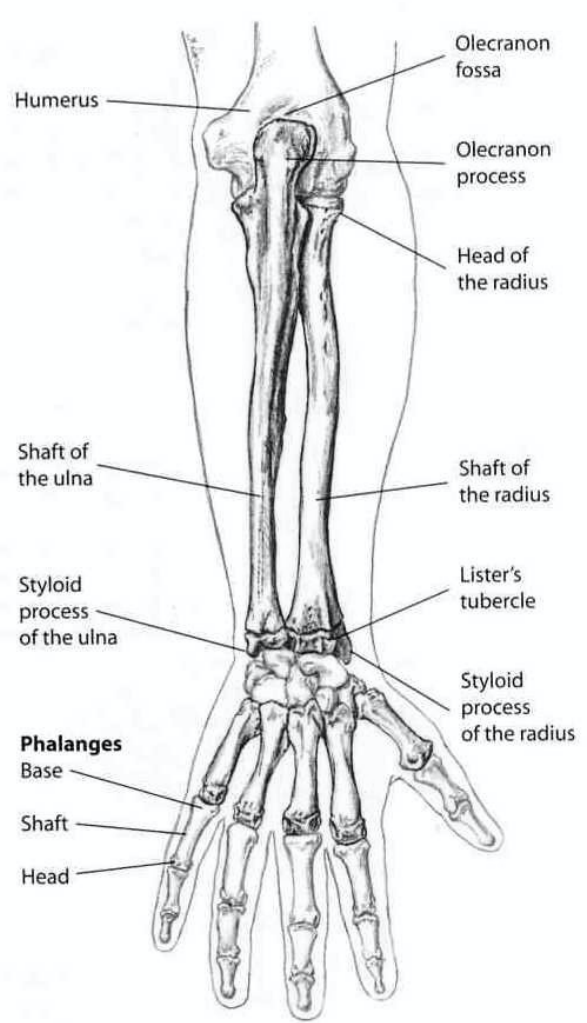
The Skeleton

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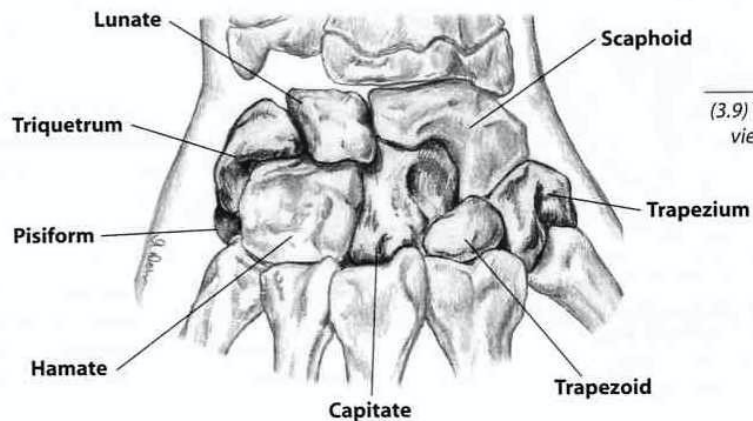
Bones of the Forearm and Hands



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



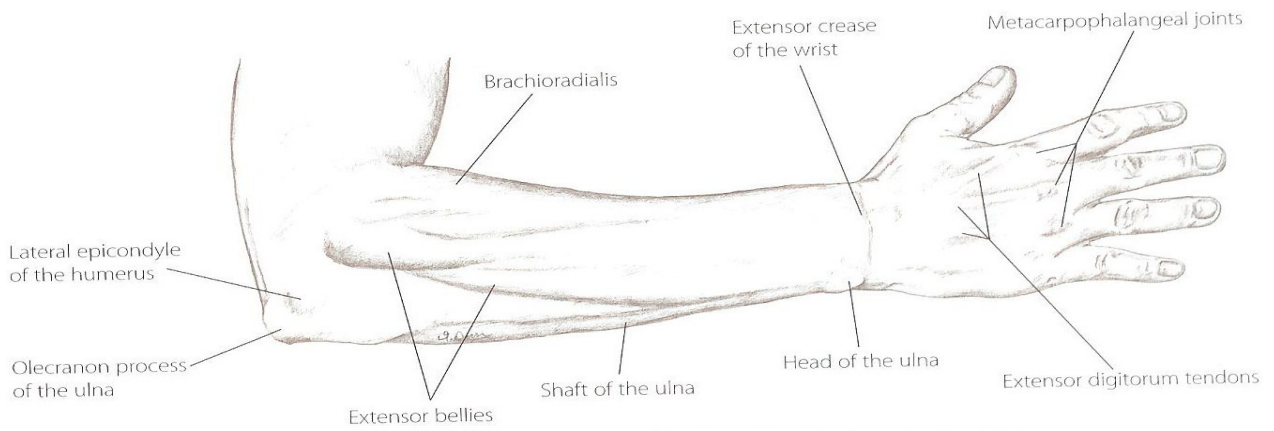
(3.8) Posterior (dorsal) view of right forearm and hand



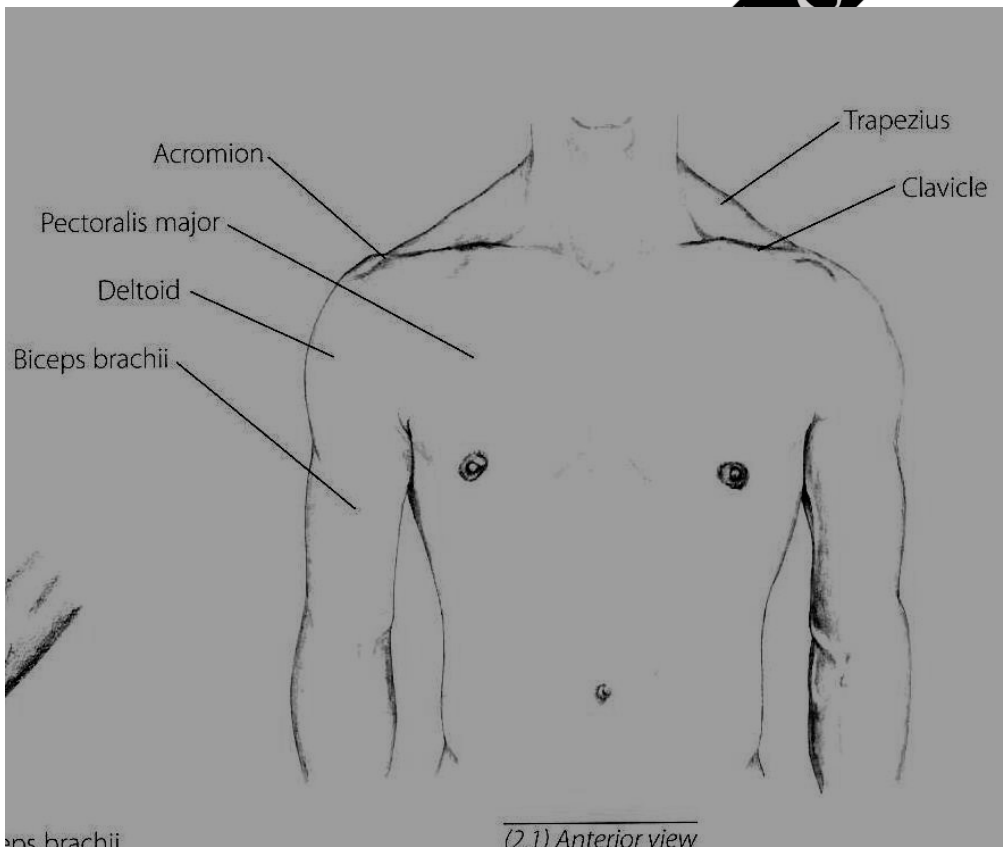
(3.9) The carpals (dorsal view of right hand)

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Position of the Lateral Epicondyle & Acromion Process

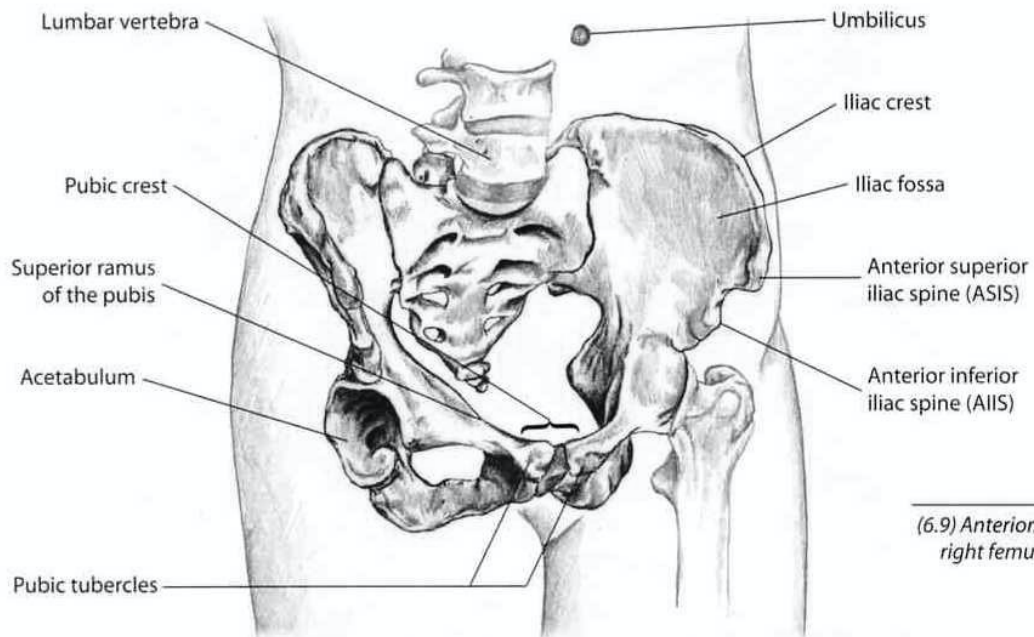


(3.1) Lateral view of right forearm and hand

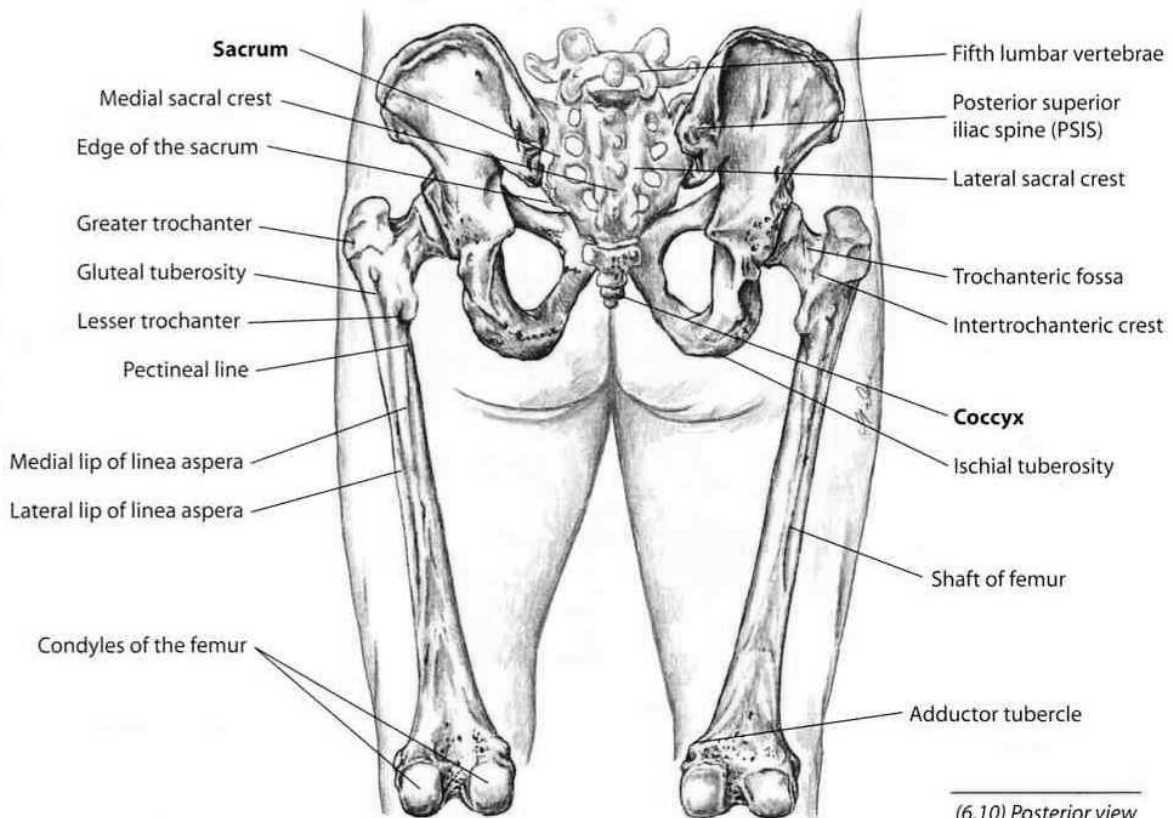


(2.1) Anterior view

Bones of the Hip

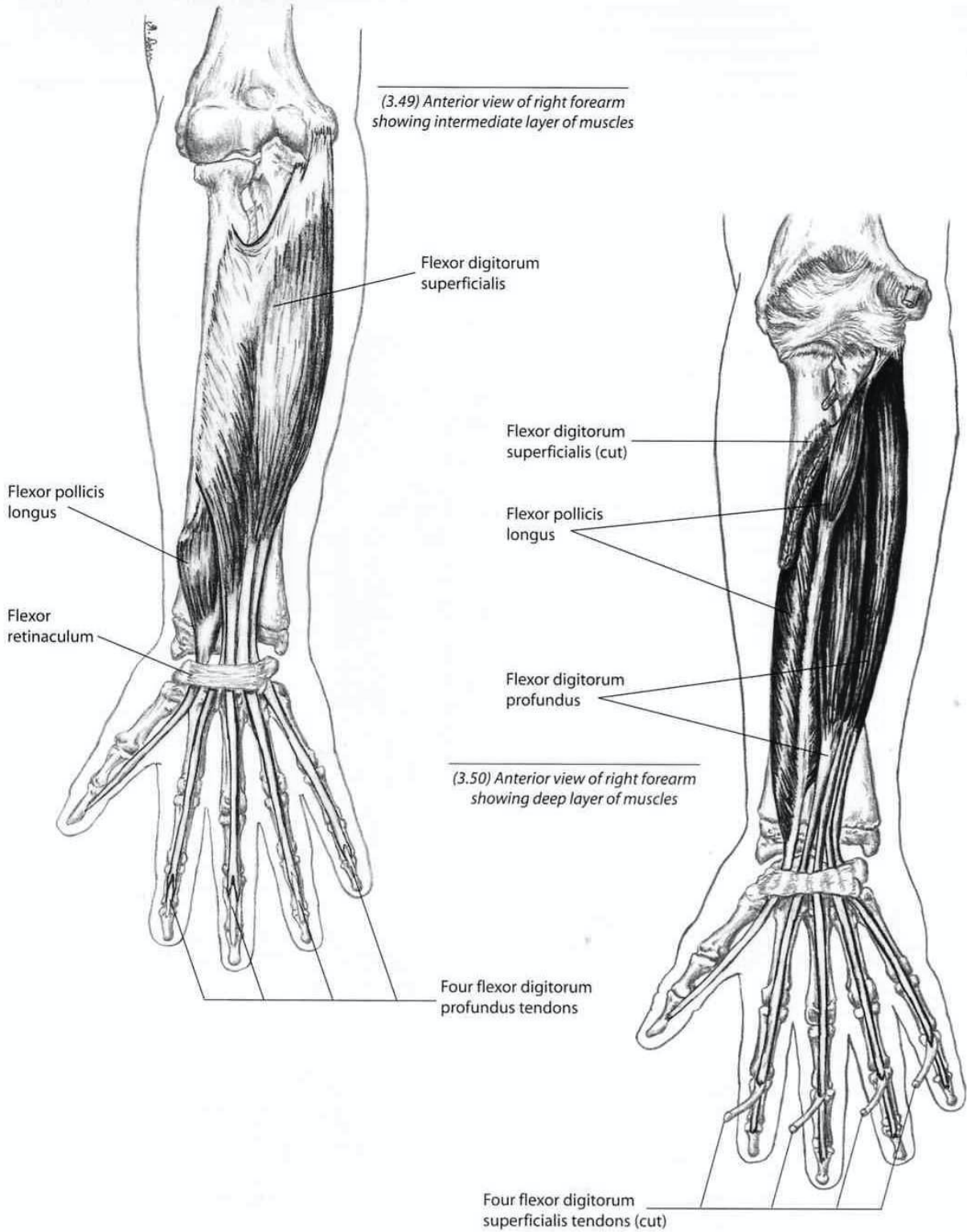


(6.9) Anterior/lateral view, right femur removed



(6.10) Posterior view

Muscles of the Forearm and Hands



Gua Sha Sequence

- **Begin with effleurage, warming and oiling the skin**
- **Use Silicone Cups to Warm and prepare the area**
- **Select Gua Sha tool and begin scraping methods**
- **Consider short rapid movements, long sweeping movement or circular friction movements.**
- **Re introduce Cups and Massage**
- **Use Iced Stones to soothe area**
- **Effleurage**

Although there is no set “Routine” we will look at the body and see where we feel Gua Sha is needed and what strokes and techniques are most appropriate.

You will feel confident after training to make your choices.

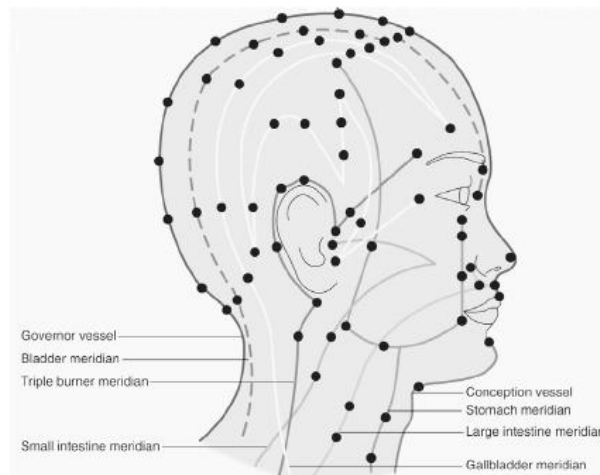
What are Meridian Lines and what is Meridian Energy?

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

Names of 12 Major Meridians in the body

| | |
|------|---|
| GB | Gall Bladder |
| KD | Kidney |
| HT | Heart |
| PE | Perricardiu |
| m 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 |

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.

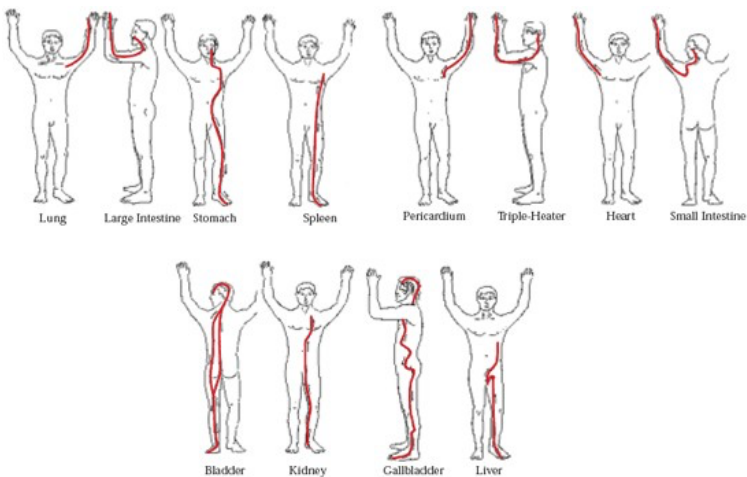
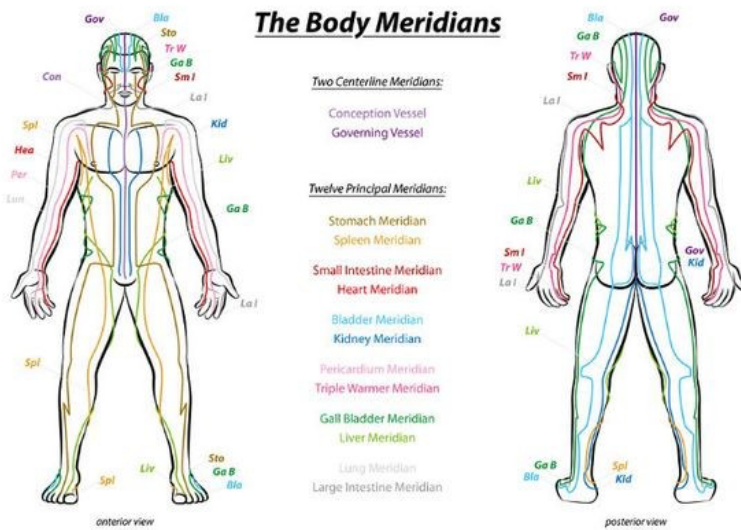
BL60

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.



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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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

Subject Specialist

“Gua Sha”

A Complete Self Help Guide: Clive Witham – ISBN 978-0-9561507-3-8

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

We work in partnership with Westminster Insurance – details on our home page

All of these companies recognise our courses that are accredited by the CMA and IPHM 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

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