



The School of
Fine Tuning



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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

What Is Hot Stone Massage?

This treatment originated in ancient India and China and most recently by North American Indians living in the southwest of America.

Hot Stone massage was present in Ancient Greece and Rome. Hot Stone massage treatments were used in conjunction with Roman baths where the benefits of stone massage were combined with hot immersion baths and the cooling effects of marble stone and cold pools.

Evidence of hot stone massage dates back over 3000 years in which it was believed to be beneficial for cleaning the body, soothing the mind and grounding the soul.

The arrival of hot stone massage therapy in the modern West began in 1993 when heated stone techniques became popular. Mary Nelson from Arizona in the USA discovered that using hot and cold stones in massage achieved amazing results for both the therapist and client. Since then it has become widespread around the globe once more.

This treatment is today thriving throughout the world and is fast becoming one of the most popular holistic therapies.

How does it work?

The practice of Hot Stone therapy (Geothermotherapy) is the practice of alternating hot and cold temperatures using the heat of the stones encourages vasodilatation and the application of cold stones encourages vasoconstriction.

This vascular (gymnastics) acts like a pump therefore greatly improve circulation.

The heat causes hot oxygenated blood to flow into the muscles, connective tissue and skin, bringing nutrients and fresh oxygen.

It is believed that hot stone massage is the equivalent of working 10 times deeper than using our hands.

What stones do we use?

Basalt stones are dense, heavy volcanic rocks which have been naturally shaped and polished by the sea or riverbed over thousands of years. They are various shades of grey/green to black and will change in colour once they are oiled and used regularly. For use in stone therapy they should be smooth and regular with no chips in them. The stones are sourced from Arizona, Greece and Mexico – areas of previous volcanic activity. The basalt stones are formed under immense pressure and heat, creating their unique qualities. This molten rock contains pyroxene (a mineral), plagioclase (crystallised from magma activity from volcanoes), very high levels of iron and magnesium and other minerals which compress under weight and produce these compact basalt stones.

The stones are able to hold their heat for up to four times longer than any other natural stone. Once heated, the stones retain heat for a long time and release it slowly, thus making them the ideal massage tool.

During treatment the stones are skilfully applied to the skin using the medium of aromatic essences and specific massage techniques. The stones are self-adjusting to the body's own temperature requirements and will transfer heat according to the areas of greatest need, promoting thermal balance.

The cool marble stones are organic rocks, mostly made from calcite and limestone. Marble stays cool due to its calcium content and it is really metamorphosed limestone (calcium carbonate re-crystallises under heat and pressure to form marble). The benefits of using marble stones are that they are able to retain cold for long periods and they are less messy and cooler than ice. They need to be handcrafted so they are more expensive than basalt stone, but because of being polished by hand the shapes can be made to fit particular contours of the body, with half wedges, rounds, corner stones and crescent shapes for use on the contours of the face and body. Marble creates heavy stones, yet they are more delicate than basalt stones and vulnerable to scratching. Marble is often the choice of building materials in hot climates; it remains cold to the touch and draws heat from its surroundings, so cooling the atmosphere. Marble stones in massage regulate temperature and cool over-heated areas of the body. This can often appear in cases of inflammation. They are also of great value to tone and firm the skin, especially the facial tissue.



Preparing for Hot Stone Massage

- You will also need:
 - your heater on a flat surface with a towel underneath it
 - a towel to dry and tuck the hot stones in when they come out of the water
 - your tongs, gloves or slotted spoon for removal
 - a water-resistant thermometer probe to test when the water is up to optimum temperature
 - a bowl of cool water to cool the stones in (if required) or to warm up a very cold stone
 - a cool box with ice or freezer packs for cold stones
 - massage oil
 - all towels and blanket as for normal body massage to maintain client modesty, and to keep them warm and cosy
 - a bowl or a tray nearby (on the second tier of a trolley or shelf) with a towel in the bottom to place the used stones, ready to be cleaned and reheated.

Setting Up

Do not use any other heater than the one supplied for stone therapy as it is difficult to regulate the temperature safely. A domestic slow cooker is not a substitute heater for the stones and, by not providing enough room for the stones to heat evenly, you risk burning the client if the stones develop hot spots. They will also need re-energising and you should never use dirty stones on a client, both for hygiene reasons and possible cross-infection, but also because the negative energy will build up and the stones will stop working effectively and will not hold the heat for very long. You risk transferring negative energies between clients and the idea is that they leave refreshed with open chakras, not weighed down with the accumulation of every client's troubles!

To prepare the heating unit for use during a hot stone massage, you should:

- If your heater has a black interior surface, finding the individual stones can be difficult. A white towel (flannel) can be placed along the bottom to assist in the identification of the stones during the massage.
- Set up a system of placing stones in the tank to help you locate them easily; for example, large stones to the left, massage stones to the right and use mesh bags for small stones.
- Ensure that there is enough water in the tank to cover the stones; this ensures that the stones will be heated evenly and thoroughly. Ideally the heater should be filled until the water level is 1-2 inches from the top once the stones have been placed in the heater.
- Remember this does not mean that the stones are in a sterile environment so health and safety precautions should always be adhered to as in any bodywork therapy.



Heating Temperature

If the heater you are using to heat the stones, has a temperature gauge with numbers on the dial, please note that the temperature settings refer to the heating element and not the water itself.

- The thermometer should be referred to frequently to ensure that the water temperature is between 52-54 degrees Celsius or 125-135 Fahrenheit, and the therapist should also consider the age of the client and the thickness of their skin to ensure heat comfort.
- While the hot stone massage is being carried out, the lid should be off the heater for ease of access; this will mean of course that the water temperature inside the heater will fluctuate.
- If you will be carrying out more than one treatment you should always ensure that the water level is maintained – Remember, if the water level decreases, the water temperature will increase so please continually refer to the thermometer for temperature maintenance.
- If the water temperature goes beyond the desired level, cold water may be added to bring the temperature down.

It is worth noting that insurance claims involving Hot Stone Massage and burns from treatments are on the increase so please use extra caution.

Stone selection and handling

When they are brand new, unpack and wash all the stones and oil them thoroughly, using this time to familiarise yourself with the stones and their feel and weight. Pick the most suitable ones for your hand size. Don't oil the marble ones as they absorb it and this softens them and may cause cracking. The oil doesn't stay on the stones – this is just when they are new and you need to become familiar with them. Oil will also darken new stones slightly.

The stones take up to 45 minutes to heat up to their full temperature, which should never exceed 66°C. The normal reading on your thermometer should be in the region of 120°F or 50°C but always refer to manufacturers' recommendations. Some digital tanks differ.

Never place the stones on to a client without testing them on yourself first.

Use a wooden spoon to remove the stones on to a towel by the client, ready for use.

Always have a bowl of water on the trolley to immerse a hot stone in to cool it – if it is too hot for your hand it is too hot to place on the client.

Stone Sizes

Stone size will generally depend on the body part that is being massaged; therefore:

- Small stones should be used for the face.
- Medium stones for the shoulders and arms.
- Large stones for the legs and back.
- Stones that are placed on the body should be flat so that they stay in place.

Remember that smaller stones will cool quickly, typically within a few minutes so therapists will need to exchange cool stones for newer hot stones frequently.

- By placing the used and cool stones to one side of the heater, and keeping unused and warmer stones on the other, therapists will be able to make quick and efficient exchanges as needed.
- The larger stones will retain their heat for a longer period of time, some upwards of 20+ minutes.
- Hot stones should always be used with oil, even on the face to assist with proper glide, and to avoid trauma to the skin.
- When massaging a small area, such as the face, make small movements with the stones.
- As you take stones from the heater 'roll' the stones in your hands as you are approaching the client. This helps to gauge the temperature of the stones as they are removed from the heater. It also starts the cooling process.
- If the stones are too hot, use a hand towel or mitten to carry the stones over to the client.
- Stones can be left out of the water for a few moments or a cup or two of cold water may be added to the heater pan if the stones are too hot. Have a small bottle of water nearby to add to the heater if necessary.

Also remember....

- Hot stone massage is different to Swedish Massage. Maintaining continual contact with the client's body is impossible as the stones regularly need to be swapped with new stones from the heater in order to maintain temperature continuity.
- The weight and warmth of the stones do provide some sense of contact, even if you are not physically touching the body.
- Uncover the relevant body part to be treated prior to gathering the stones from the heater to ensure a smooth transition to the client. This also makes the client aware of where the stones will be placed next.
- The initial contact with your client sets the tone for the level of comfort as your progress through your treatment. This is particularly significant for someone who has never had a hot stone treatment before and may have concerns about having a 'hot object' placed on their skin.
- Taking a little extra time at the beginning of the massage will ensure that the stone contact is well tolerated by the client, helping them to relax, enjoy the session and return for another treatment.

How many stones do I need?

Stone sets can contain between 30 and 56 stones but there is no set number as such. Other stones sets are available, depending on the type of massage being given. Examples of this are facial, manicure/pedicure or reflexology sets, which will have fewer stones than a full body set.

Shapes of stones

The stone shape can add to its functionality by conforming to the body part – eg: triangle shaped placement stone for the solar plexus and sacrum.

Remember: Flatter stones lose heat more quickly, so using thicker stones will ensure heat is retained for a longer period of time.

- ***** Spinal or Back Layout stones** are flat; the thickness should be consistent so the client is comfortable.
- **Hand placement or Palm Stones** are quite round and will allow the fingers to rest comfortably around the stone.
- **Toe Stones** or **toe cosies** are very thin to fit properly.
- **Facial stones** and **Chakra Stones** are flat so they don't roll off the body.
- **Belly and sacrum stones** tend to be large, flat and somewhat rounded. Usually, they are heavy. These stones are also known as placement stones; this implies that they are put in place and left there for a significant amount of time


Please note – Placement stones are never placed directly on the skin; always follow the procedure below when using them:

- Place a sheet or towel between the stone and the clients skin.
- Ensure the stones are comfortable for the client.
- Be Observant – watch for any irritation to the skin.
- **Effleurage stones** should be comfortable in your hand. These stones are oiled, placed directly on the client's skin and should always be kept moving.
- **Neck stones or pillow stones** are rounded stones that sit in the arch under the neck when the client is on his/her back.
- **Acupressure or Trigger Point Stones** have a distinct rounded point for deep tissue work such as neuro-muscular work in sports massage.
- **Contour stones** tend to be larger than trigger point stones and have more of a rounded edge to them and are used for working areas such as the scapula or neck.

Remember: Stones can be used for all the massage movements you would normally use during a massage routine.

*** Spinal Layout



		<p>6 medium basalt stones 14 small 8 toe 4 medium cold stones 4 small cold stones</p> <p>2 eye stones</p>
<p>An average body set will contain 47 stones made up of:</p>		<p>1 extra large basalt stone 6 large 20 medium 12 small</p> <p>8 toe</p>
<p>stones set will contain 7 crystals made up of:</p>		<p>amethyst blood stone tiger's eye jasper sodalite</p>
<p>An average manicure and pedicure set will contain 28 stones made up of:</p>		<p>8 medium basalt stones 12 small 8 toe</p>

Stone Therapy Massage Techniques

Effleurage	All of the normal benefits of effleurage, such as spreading the oil, warming the tissue and so on, are gained using stones. The stone wish to begin with the back of your hand and stroke with superficial effleurage along the area to be massaged first, then gradually turn the hand over to introduce the texture of the stone to the skin. This gliding of the back of the hand gives the therapist time to judge the heat of the stones; it also warms the therapist's hand and allows the client to get used to the sensation. Remember to take care over bony areas and that you can do more transverse effleurage – i.e. down the body, working along the length of the muscle fibres.
Stroking	A superficial gliding stroke is often performed with the outer edge of the stone, which reduces the amount of pressure applied, and it is really useful for finishing the movement at a lymph node to aid drainage.
Combing/ stripping	This is a deep, intense stroke using the stone on its edge, working the muscle along its entire length from its origin to its insertion. This helps pull the muscle fibres outward and removes tension, and is best performed when the stone has lost some of its heat, so use this after the first round of effleurage piezoelectric effect (see below) to create a deep release and stretch of soft tissue.
Petrissage	pressing and releasing of the tissue that you would achieve with the hands can be achieved with the stones – either flat or, for deep concentrated work, using the edges. Do remember, though, that you do not have as much contact with the body as you do with manual massage, and cannot judge the extra depth which the stones give. These kneading movements can be very deep – always check cause bruising – clients may think that pain is part of the treatment and that they must put up with it, but whilst it's true that there is a certain painful pleasure in having tension knots removed, it should not be continuously sore. The client should not feel tender afterwards – if they do, this is a sign you are going too deeply into the tissue.
Frictions	Frictions can be simulated with stones by using the edge of the stone, to give mild pressure for a soothing feeling, or more concentrated pressure, to stimulate the nerve endings. This will entirely depend upon the client – whether they just need tension released or deep tissue manipulation. Alternatively, you may miss this movement out altogether if the client wants to fall asleep!
Piezoelectric effects/ vibrations	(vibrations) can be achieved with the stones very successfully. Vibrations can also be achieved by rhythmical tapping of two stones together creating sound – one stays in contact with skin while the other taps it at the top. This causes a transfer of energy – mechanical energy to electrical vibration that should gently remind the client of the noise. this method is highly effective at removing tension knots.
Stone placing	The stones are placed on or underneath the body, covered by a towel or sheet to prevent burning. Never place stones directly onto the spinous processes of the vertebrae or placements before the massage softens and prepares the tissue; placement after massage

	continues the good relaxing work of the stones and keeps heat in the muscles.
Holding	The heated stones can be held in the hands or used as a prop during treatment for any specific problems in any region. Just choose a suitably sized stone to fit the area, and keep referring back to the client to check that they are comfortable.

What is Cold Stone Therapy?



Cold therapy, also known as cryotherapy, works on the principle of heat exchange. This occurs when a cooler object is placed in direct contact with an object of warmer temperature; the cooler object will absorb the heat of the warmer object in an attempt to achieve balance.

The benefits of cold stones in conjunction with hot stones have become increasingly recognized as being very beneficial in certain circumstances; why is this?

Trauma to tissue

- If a trauma or injury is sustained to a particular area, the tissue and blood vessels delivering oxygen and nutrients to that area may have been damaged.
- The cells around the injury increase their metabolism in an effort to consume more oxygen and repair themselves.
- If the oxygen is used up, the cells are at risk of dying.
- Damaged or constricted blood vessels cannot remove waste and so in an attempt to protect those tissues, blood and fluids will seep into the interstitial spaces in the surrounding area; this results in swelling and bruising.

Benefits of Cold Stone Therapy?

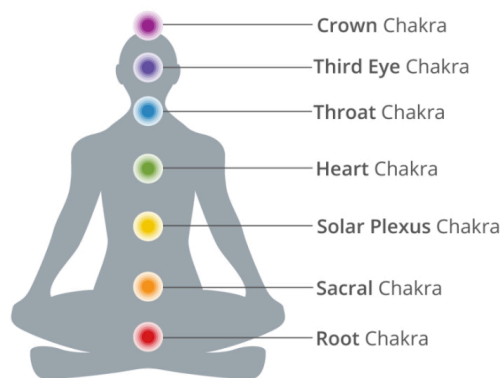
- Dispersal of tissue congestion
- Alleviation of swelling
- Decreased muscle spasms
- Stimulation of the autonomic nervous system
- Increased tissue metabolism
- Its invigoration/energizing effect
- Orbital decongestion – removal of puffiness or discolouration
- Sinus decongestion – alleviation of sinus pain

Chakras and Crystals

On a deeper holistic level, the stones have their own high vibrational energy, connecting us to Mother Earth, Father Sky and the five elements: water, ether/wood, earth, metal/ air and fire. These elements are provided by the earth and are the building blocks of every living thing in the universe, including the human body. Holistic therapists believe that we should honour the five elements as they are gifts from the universe and relate deeply to our bodies on all levels – physically, emotionally and spiritually. The stones can be used to open up the **chakras** of the body and chilled stones can be used on areas of inflammation and injury – just as a sports massage therapist would use ice. In fact, hot and cold stone therapy is often advertised as a ‘fire and ice massage’

Most stones and rock have some degree of crystal within them, so all rock could be called crystal – but what we think of as beautifully coloured crystal, with distinctive, easy recognition, are really gem stones. Massage that incorporates semi-precious stones is frequently a specialised treatment delivered by holistic therapists. The stones are often polished and used as part of a placement massage for spiritual healing and altering the mood in treatment rooms. Semi-precious stones have been used within ceremonies and traditions of ancient cultures and often symbolised wealth and importance. This is continued in modern day: do you know what your birthstone is?

There is a basic set of twenty crystals ranging from amber to quartz, and its most popular method for use is to open the chakras. Crystals can also be used with reflexology, aroma therapy and Indian head massage.





Cleansing and Charging Your Stones;

Sterilising

You should have a system of sterilising your stones between clients – Milton sterilising tablets are good.

As the stones will have oily residue from the treatment on them, and any skin particles they may have picked up, they should be washed thoroughly with detergent at the end of the day.

Recharging

On a monthly cycle the stones will also need recharging to restore their energy levels, to discharge all the negative energy they have absorbed throughout the treatments and to reconnect to their roots in nature. You can tell when the stones need recharging as they do not hold the heat for very long and are not hot to the touch, even if the water is at the correct temperature.

The stones can be charged by being:

immersed in sea water – if you practise your therapies near the coast then washing the stones in natural salt water is ideal and they should then be laid out in the sun and wind to dry cleansed and placed out overnight in the moonlight (cold stones and crystals are better cleansed in moonlight) allowed, if possible when the stones are not in use, to have 24 hours out in both sunshine and moonlight to rebalance, so allowing the perfect balance of yin and yang to be restored allowed any contact with the elements – left out in a thunderstorm, or in the rain, held under natural running spring water or soaked overnight in bottled natural spring water cleansed with crystals – labradorite or moonstone for cold stones cleansed with Reiki therapy, if you are a practitioner stored with wild sage sprigs placed on a bed of natural salt or you could sprinkle salt onto heated stones for a quick recharge. Never do this with marble stones as the salt will be absorbed and soften them, making them more likely to crack or split.

Benefits of Hot Stone Massage?

The benefits of using hot and cold stones

- Stone therapy application of hot and cool temperatures stimulates the body's own natural functions, especially the circulatory and lymphatic systems, along with the nervous system. The nerve endings in the skin pick up the changes in temperature, move along the nerve fibres to the spinal cord and to the related organs and the brain. Generally the skin over a main organ is where its relative reflex point is – so any stimulation of the skin over an organ improves its function. When all these systems are working normally, all the body's organs and tissue and cell functions improve, promoting optimum health and giving more energy.
- Benefits to the client
- Boosts circulation – increased blood flow serves to bring more oxygen and nutrients to the area whilst speeding up the removal of carbon dioxide
- Speeds up cellular metabolism – increased in the area by 10–15% due to the local rise in body temperature of between 1–2°C
- Increases immune function – increased lymphatic circulation speeds up the body's own natural elimination process, boosting energy levels and ensuring full removal of waste
- Improves muscle and skin tone – positive circulation of blood and lymph serve to nourish and stimulate the skin's reproduction of healthy cells and the muscle fibres, leaving them healthy and toned
- Improves joint flexibility – increased circulation and lymph flow aids flexibility in supporting joint muscle by relaxing the connective tissue, as well as removing excess waste that can often lead to aches, pains and joint stiffness
- Alleviates deep muscle aches and pains – the hot stones heat the muscles and additional movement of the stones provides deeper penetration into the muscle structure than traditional massage; often the massage is able to reduce muscle spasms and chronic muscle tension and stiffness, especially sports-related tension

- Deeply relaxes the nervous system – positive circulation and lymph flow, especially to the spinal nerves and muscles, help to stimulate a poor nervous system inducing feelings of wellbeing, positivity and vitality
- Calms the mind – as all of the body's natural process are boosted the body feels less challenged, allowing the mind to be quiet and relaxed; at the same time the application of different temperatures unlocks deep emotional tension
- The treatment aims to gain complete homeostasis – a perfect peak of balance for the body.
- Benefits to the therapist
- One stroke of the stone is equal to ten strokes of manual massage, so it is labour-saving for the therapist
- Prevents over-use in the joints of the thumbs and wrists and upper body – avoiding repetitive strain injury and hypo- and hyper-extension of the joints; the stones are perfectly shaped tools for giving the same effects of thumb and finger kneading
- The stones keep the therapist in contact with the client, even when the physical contact is broken
- The heat of the stones benefits the therapist – it will soothe the therapist and make the treatment relaxing for them too
- The stones act as a barrier against the client's negative energies, absorbing them so the therapist does not have to
- Offers the therapist a chance to give a deeper, more holistic treatment by clearing the chakras

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The Benefits of Basalt also hold the property of being;

- Grounding
- Supportive
- Nurturing
- Holding the Earths Wisdom

Contra Indications

Hot Stone 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**

- 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 massage avoided (examples of conditions) over localised area

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

Contraindications specifically for Cold Stone Therapy

Do not treat with cold stones if the client suffers with:

- Rheumatoid conditions
- A cardiac disorder
- Paralysis
- Cold hypersensitivity
- Coronary artery disease
- Compromised circulation or Vasospastic disease
- Any condition in which massage in general is contraindicated

Above all, follow the simple rule: **When in doubt – DON'T!**

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

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:

- 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.
- 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

- Scrupulous personal hygiene must be observed. Hands should be thoroughly washed and fingernails cleaned
- Wash headbands between clients or use disposables
- Tie back long hair and remove jewellery
- Roll up long sleeves or wear a short-sleeved tunic
- 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:

- Take an accurate medical history
- Find out what the client wants/ needs from the treatment
- Determine what the client needs from the treatment
- Ensure that the client is suitable for treatment
- Determine any need for special care
- Establish a good rapport
- Answer the client's queries
- Agree a treatment plan Assess the cuticles and the nails, assess existing nail shape, discuss desired look.
- 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.

Example of Client Treatment 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:

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 Client Treatment Record

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 _____

Home Care Advice:

Date of Treatment: _____ Treatment No: _____

Comments & Observations:

Product used _____

Home Care Advice:

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 COSHH regulations 2002*?

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

Control of substances hazardous to Health Regulations (COSHH) 1992

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

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

Cosmetic Products (Safety) Regulations 2004 GENERAL

These regulations lay rules for recommended volumes and strengths of different hydroxide based products. The strength of a product will vary depending on whether it has been prepared for professional or no professional general use. It is important that when using these products, you check their strength from the manufacturer's guidance notes and check current legislation.

Suitability for treatment

A patch test should be carried out on your client at least 24-48 hours before application. The following information must always be noted on the clients consultation form.

- Date of patch test and results
- Products used
- Development time for the treatment
- Areas treated
- Contra-actions
- Aftercare given

If you change the product you use regularly, remember you must ask the client to have another patch test to ensure the product does not react.

Note: Clients can react to a product at any time, even if a product has been applied for a long period.

- Cleanse the area behind the ear or elbow
- Mix the same make and colour that is to be used.
- Place a small amount of the dye behind the ear
- Advise client that the dye should not be washed off
- If a reaction occurs then wash off immediately

An allergic reaction will present itself as a red, itchy sore area. Advise the client if this occurs to apply a cold compress and or soothing cream to the area.

Further Information: www.opsi.gov.uk/si/si2004/20042152.htm and www.dti.gov.uk/ccp/topics1/guide/cosmeticregs.pdf

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 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 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.

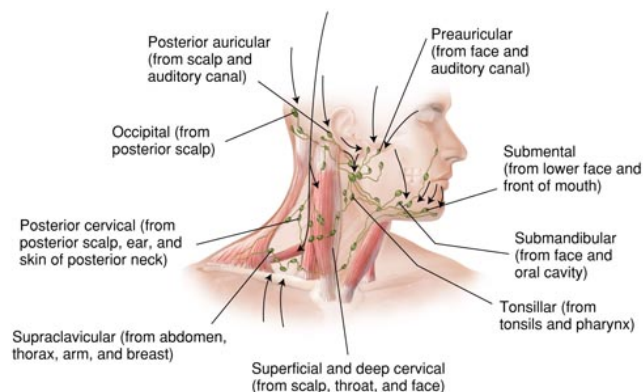
Main functions of lymphatic system are:

- 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

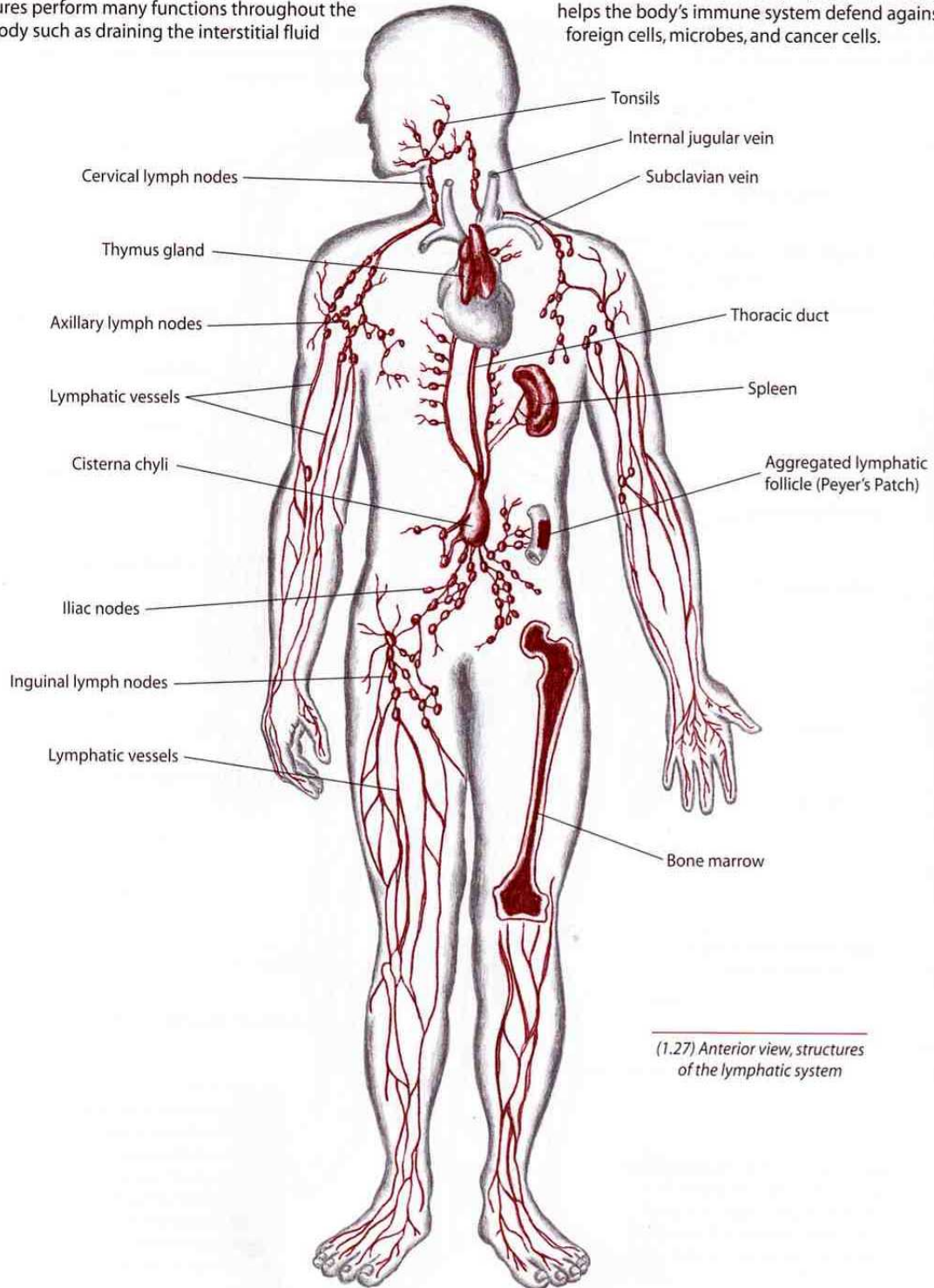


The Lymphatic Vessels of the Body

The Lymphatic System

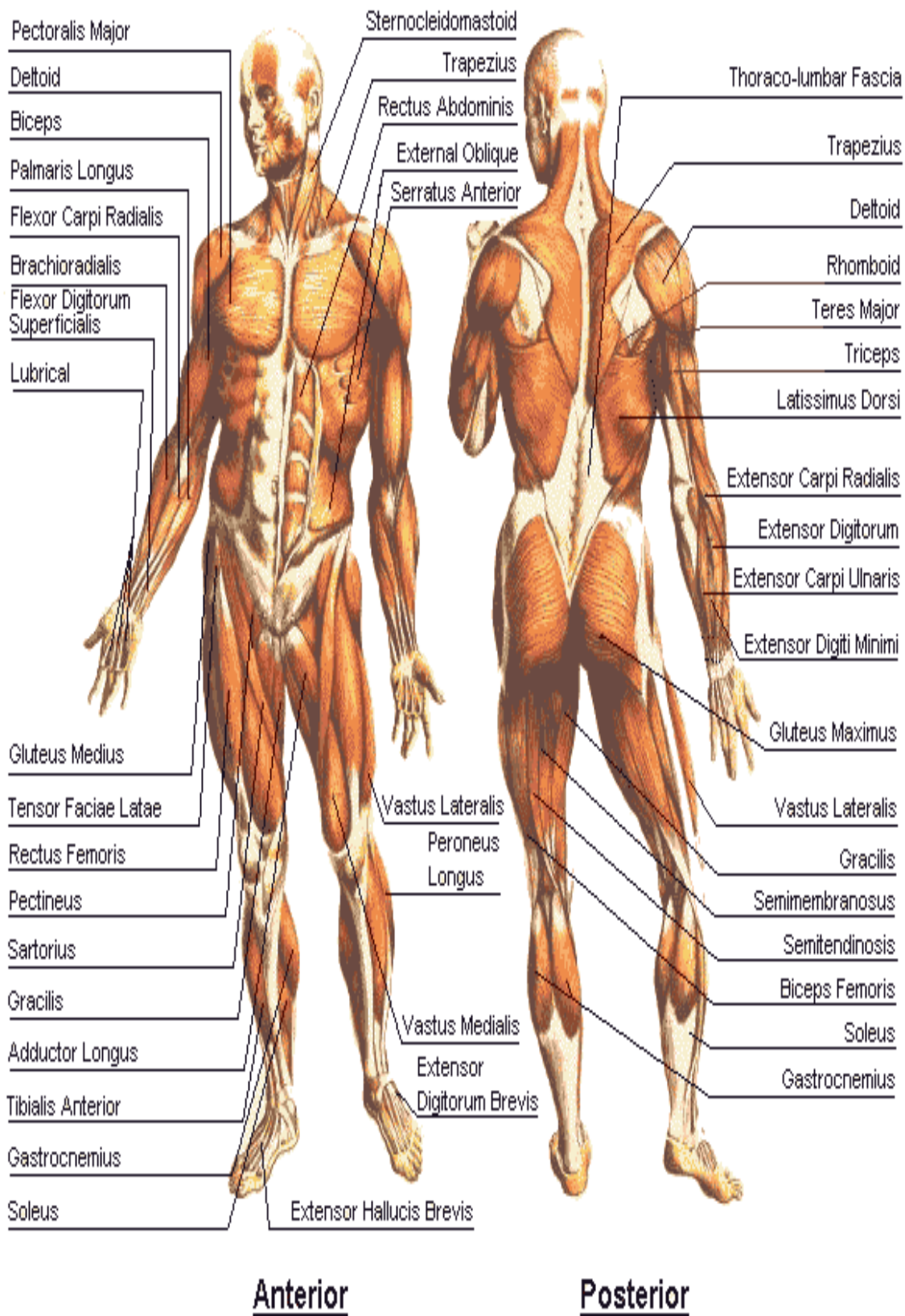
The lymphatic system is composed of several organs, yellow fluid called lymph, small microscopic vessels called lymphatics, and lymph nodes. These structures perform many functions throughout the body such as draining the interstitial fluid

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



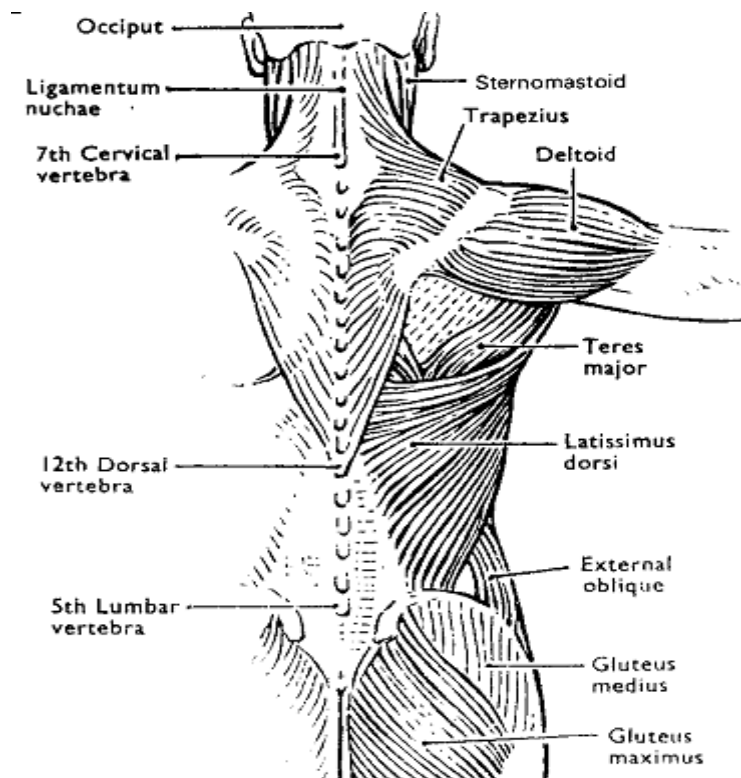
(1.27) Anterior view, structures of the lymphatic system

Muscles of the Body

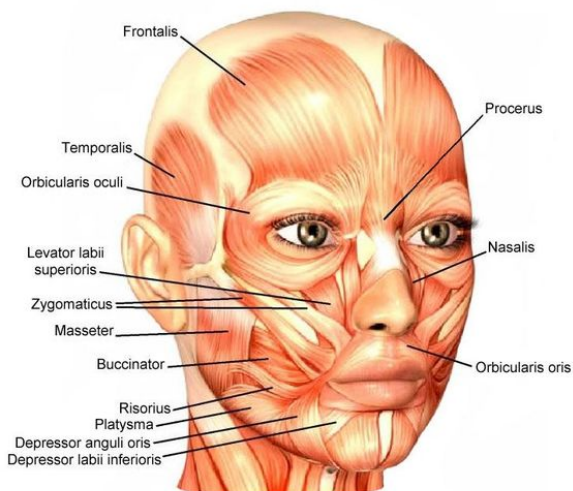


Muscles of the Back

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



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.

vertebrae is a **spongy cartilage, or disc**.

Discs - Between each pair of **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.

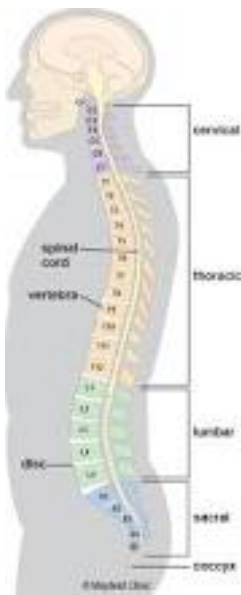
Nerve root - the **main nerve branch off the spinal cord**, leaving the spine through openings between the vertebrae at the level of the disc.

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.



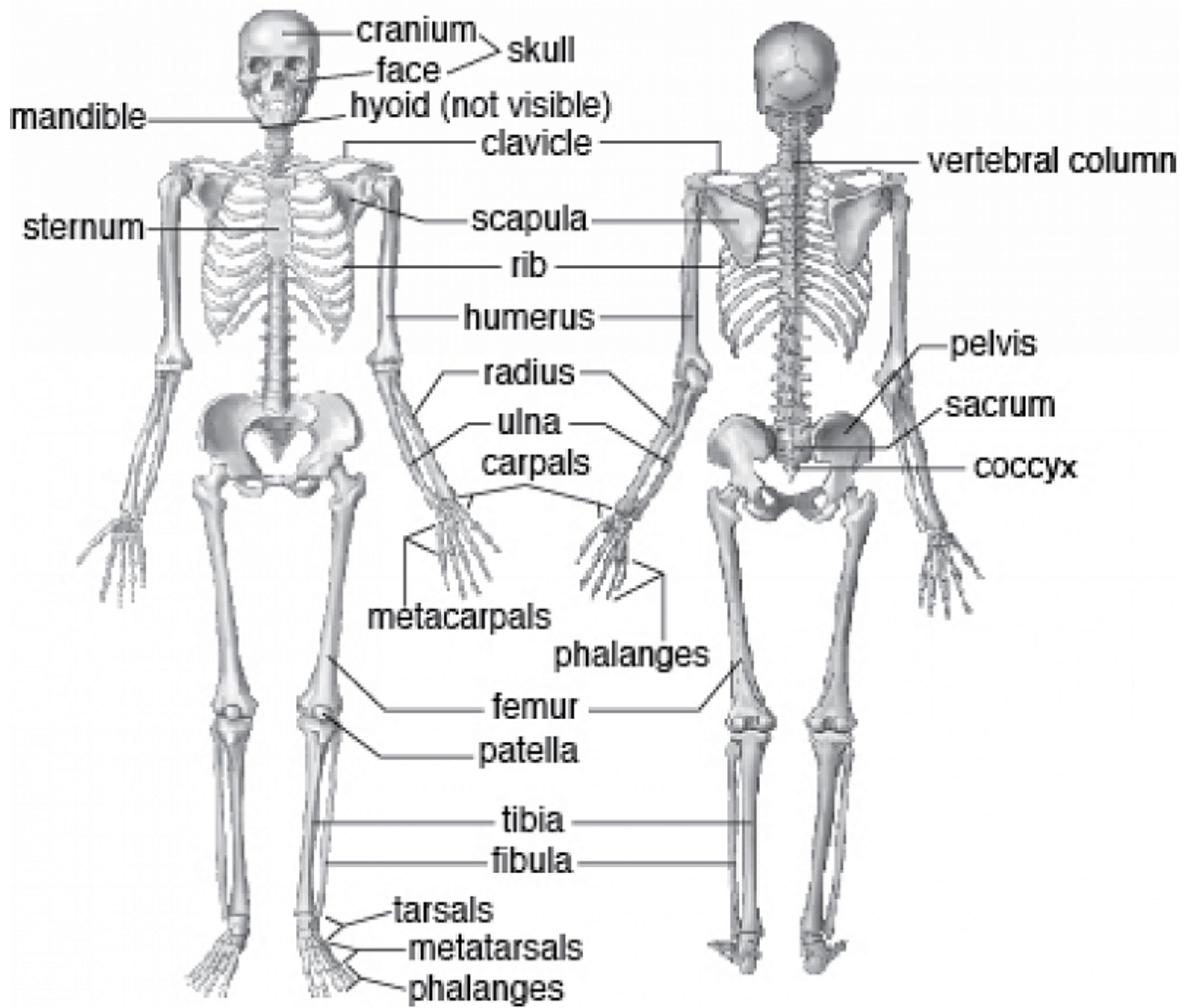
Understanding the fundamental anatomy and function of the spine is key to understanding injuries to and diseases of the spine.

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

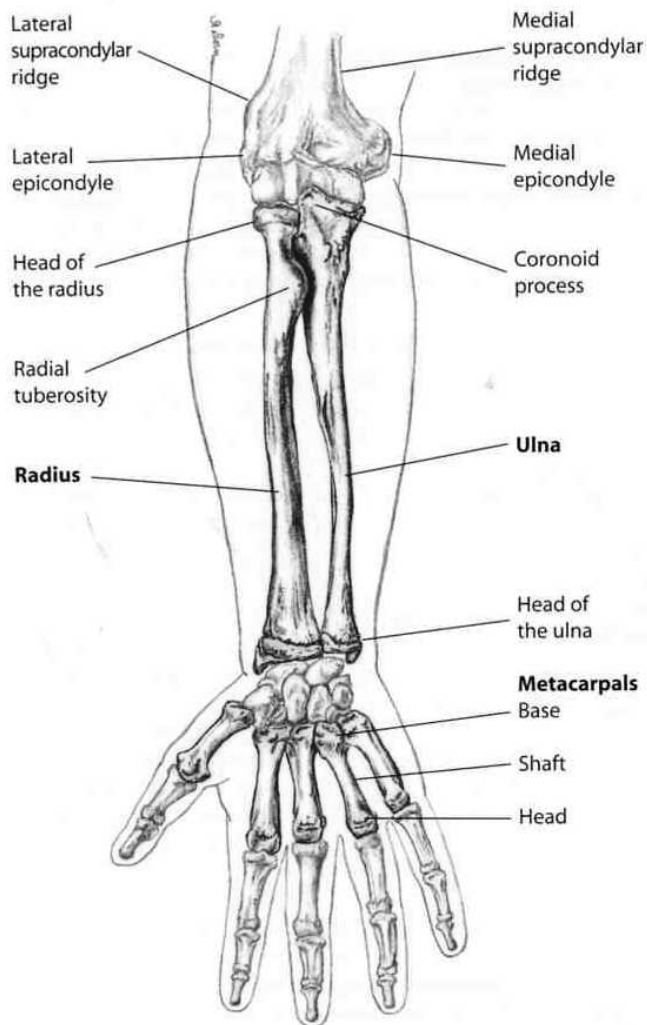
- Protects the spinal cord (which connects nerves to the brain);
- Provides the support needed to walk upright;
- Enables the torso to bend;
- Supports the head.

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

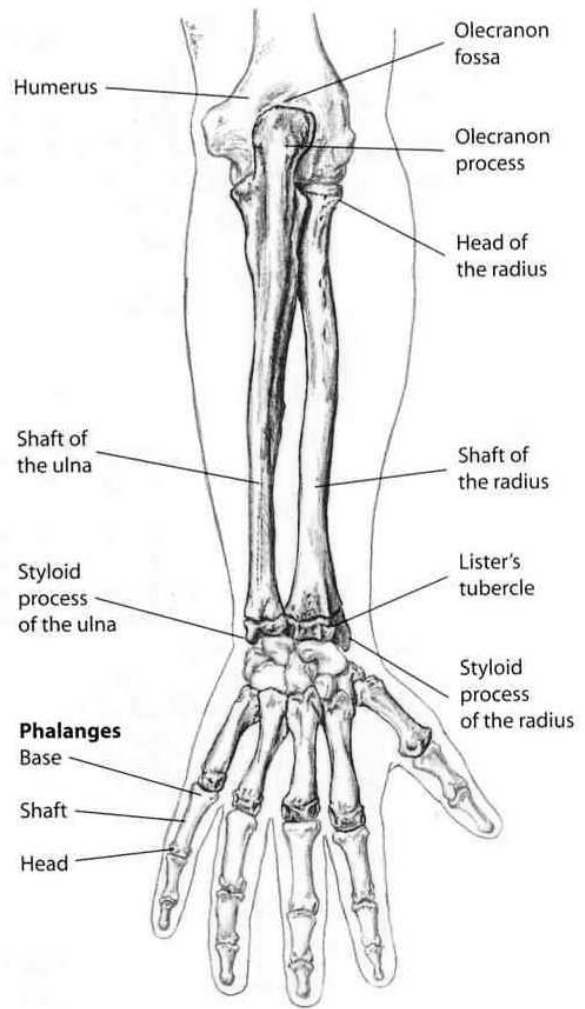
The Skeleton



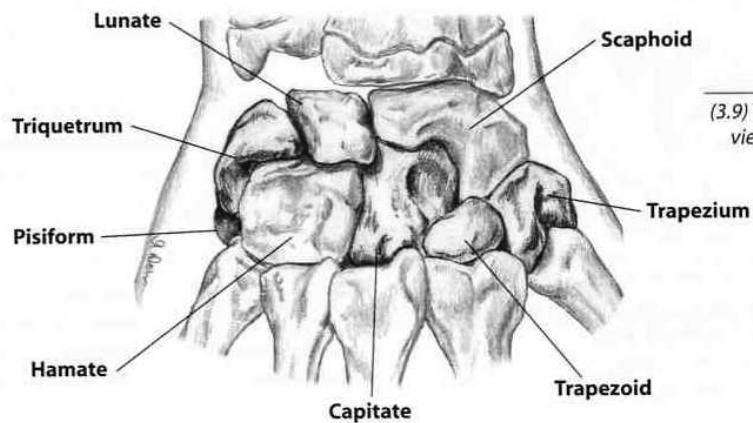
Bones of the Forearm and Hands



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

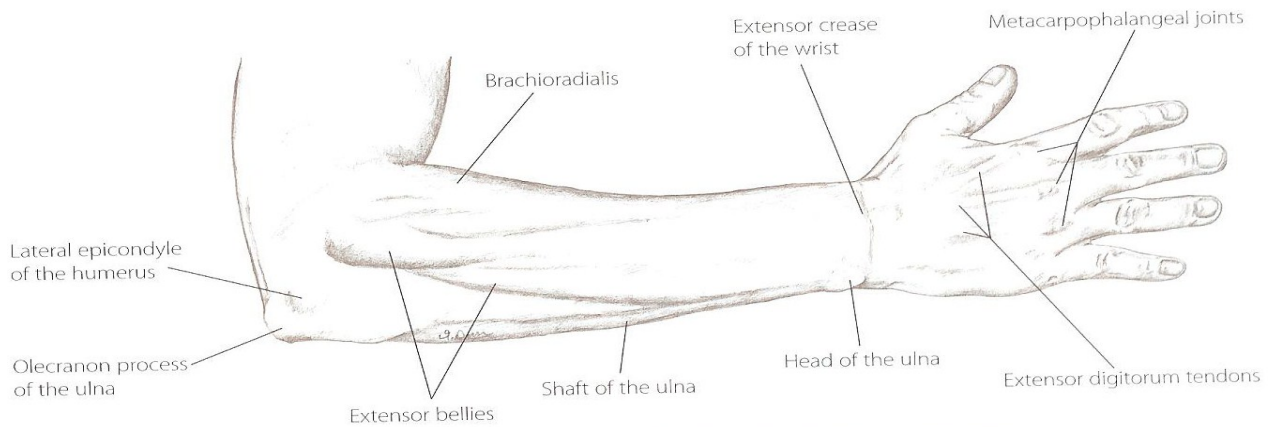


(3.8) Posterior (dorsal) view of right forearm and hand

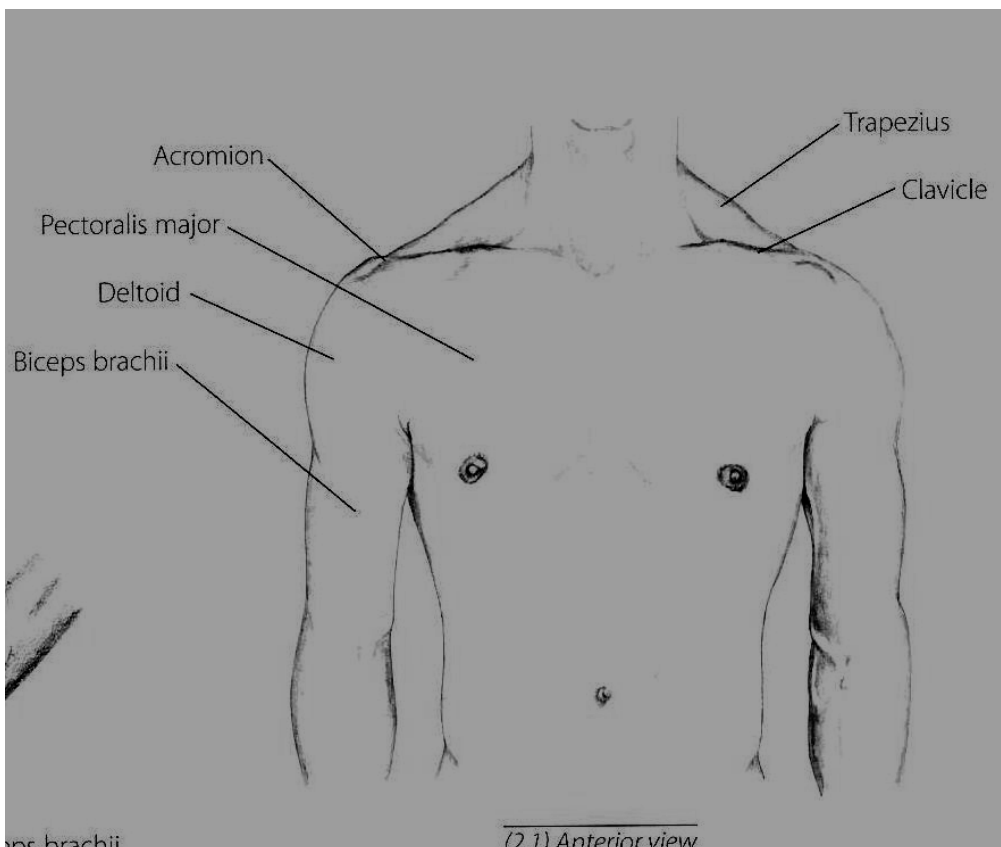


(3.9) The carpals (dorsal view of right hand)

Position of the Lateral Epicondyle & Acromion Process

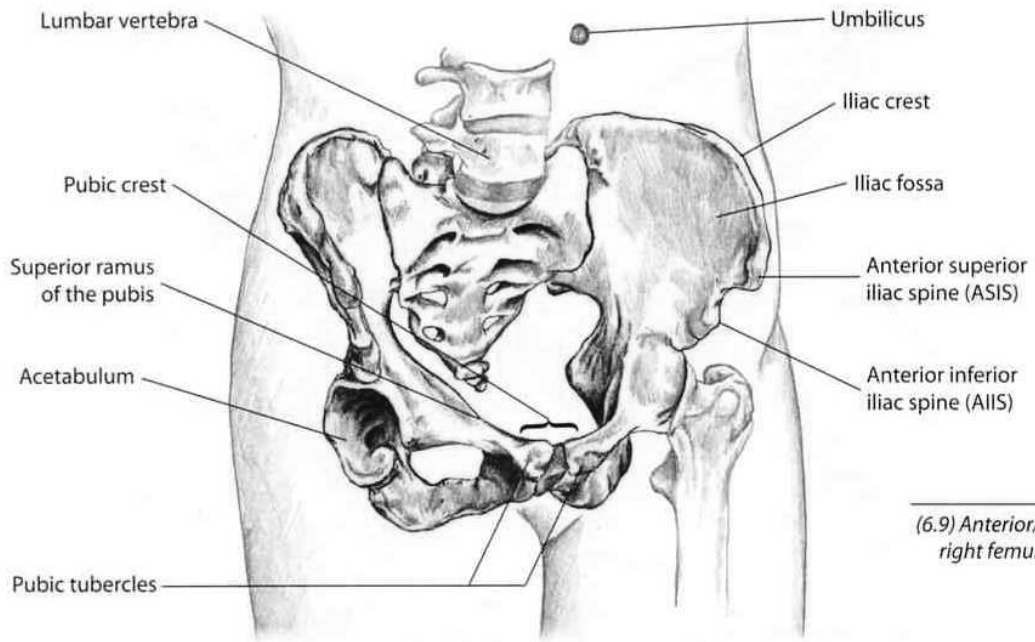


(3.1) Lateral view of right forearm and hand

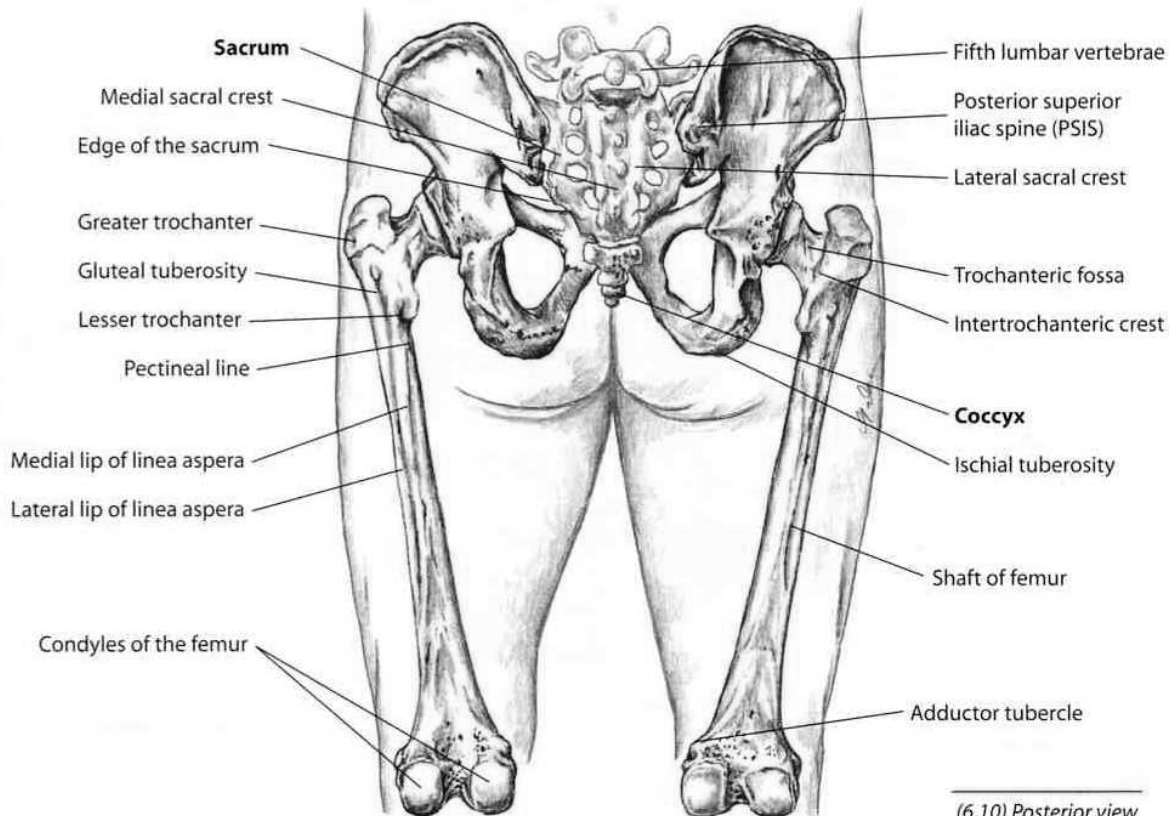


(2.1) Anterior view

Bones of the Hip

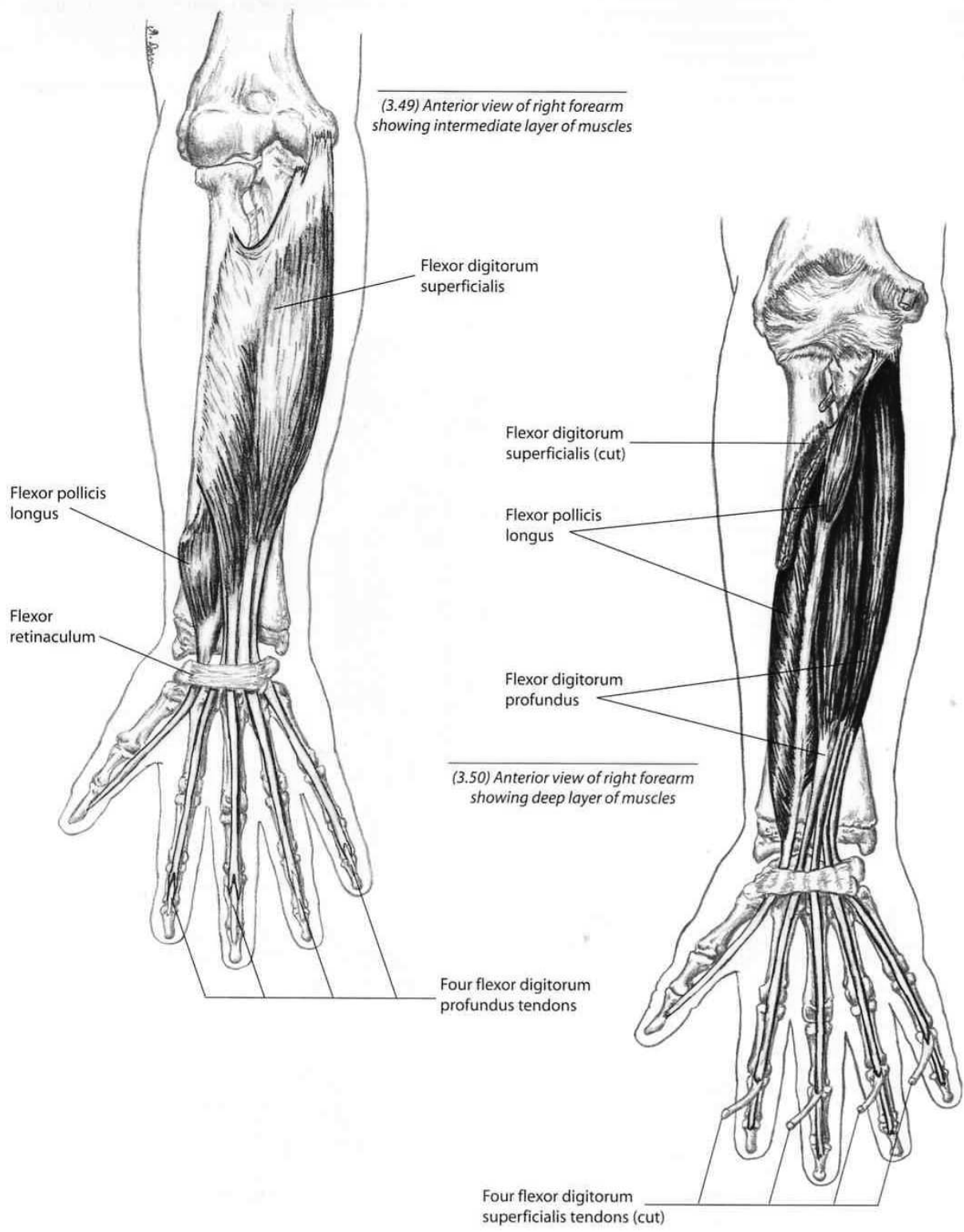


(6.9) Anterior/lateral view, right femur removed



(6.10) Posterior view

Muscles of the Forearm and Hands



Massage Sequence

Sequence of Stone Therapy Massage

© Anna Joti Low

- ALWAYS OFFER HOT STONES TO THE BODY WITH THE BACK OF YOUR HAND FIRST AND WITH FIRM MOVING PRESSURE ALONG THE AREA IN WHICH YOU WISH TO SHARE THE WARMTH. FLIP YOUR STONES REGULARLY.
- TELL CLIENT WHEN YOU WISH TO INTRODUCE COLD STONES – “DEEP BREATH IN AND “THIS IS COLD”

- **Prepare equipment and room**
- **Complete consultation**
- **Client gets on couch and cover with towels (Supine / Face Up) Sanitize hands**
- **Connect with client**

- **Front of body**
- Bring all 4 large stones for front of body Chakra Placement (Grandma, Grandpa plus another 2 large)...**and** 10-12 Spinal Layout stones, out of tank on to towel. Butterfly plus 6/8.. select Hand Stones
- and ask client to sit up..
- Put muslin down.
- Arrange spinal layout 10-12 stones Lumbar to cervical and Hand Stones....cover with muslin.
 - Lie client down and straighten towels. Ensure client is comfortable. Make lip fold.
- Bring the 4 large and the third eye stones to the cave. (3rd eye next to head)
- Place hot charkra stones and crystals on chakra points. Root to crown.

- **Front of legs**
- Bring 4 medium hot stones to foot of couch
 - Uncover and oil (Left leg)
 - Effleurage, petrissage and kneading. Lower leg to top.
 - No stone on bone!
 - Flip stones and tuck
- **Repeat on other leg**
- **Insert toe stones**

- **Arms**
- Bring 2 stones to couch.
- Remove existing hand stones
- Uncover & oil
- Effleurage..One stone at a time. tuck under shoulder and leave in hand.
- Use your hands and stones to massage

- **Face neck and shoulders**
- Remove third eye stone. Seal. Remove higher heart and trapezius stones.
- Bring 4 hot and 2 cold stones placed to the side of head. (small stones)
- Oil and effleurage shoulders.
- Side stretch neck, petrissage trapezius. Both sides
- **Face massage**
- Use warm and cold stones on face as well as hands and fingers.
- **Scalp massage**
- Petrissage scalp with small warm stones.
- **Remove all tucked stones, toes and hand stones.**
- **Remove chakra stones. Heart to Root. Seal**
- **Sit client up and remove spinal layout**
- **Insert head rest**
- **Good towel technique – turn client over.**
- **Place Grandpa on Sacrum**
- **Place 3/4 large hot & cold stones down the spine over towel**
- **Back of legs**
- Same process as front of legs
- Effleurage, petrissage and kneading. Lower leg to top
- Flip and tuck
- End at feet cover with towel
- **Repeat on opposite leg**
- **Remove stones from spine**
- **Bring 4/6 medium stones out of the tank and towel dry (use spoon) leave on towel.**
- **Followed by further hot and cold as you alternate temperature.**
- **Back**
- Uncover and oil back
effleurage, petrissage, knead & piezoelectric. –
- If stones are too hot, massage with hands transferring heat as you wait for them to cool. OR dip in to bowl of cold water.
- Flip working stones. And tuck when stones are used. Stones can be placed in hands.
- Use some cold around trapezius and neck, good firm pressure. – the a further 2 hot medium stones.
- Do not Massage over bony areas!
- Closing massage with hands.
- Remove tucked stones & cover client with towel
- **Remove tucked stones from legs and return all stones to tank.**

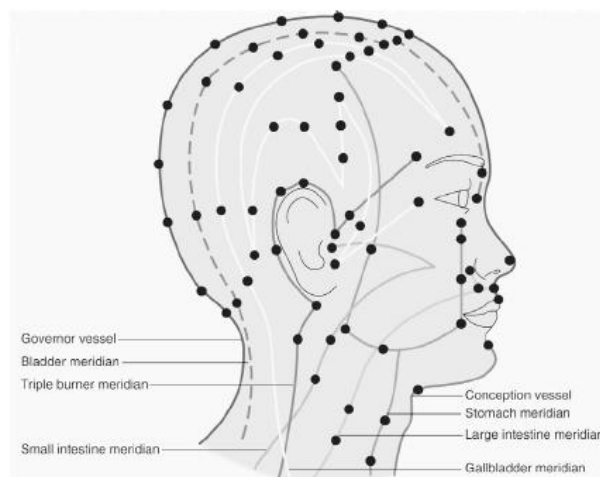
What are Meridian Lines and what is Meridian Energy?

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	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

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.

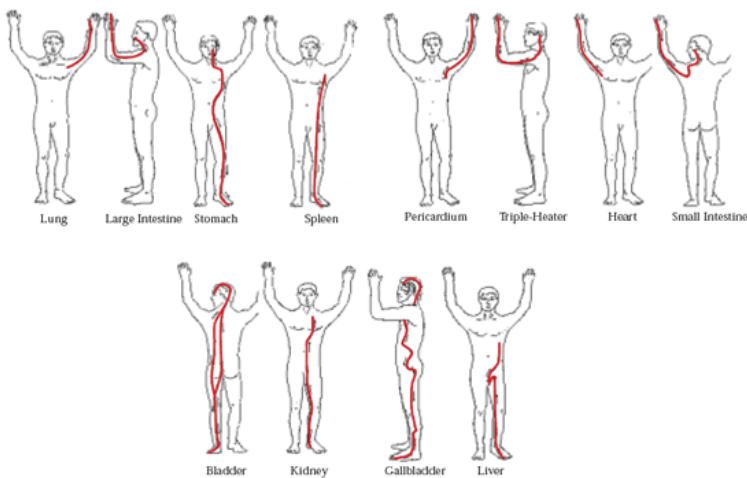
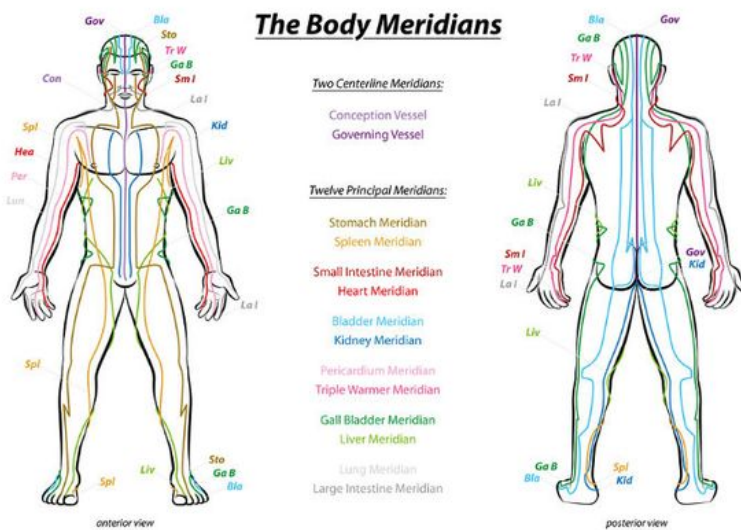
BL60

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.

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:

LaStone Manual by Jane Scrivner and Mary Nelson

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

Balens

<http://www.balens.co.uk>

Holistic Insurance Services

<https://www.holisticinsurance.co.uk>

Towergate

<https://www.towergateinsurance.co.uk>

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

Thank you for attending this course.

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