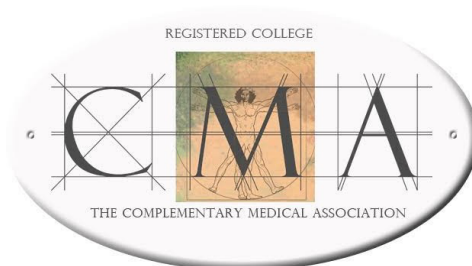
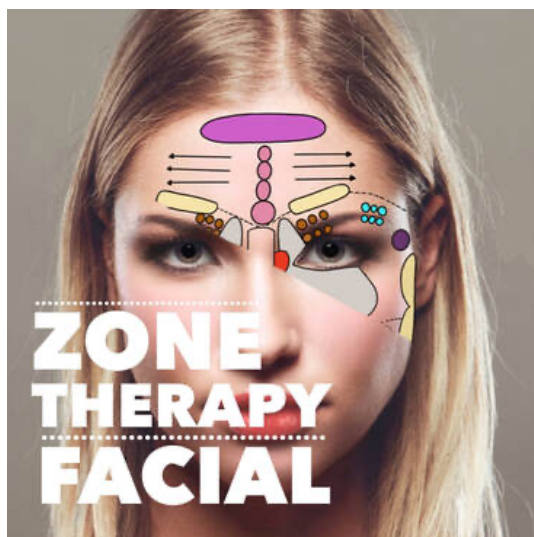




The School of Fine Tuning Zone Therapy Facial 2020



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COVID-19 Participation Guidelines for Students and Models Methods of Practice

- Please complete the **COVID-19 Disclaimer** attached 24hrs before you arrive and either bring with you. There will be one on arrival for your model, or forward the form attached to them. Thank you so much.
- You will be welcomed without any contact on arrival.
- I will take your temperature with the no contact thermometer.
- Please remove your shoes at the door and leave in the porch/hallway.
- Please remove your coat/bags and place in the lined basket provided in the hall.
- You will then be invited to wash your hands.
- You may use my downstairs bathroom for your own exclusive use. This will be sanitised before you arrive and after you leave. Paper towels provided.
- Hand sanitiser will be available for your use.
- You and your model may wear a face covering if you wish, I will provide one for you, or you can bring your own. (Mask and / Or Visor for close contact work)
- I will wear a face covering and apron where necessary. If you would like to wear an apron, I have spare.
- You will then be invited into the training room where we will sit a metre apart.
- I will demonstrate on your model and you will practice on your model or one other student. (PPE for close Contact)
- Please bring your own hot cup container for tea (sealed tea bags provided) or bring your own flask of hot drink. Hot water will be available.
- Please bring your own water bottle.
- Please bring your own lunch, or, you can go out for lunch, on return you will be asked to re sanitise your hands and remove your shoes and coat.
- Please note that at present training days are 1:1 or no more than two students, for our safety.

Thank you so much for your co-operation and understanding during this time, we will have a wonderful day and I very much look forward to welcoming you to The School of Fine Tuning.

Anna Joti Low

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



What Is Zone Therapy Facial ..?

The History of Zone Therapy

The History of Reflexology talks about ancient therapies used for healing our body without medicines. Reflexology was one such form of treatment in India and China, which was practiced over 5000 years ago. A similar therapy was practiced in ancient Egypt too. The great Florentine Sculptor, Cellini (1500-1571 AD) exerted strong pressure on his toes and fingers to relieve pain anywhere in the body with remarkable success.



Picture Credit: Joannaspriggs

In central European countries, similar methods were described by Dr. Adamus and Dr. A'Tatis in 1582 AD. At the same time, Dr. Ball of Leipzig (Germany) published a booklet describing the treatment of organs through pressure points. The twentieth American President W. Garfield (1831-1881 AD) was able to alleviate the pains he had after an assassination attempt on his life. Before applying these pressure points in various surfaces of his body, he used various medicines which couldn't give him any relief.

Another exponent of pressure therapy was Dr. H. Bressler. Dr. Bressler's work and success generated a lot of interest in Dr. William Fitzgerald (1872-1942 AD). Dr. Fitzgerald graduated in medicine from the University of Vermont in 1895. For two years he was on the staff of Central London Ears, Nose and Throat Hospital. Later, he started practicing as a physician at the Boston City Hospital and as a laryngologist at St. Francis ENT Hospital in Hartford, Connecticut. It was in 1902 AD, while he was the head of ENT Department that he was drawn to pressure therapy. He started working on toes and fingers of his patients to quickly realize that this produced considerable analgesia and relieved headaches, earaches, tummy aches etc.



Dr. William H. Fitzgerald

While other doctors like H. Bressler had employed pressure therapy infrequently on a few patients, Dr. Fitzgerald started to employ it methodically on most of the patients who came to him. He achieved great success in his endeavors. He took great pains to make this therapy, known to doctors. Therefore, Dr. Fitzgerald can be considered the re-discoverer of Reflexology, as he gave it a fresh lease of life.

Dr. Fitzgerald evolved a theory that divided the human body longitudinally into five zones on the left and five zones on the right. He had realized that any problem of an organ lying in one particular zone could be treated by applying pressure somewhere else within the same zone.

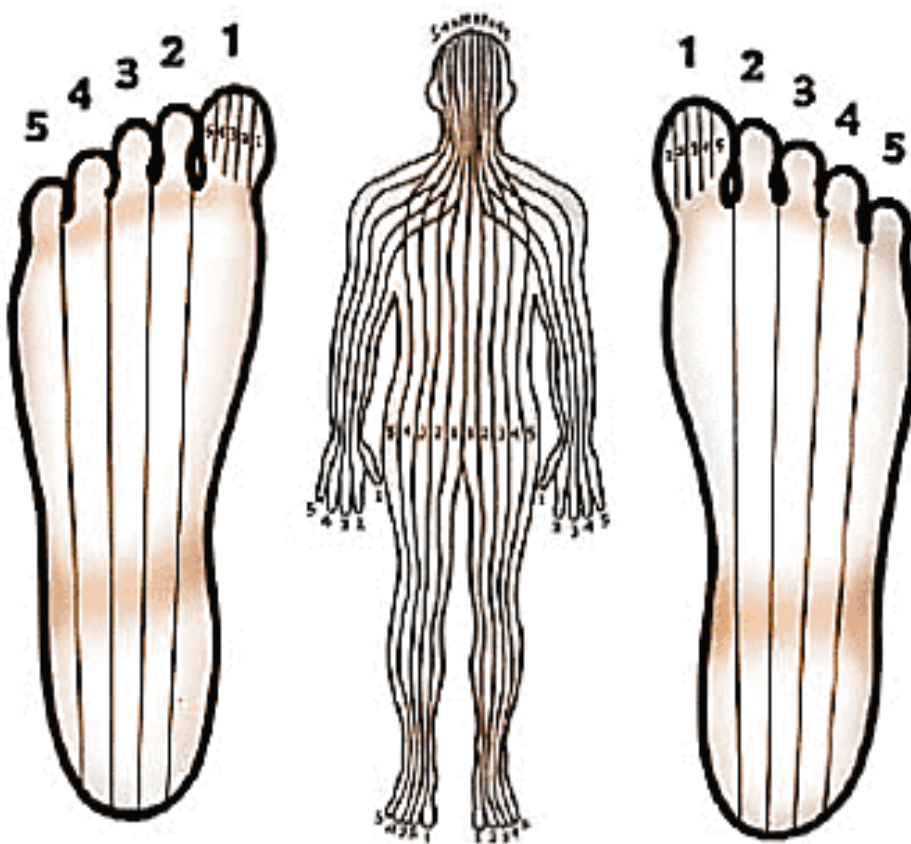
Zone Therapy was further popularized by Dr. Edwin Bowers MD, an early associate of Dr. Fitzgerald. He developed a unique and startling method for convincing his colleagues about the validity of zone therapy. He would apply pressure to a colleague's hand and then stick a pin in the corresponding area (zone) of his face anaesthetized by the pressure. Such dramatic proof made believers out of those who witnessed it. Along with Dr. Fitzgerald, Dr. Bowers brought out the first book on pressure therapy entitled 'Zone Therapy'. It contained therapeutic recommendations and guidelines for doctors, dentists, gynecologists, ENT specialists and others.

Reflex Zone Therapy was given further impetus by Dr. George White and Dr. Joseph Riley.

Working in Dr. Riley's office was a therapist, Eunice Ingham. She had seen Dr. Riley working on patients hands. If pressing on hands can influenced internal organs, pressing on soles should also produce similar effects, she thought. Driven with this idea, she began probing the feet of all persons she came across, finding a tender spot and correlating it with the diseased internal organ. Such careful study enabled her to map the entire human body on the soles of the two feet. Dr. Fitzgerald divided each foot into five longitudinal zones; Eunice Ingham further subdivided it (with the help of three lines into four transverse zones).

Though the history of reflexology is never ending, the above information is completely enough to know the importance of reflexology, reflexology pressure points and techniques.

The history of reflexology talks about many hidden *reflexology zones in human body*. Zone theory is the basis of Reflexology, and Zones are a system for formulating relationships between various parts of the body. Zones are considered to be some guidelines or markers linking one part of the body to another. There are ten equal longitudinal (vertical) zones running throughout the length of our body from the top to toe of our body. On soles, each toe will be a part of one particular zone, and it should be noted that a zone is not a surface marking. In fact, it runs through the body much like an arrow piercing from the front and emerging from the back. In other words, zones can be compared to slices of bread, where each big toe not only represents a zone part, but also represents one half of the head (all five zones).



10 corresponding Body Zones can be mapped on the feet

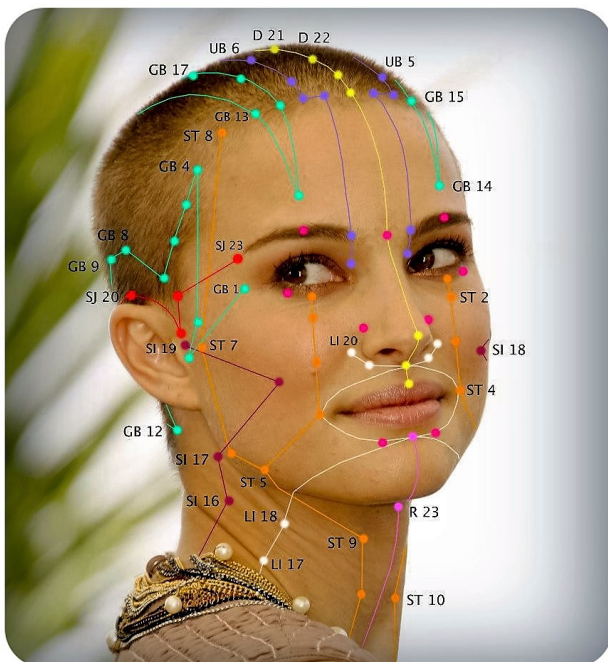
Reflexology Zones in Human Body:

Dr. Fitzgerald mentioned a lot of benefits with reflexology, and propounded a theory which says anything which is wrong in any part of a zone will affect the entire zone. This is seen mostly throughout the length of the body. Sensitivity or tenderness/pain point in a specific spot on the foot tells us that something is wrong in some part of the zone. According to Dr. Fitzgerald, a particular organ or a part of the body could be completely influenced through a toe, which corresponds to the same zone. Later, few experiments revealed that stimulation of toes did not always serve the purpose adequately. For a more certain treatment of various organs, specific parts of foot, along the entire soles, called for stimulation. This gave rise to the concept of lateral (horizontal) zones. These are the most important concepts of *reflexology zones in human body*.

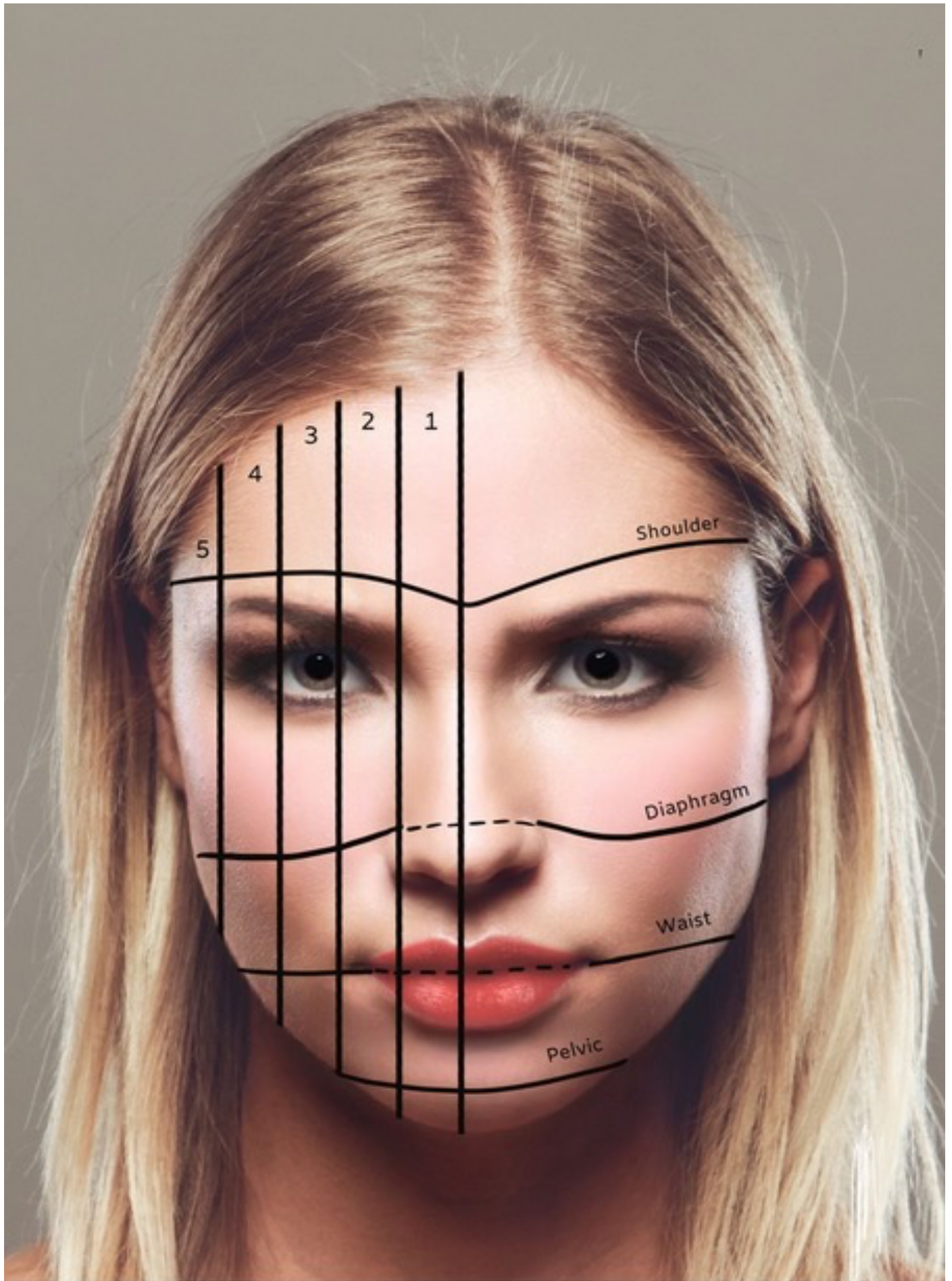
With this principle and theory, the zones also extend and are presented on the Face !!

Compared to the normal medicines, there are *many* benefits of reflexology treatment. The History of reflexology talks about most powerful methods of hand, foot pressure points and now we can include the Face !!.

A Reflexology treatment results into a restoration of homoeostasis i.e., to say an internal equilibrium rebalanced. Organs and glands start working optimally and harmoniously after the reflexology treatment. Reflex Zone Therapy also relieves mental and physical stress. This is an important gain considering the fact that in modern times, most disorders are the direct or indirect results of stress. Reflexology stimulates the body's immune system i.e., it strengthens the body's natural resistance. Its resistance is strengthened, the body can prevent or repel any disease.



The Longitudinal and Horizontal Zones of The Face



Benefits of Reflexology Treatment – How it works !!!

When the mind, body and soul are positioned into a state of profound relaxation and surrender, the energetic bio field restores itself, therefore the list of benefits are endless.

As we stimulate and massage the point of the face within the zones, an energetic message is transmitted along the zone channels to release and unblock any stagnation. There are also the neural pathways, from the brain and cranial and skeletal nerves, that transmit information that enable the body to completely relax, restore and renew itself.

We NEVER DIAGNOSE our client's conditions.

Arthritis, backache

Colds

Constipation

IBS and leaky Gut

Cough

Diarrhea

Dizziness

Ear disorders

Eye disorders

Flatulence (gas)

Giddiness

Headache

Hyperacidity

Indigestion

Insomnia

Menstrual disorders

Mental tensions

Migraine

Nose disorders

Painful disorders

Painful joints

Sinusitis

Sore throat

Thyroid disorders

Tonsillitis

Toothache

Reflexology should be tried (and frequently gives good results) in disorders with vague symptoms like a feeling of lethargy, chronic fatigue, pain in bones, muscular tension etc..

Moreover, Reflexology should form an essential part of treatment of all such conditions which have no satisfactory medical solution, or which are considered incurable and, therefore, require to be treated throughout life. Such diseases include high blood pressure, diabetes mellitus, asthma, rheumatoid arthritis, osteo-arthritis, atherosclerosis, disseminated sclerosis, emphysema, jaundice, systemic lupus erythematosus, etc. Just like the benefits of reflexology treatment, there are also limitations of Reflexology Treatment.

Additional Benefits

Greater health and well-being

Improved blood and lymph and Qi flow to the Face

Waste and toxin removal

Faster healing

Improved circulation

Greater vitality

Boosted immune response

Improve blood flow

Improve immunity by increasing lymphatic output

Reduce inflammation

Calm the nervous system

Provide relaxation

Improve overall wellbeing

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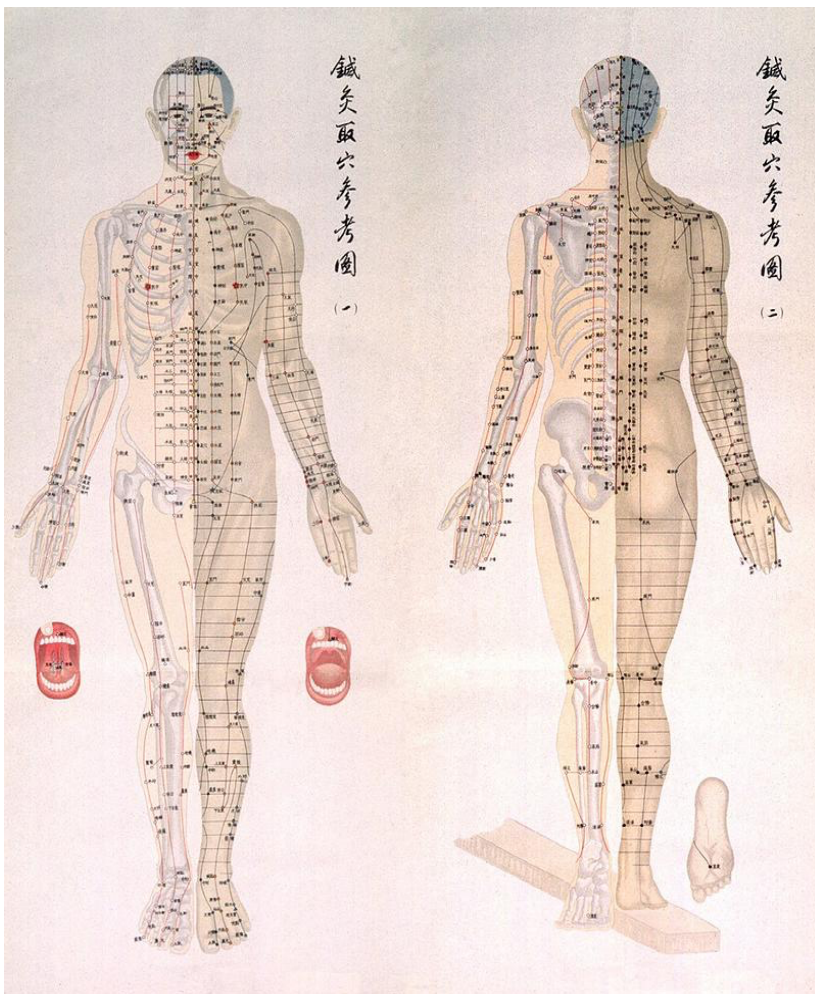
Meridian Channels of the Body and Face

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 electromagnetic 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!



Rose Quartz Gua Sha Tools for Zone Therapy Facial



Gua Sha is a natural, alternative therapy that involves scraping your skin with a massage tool to improve your circulation. This ancient Chinese healing technique may offer a unique approach to better health, addressing issues like chronic pain. In gua sha, the therapist “scrapes” your face with short or long strokes to stimulate microcirculation of the soft tissue, which increases blood flow. They make these strokes with a smooth-edged instrument known as a gua sha massage tool. The technician applies massage oil to your face, and then uses the tool to repeatedly scrape your skin in an up, out and downward motion.

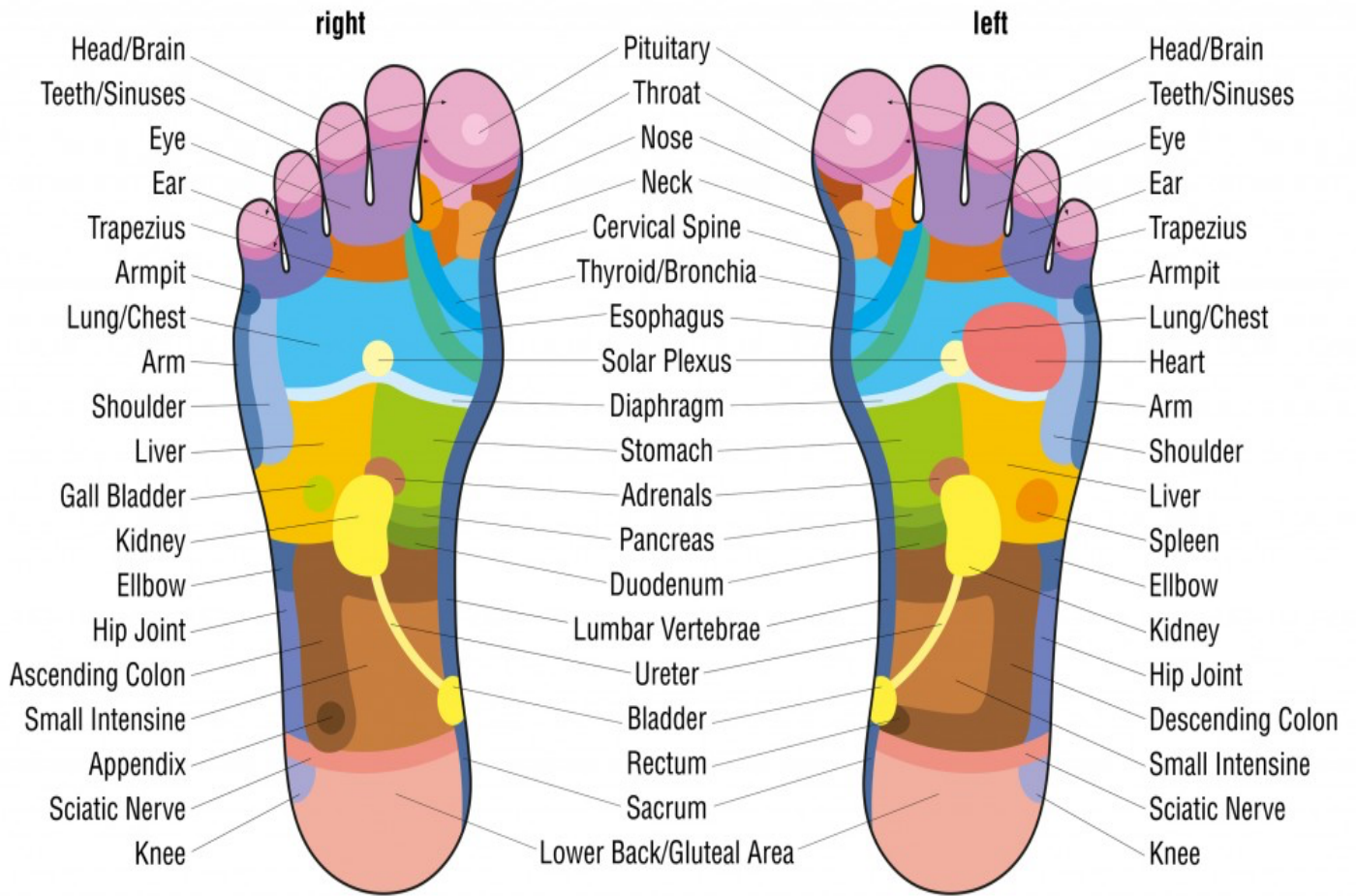
Gua sha is intended to address stagnant energy, called chi, in the body that practitioners believe may be responsible for inflammation. Inflammation is the underlying cause of several conditions associated with chronic pain. Rubbing the skin’s surface is thought to help break up this energy, reduce inflammation,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

Also in the face, there are numerous lymphatic nodes and capillaries, this draining technique aids lymphatic drainage and purification of the blood.

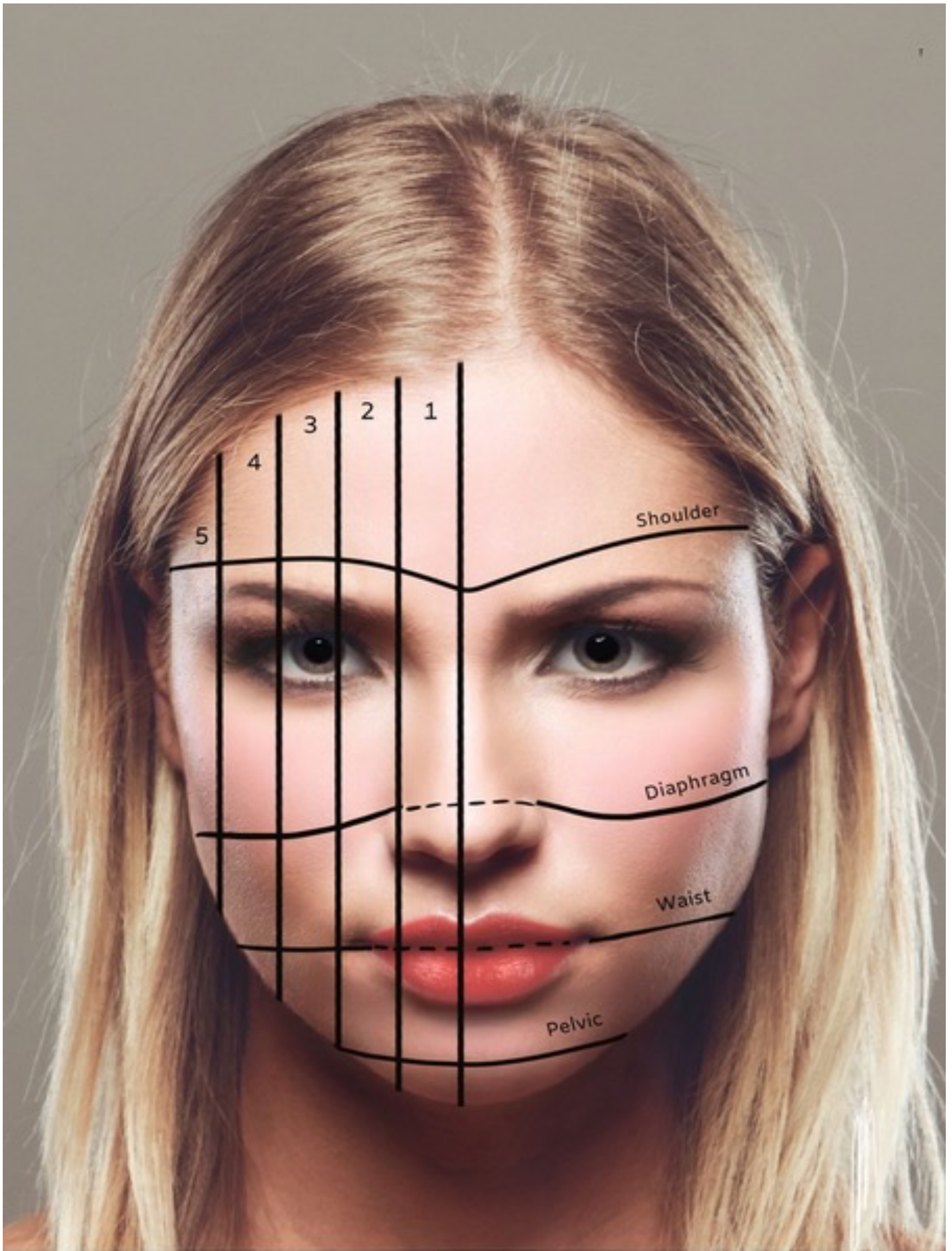
Gua Sha is generally performed on a person’s back, buttocks, neck, arms, and legs. A gentle version of it is even used on the face as a facial technique. Therapists may apply mild pressure, and gradually increase intensity to determine how much force you can handle.

This wonderful tool also helps to assist in this wonderful treatment.

Foot Reflexology Chart



Eunice Ingham (1889 – 1974). Eunice Ingham extended the work of Dr Fitzgerald and painstakingly mapped the feet with all the corresponding organs and glands of the body. She was a real pioneer who was determined to help people to help themselves, if their doctor was not using reflexology. In the early years, she worked with doctors to prove her findings and to demonstrate to them that reflexology was a useful diagnostic too.



Draw Where You Think the Map of the Body would go on this Face.

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 lightheaded.

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

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 Zone Therapy Facial, 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 too 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.

Chinese Face Mapping

Like other forms of divination, Chinese face reading has been around for thousands of years. The earliest records of its use date from the time of the Yellow Emperor (2697-2598 BCE), although it has been practised long before that.

“Most of us, intuitively, already know how to read faces, even though we might not be aware of it,” reveals Chinese astrologer and feng shui master Ting-Foon Chik. “Face reading gives a system to analyse the different facial features. That can tell you about character, the past, present and future.”

To help you figure out what your face is the world, here is a beginner’s guide to Chinese face reading from Foon.

Facial zones

If you're trying to read your own face, sit in a well-lit room and look into a mirror. It's important that you see your face clearly. Foon suggests doing face reading with a friend, so you can read each other's faces and learn more about each another.

Divide your face into three zones: the upper zone from the top of your forehead to the top of the eyebrow; the middle zone from the eyebrow to the tip of your nose; and the lower zone from the nose to the chin.

The upper zone represents your youth and refers to the senior generation (your parents, for example). The middle zone represents your middle age and your own personal life; while the lower zone represents your later years and the younger generation (your children).

If the upper zone, the forehead, is the widest area, that usually indicates someone who's had a very happy childhood. A very big lower zone or chin area indicates life will be much better when you're older. Most people, though, would tend to have the middle zone as the largest area.

Imagine drawing a vertical line down the middle of your face. The left side of your face is considered yang and the right side yin. If you're a woman, the left side of the face relates to men and the right to yourself. For men, it's the other way around.

Facial features

The eyes indicate the spirit of the face. They show the state of your mind. Are your eyes clear and bright or are they dim and tired? Chinese doctors practising traditional Chinese medicine use the eyes to diagnose some illnesses because they reflect your energy or qi levels.

Check how far apart your eyes are. If you can imagine putting one eye's width between your two eyes, then the space between your eyes is normal. People with eyes that are farther apart tend to be very laid-back and relaxed. People whose eyes are close together tend to be highly focused.

The bridge of the nose represents health while the tip represents wealth. In face reading, big noses are a sign of health and vitality. The forehead indicates career.

The lips often reflect relationships. People with thin, narrow lips tend to be argumentative while people with well-shaped, round lips are generally much more charming in their conversation. The lips can show if somebody will speak sweetly or sharply.

A firm chin that slightly turns up will help a person hang on to his wealth. This is because the chin helps “catch” the wealth from the tip of the nose.

Facial shapes

There are five basic face shapes that correspond to the five elements in Chinese metaphysics.

The round face is considered a water-shape face. It's important not only that the face is round but that it is plump and fleshy. Those who have water-shape faces tend to be flexible and adaptable. They have a strong drive for power and money but are also generally seen as sympathetic.

People with long, thin faces are said to have a wood-shape face. They tend to be a little lonely, preferring their own company to others'. They are ambitious and want to succeed.

People with pointed chins are considered to have fire-shape face. As fire implies, these people can be quite hot-tempered and fiery; but equally, they can be extraordinarily strong and have a lot of physical courage.

An earth-shape face is thick and heavy, a very full face that's slightly wide. People with earth-shape faces have a steady and calm nature but they can be quite aggressive and secretive.

A metal-shape face is more square than anything else. Metal faces suggest strength, firmness and fighting spirit. People with metal faces tend to be well-balanced.

Imperfections

A face that is smooth, clear and bright is considered auspicious. Indentations, scars and moles are considered inauspicious.

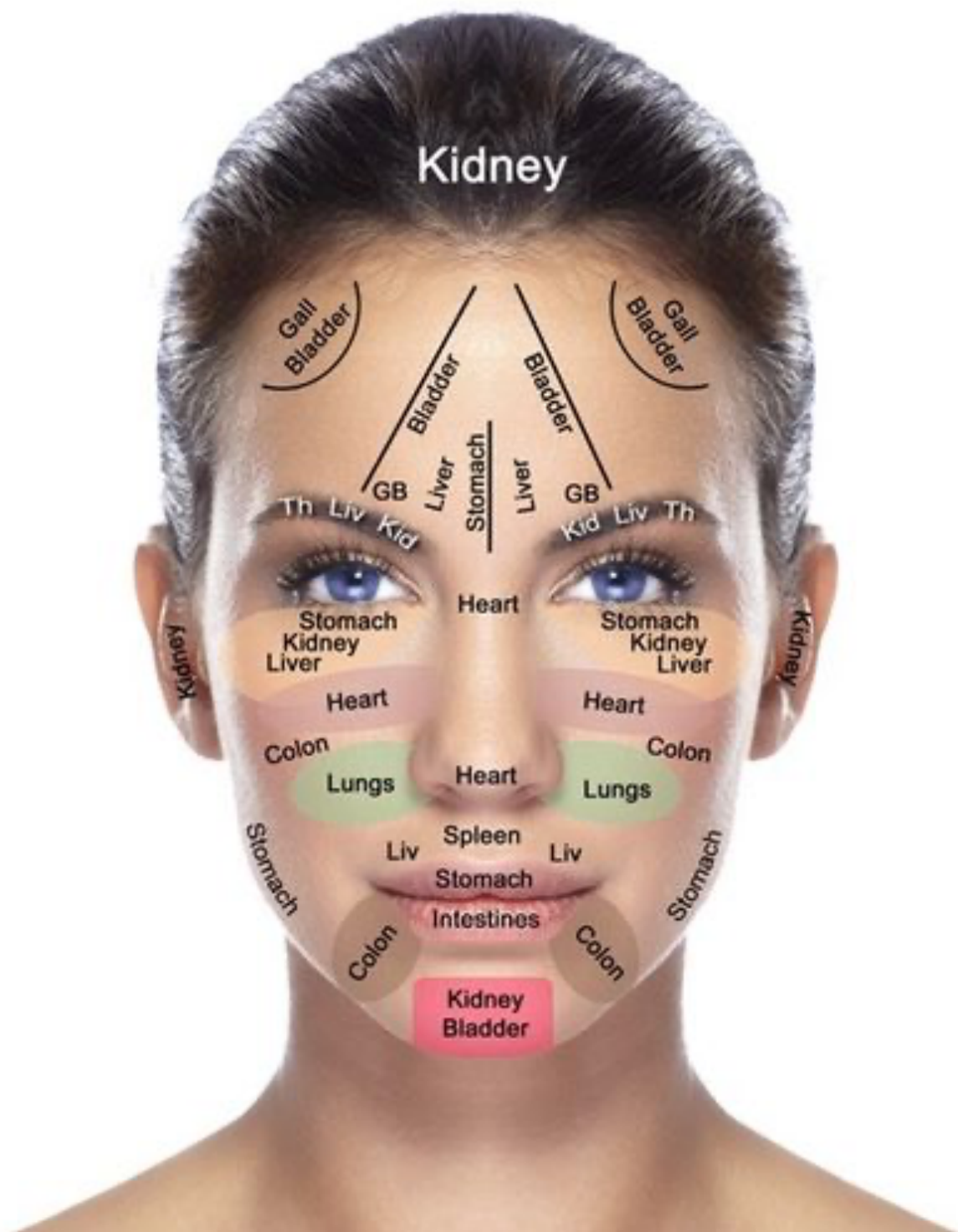
Scars are considered unfortunate because it indicates bad luck relative to the area of life at a certain age. If you have scars, you can try to make them blend in more to help change your luck.

Moles can mean different things for men and women. A red, rosy mole has a different effect on your luck than a dark mole. Hairs on the mole can also counteract its effects.

A mole on the tip of your nose is considered bad luck for money. If you have that feature, don't gamble.

Remember that these tips are broad guidelines. For an accurate face reading, contact a professional practitioner.

Chinese Facial Reflexology Mapping



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.

Sensitivities

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

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

Empathy

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

Preparing your Working Area

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

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

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

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

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

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

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

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

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

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

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

Bringing in the balance – Looking after yourself:

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

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

The Importance of Consultations

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

Client Record, Consultation and Treatment Plan

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

The aims of a consultation are to:

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.

Notes:

Notes

Private & Confidential Client Consultation Form

| | | |
|---|------------------------------|------------------------------|
| Client Details | | |
| Client Ref: | Telephone Number: | |
| Address: | Mobile Number: | |
| | Occupation: | |
| Postcode: | Date of Birth: | |
| Email: | Gender: | |
| Medical History | | |
| Do you or have Restrictive - Cuts and abrasion, Diabetes II, Epilepsy, Hernia, Neck problems, Varicose veins, Asthma, Sunburn, Migraine, Excessive Erythema. Prevents: Epilepsy, Impetigo, Herpes Simplex, Zoster, Fungal, Allergies of the skin, currently undergoing Chemotherapy or Radiotherapy, Hypertension, Hypotension, Deep vein Thrombosis, Pregnancy, Diabetes I, Severe Varicose Veins, Clinical Obesity. | | |
| Allergies: | Addictions: | |
| Phobias: | Women ~ Date of last period: | |
| What therapies have you experienced to date? | | |
| GP Referral Required? | GP Name: | |
| Practice Name: | Telephone Number: | |
| Address: | | |
| General Health/Lifestyle | | |
| General Health: | | |
| Energy Levels: | | |
| Stress Levels: | | |
| Sleeping Patterns: | Hours per day: | |
| Medication: | Self Care | |
| Diet: | | |
| Alcohol: units per week | Water: litres per day | Smoker: Yes/No per day |
| Hobbies, relaxation and exercise (type/frequency): | | |
| Additional Comments: | | |
| CLIENT STATEMENT & AGREEMENT | | |
| <p>I acknowledge that all the information on this consultation sheet above my signature is accurate and correct to the best of my knowledge. I accept full and complete responsibility for my own emotional and/or physical well-being both during and after this therapy and/or training session. I agree to inform the therapist of any changes to my circumstances during any subsequent treatments. I realise that any advice given to me to carry out between sessions is important and I agree to make every effort to carry this out. I understand that no claim to cure has been made and realize that treatments should not replace conventional treatments.</p> | | |
| Signed: (Client) Date: | | |

Skin Type:

Oily

Dry

Combination

Sensitive

Mature

Daily skin care routine- products normally used:

Cleanser

Toner

Moisturiser

Exfoliator

Mask

Other, e.g. eye cream, serum etc:

Skin conditions-

Eczema

Dermatitis

Psoriasis

Acne

Cuts/ abrasions/broken skin

Bruising or Swelling

Recent scar tissue

Skin Tags

Milia

Other

Contra-indications:

Skin allergies:

Skin infections:

Recent Botox or Fillers:

Conditions that may restrict treatment

Aftercare Advice

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

Drink plenty of fresh water

Reduce your caffeine and sugar intake

Avoid heavy alcohol consumption for 24 hours

Take some time to relax

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

Frequent visits to the toilet to enable the body to flush out waste

Runny nose and/or cough as the body clears toxins

Slight rash as the skin rebalances and expels toxins

Perspiration - another way that the body can excrete waste

Conditions which have been suppressed may flare up temporarily before they heal

Deep sleep or difficulty sleeping and vivid dreams

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

If anything should persist, recommend a visit to their GP

Health & Safety Guidelines for Therapists

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

Health & Safety (H&S) applies to everyone in every industry, including those of us who are therapists. It is vital therefore to ensure that we provide a safe environment for clients.

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

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

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

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

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

Moving or handling awkward or heavy loads or objects

Using electrical equipment or equipment that heats or freezes.

Using hazardous substances, materials or chemicals, especially those which can affect the skin.

Ensuring we wear personal protective equipment where necessary

Working with computers and working in front of screens

First Aid training

RIDDOR (Reporting of Diseases & Dangerous Occurrences Regulations) 1995.

Further information: Health and safety law: what you should know-

www.hse.gov.uk/pubns/law.pdf

Moving or Handling Loads

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

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

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

Using Electrical Equipment

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

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

Things to look out for:

Trailing wires should be tucked away safely

Be alert for damage to outer covering of leads or plugs

Plugs must be correctly wired and must grip the cable properly

Ensure electrical equipment is regularly maintained/serviced

Look out for loose screws or equipment casing

Look out for burn marks or staining which suggests overheating

Further information:

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

Provision and Use of Work Equipment Regulations (PUWER) 1992

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

Further information: Using Work Equipment safely:

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

Using Hazardous Substances or Materials

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

Are they flammable, toxic or corrosive?

Do they give off fumes?

Are they stored safely? Eg; could children reach them easily?

Should I be wearing PPE when using or handling my work substances?

Has anyone reported feeling dizzy, headaches, sickness, skin rash/irritation or has suffered from an Asthma attack?

Are any hazardous chemicals or substances labelled correctly with black and orange labels, in line with *HSE COSHH regulations 2002*?

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

Control of substances hazardous to Health Regulations (COSHH) 1992

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

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

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Personal Protective Equipment at Work Regulations (PPE) 1992

This legislation requires employers to identify through a risk assessment activities, which require special protective equipment (Mask Visor, 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:

Deaths

Major Injuries, such as fractures, dislocations, amputations, burns (regardless of cause) loss of sight, electrocutions or resuscitation

Accidents resulting in over 3 day injury and or hospital treatment or hospitalisation

Communicable Diseases

Dangerous occurrences

Gas incidents

What do I need to do?

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

Who do I report to?

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

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

Data Protection Act: 2018

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

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

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

Anatomy and Physiology of the Body

The Circulatory system

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

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

The Nervous System

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

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

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

Spinal Cord

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

The Endocrine System

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

The Central Nervous System

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

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

The Digestive System

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

The Respiratory System

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

The Urinary System

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

Muscles

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

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

The Spine

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

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

The Lymphatic System

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

Main functions of lymphatic system are:

to collect and return interstitial fluid (between cells), including plasma protein to the blood and thus help maintain fluid balance,
to defend the body against disease by producing lymphocytes,
to absorb lipids (fats) from the intestine and transport them to the blood. There are lymph nodes.

Under your arms, in your armpits
In each groin (at the top of your legs)
In your neck
Your abdomen
Your pelvis
Your chest

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

Skin

Anatomy

- The skin is the largest organ of the body.
- Cells have an average life span of 19 – 34 days.
- The average person is covered by 2 ½ square yards of skin that weighs around 9 pounds.
- The average human grows about 1000 completely new outer skins during a lifetime.
- Red blood cells wear out at a rate of 3 million every second, requiring the body to make over 200 billion new ones every day.
- The body's entire supply of red blood cells is completely renewed every four months.
- Blood platelets last only 7-10 days in the body. They are one of the shortest-lived elements in the human body.

The Skin

Skin has two major tissue layers, The Epidermis, a thin layer of nonvascular tissue and the dermis, a dense layer of vascular connective tissue the subcutaneous layer (below the dermis) is a thick layer composed of fatty connective tissue that varies in thickness in each person.

A unique characteristic of the epidermis is its ability to regenerate tissue continuously. This process of shedding and renewing and renewing of epidermal tissue is called desquamation, taken from the Latin 'desquamatus' that means to scale off.

The outer layer of healthy skin is moist and approximately 10% water.

Intercellular cement is the lipid substance between the cells of the epidermis that keep the skin from dehydrating and helps to shield the skin from aggravating substances.

The layers of the epidermis have no blood vessels.

In order of their distance from the surface:

Stratum Corneum: Horny Layer: The outer layer of skin. This layer is the thickest of the epidermal layers and is exposed to the outer elements. The cells in this layer are dry and flat. This layer may have between 18-23 layers of flat dry cells that are cemented together by lipids, peptides, sebum and ceramides.

Stratum Lucidum: Is only present on the palms and soles of the feet. Thickness may vary from 0.5 to 0.8MM on the palms and soles of the feet and can be less than 0.1mm on the eyelids.

Stratum Granulosum: In this layer the lipids separate from the keratin (a non-living substance), and cells lose a considerable amount of fat and moisture. These cells are approximately 80% keratin and less than 20% water.

Stratum Spinosum: This layer is several layers thick and flattens out as it rises upward. It is called the spiny or prickle cell layer due to the spiky appearance of the cells.

Stratum Germinativum: The basal layer is the only living layer of the epidermis where mitosis takes place. Mitosis is the process by which body cells divide to form two identical cells. This layer of skin does not have any blood vessels in it. Melanin is also in this layer.

Layers of the Dermis

Papillary Layer: This Layer of skin is directly below the epidermis.

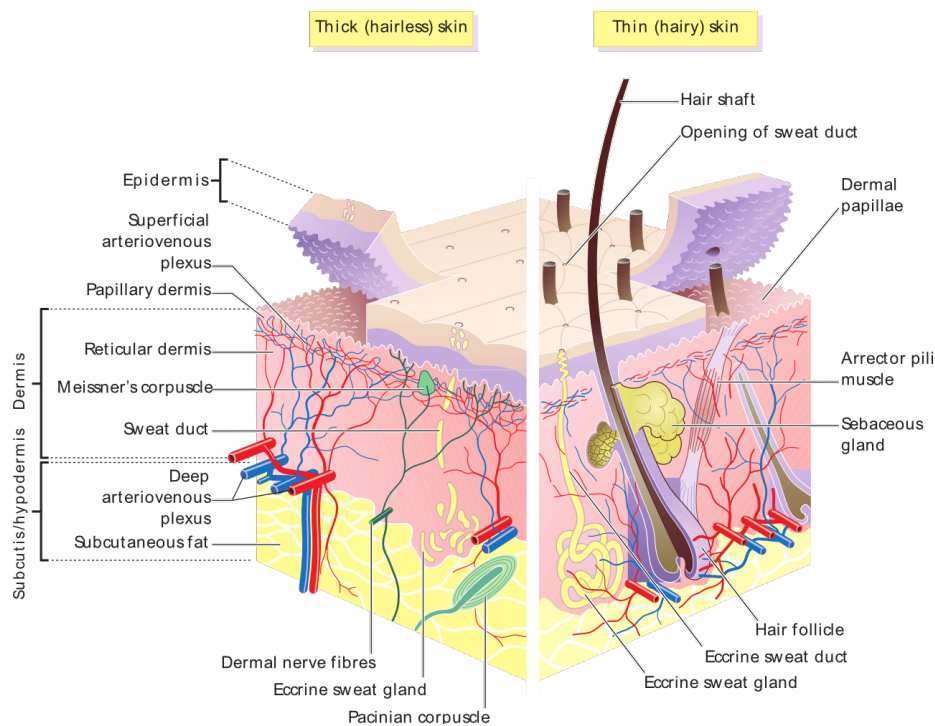
Reticular Layer: This Layer contains the following:

- Nerves.
- Lymph Vessels.
- Oil Glands.
- Elastin.
- Blood Vessels.
- Hair Follicles.

- Sweat Glands.
- Fat Cells.
- Arrector pili muscles.
- Collagen

One Square inch of skin contains:

- 9,500,000 Cells
- 65 Hairs
- 19-20 Yards of Blood Vessels
- 13 Sensory apparatuses for cold
- 19,500 Sensory cells at the ends of nerve fibres
- 1,300 nerve endings to record pain
- 650 Sweat glands
- 95-100 Sebaceous glands
- 78 sensory apparatuses for heat
- 78 yards of nerves
- 160-165 pressure apparatuses for the perception of tactile stimuli.



Skin Facts

- The skin guards the body from injury and bacterial invasion.
- The perceived colour of a person's skin depends on the intensity of the state of contraction or dilation of the superficial vessels and on the extent of oxygenation of the blood.
- Our skin has a limited capacity for absorption.
- Freckles are an uneven distribution of melanin in the epidermis.
- Skin is about 1mm thick on your eyelids, 3mm thick on the palms of your hands and the soles of your feet and about 2mm thick everywhere on the body.

- The nerve endings are small and separate so that sensation is distributed not uniformly but in small areas. Individuals who are insensitive to pain have defective development of certain nerve structures.
- When cells are injured, histamine (a chemical that dissolves protein) is released and these irritate the sensory nerve endings to cause varied degrees of discomfort.
- When ice is applied to the skin the capillaries constrict, less blood and histamine flows and pain is alleviated.
- When the skin is stroked firmly, the contractile cells of the vessels are mechanically stimulated, and capillary constriction produces immediate blanching. When these cells relax, the vessels dilate, and redness appears that flares to a small distance from the actual site of the stimulus. The flare depends on the integrity of nerve tissue and does not occur when the skin nerves have degenerated. If the stroke is injurious, histamine is released from damaged cells, water moves from the capillaries into the tissues and a swelling ensues. This is called a wheal and flare reaction or a hive.
- Keratin in the basal layer is a protein that aids in protecting the skin against invasion.

The Function of the Skin

The skin has many functions, these include:

Secretion – The skin secretes sebum from the underlying sebaceous glands. This natural oil helps to keep the skin supple.

Heat Regulation – The body temperature is regulated through the skin. Sweating helps to cool the skin, while shivering helps to warm the body up.

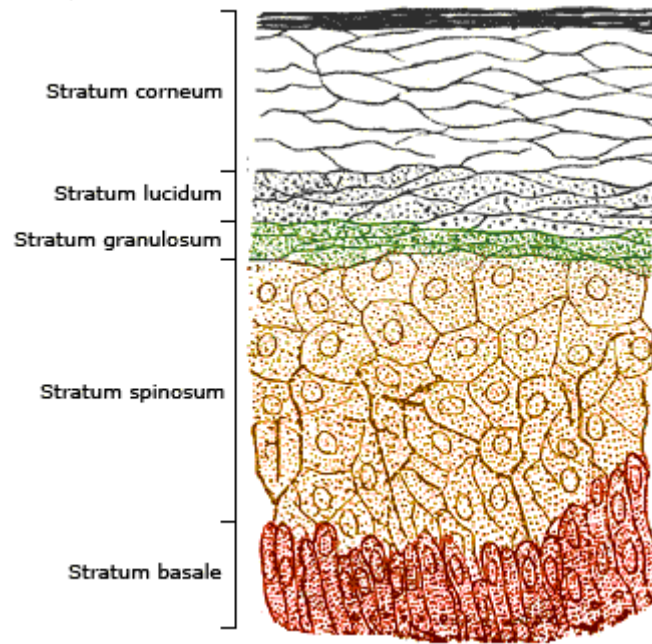
Absorption – Substances can be absorbed through the skin which can be transported into the blood stream.

Protection – The skin acts as a protective barrier against germs and bacteria. The skin also contains Melanocytes which produce Melanin, and this helps protect the skin against UV radiation.

Excretion – The skin contains sweat glands which help to excrete excess waste and toxins out of the body.

Sensation – The skin contains thousands of nerve endings which act as sensors for pain. Heat or cold.

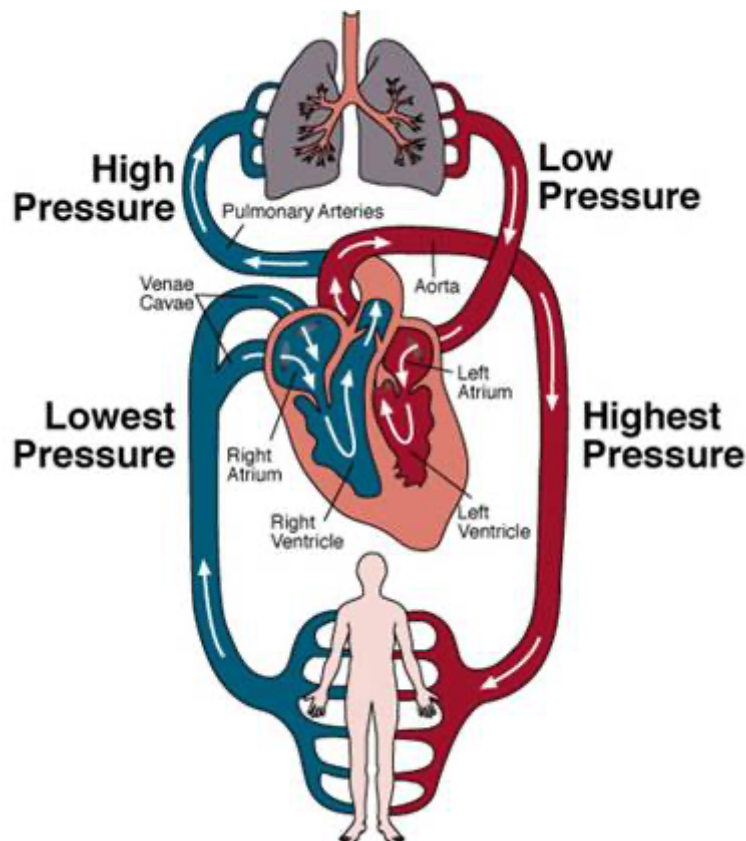
Vitamins – The skin helps make Vitamin D which is created by a chemical reaction to Sunlight



THE CIRCULATORY SYSTEM

The circulatory system is the system that is involved with passing vital substances around the body in order for cells to survive. Blood is pumped by the heart; a fist-sized muscular structure, to every cell in the body via a complex network of vessels. These vessels consist of arteries, veins and capillaries and carry blood around the body delivering nutrients, oxygen, heat, hormones and removing carbon dioxide and waste.

The heart consists of four chambers, i.e. a right and left atrium, and a right and left ventricle. It is separated by a septum, which prevents oxygenated and deoxygenated blood from meeting. Deoxygenated blood enters the right side of the heart and is pumped to the lungs where the deoxygenated blood is removed and replaced with oxygen. Here the richly oxygenated blood is returned to the heart in order for it to be pumped around the body.



THE RESPIRATORY SYSTEM

The respiratory system is the system that deals with breathing and supplying blood with oxygen, but also has many other functions, including:

- filtering and cleaning the air we breathe
- adding resonance to our voice.

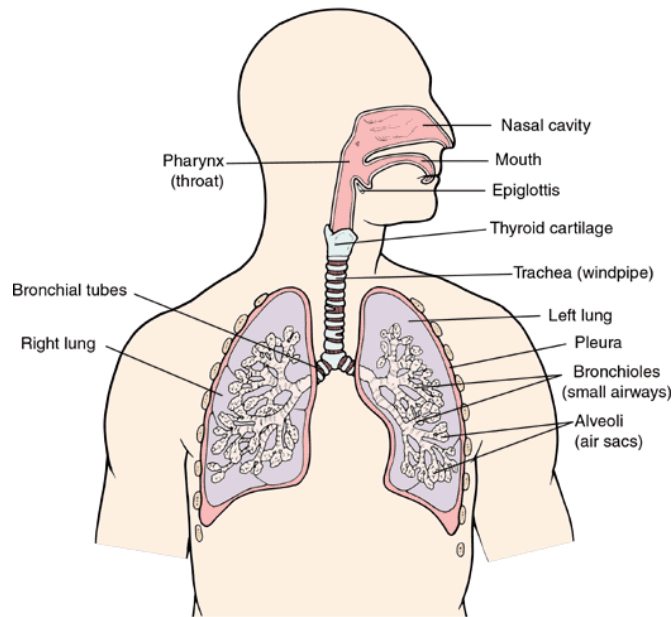
The respiratory system consists of many organs that work together to allow gas exchange to take place. This system works in conjunction with the circulatory system.

The respiratory system consists of the:

- Nose
- Larynx

- Pharynx (throat)
- Trachea
- Lungs
- Bronchi
- Bronchioles
- Alveoli
- Diaphragm.

Air is sucked into the body via the nose or mouth where it is cleaned of unwanted dust. It is then passed to the back of the pharynx and into the trachea where it travels into the divided bronchi which lead to the alveoli via the bronchioles. Here, in the alveoli, gas exchange takes place.



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 are:

- to collect and return interstitial fluid, including plasma protein, to the blood, and thus help maintain fluid balance.
- to defend the body against disease by producing lymphocytes.
- to absorb lipids from the intestine and transport them to the blood.

Lymph organs include the bone marrow, lymph nodes, spleen, and thymus. Precursor cells in the bone marrow produce lymphocytes. B-lymphocytes (B-cells) mature in the bone marrow. T-lymphocytes (T-cells) mature in the thymus gland.

Besides providing a home for lymphocytes (B-cells and T-cells), the ducts of the lymphatic system provide transportation for proteins, fats, and other substances in a medium called lymph.

Lymph nodes are bean-shaped and range in size from a few millimetres to about 1-2 cm in their normal state. They may become enlarged due to a tumour or infection. White blood cells are located within honeycomb structures of the lymph nodes. Lymph nodes are enlarged when the body is infected.

Lymph means clear water and it is basically the fluid and protein that has been squeezed out of the blood (i.e. blood plasma). The lymph is drained from the tissue in microscopic blind-ended vessels called lymph capillaries.

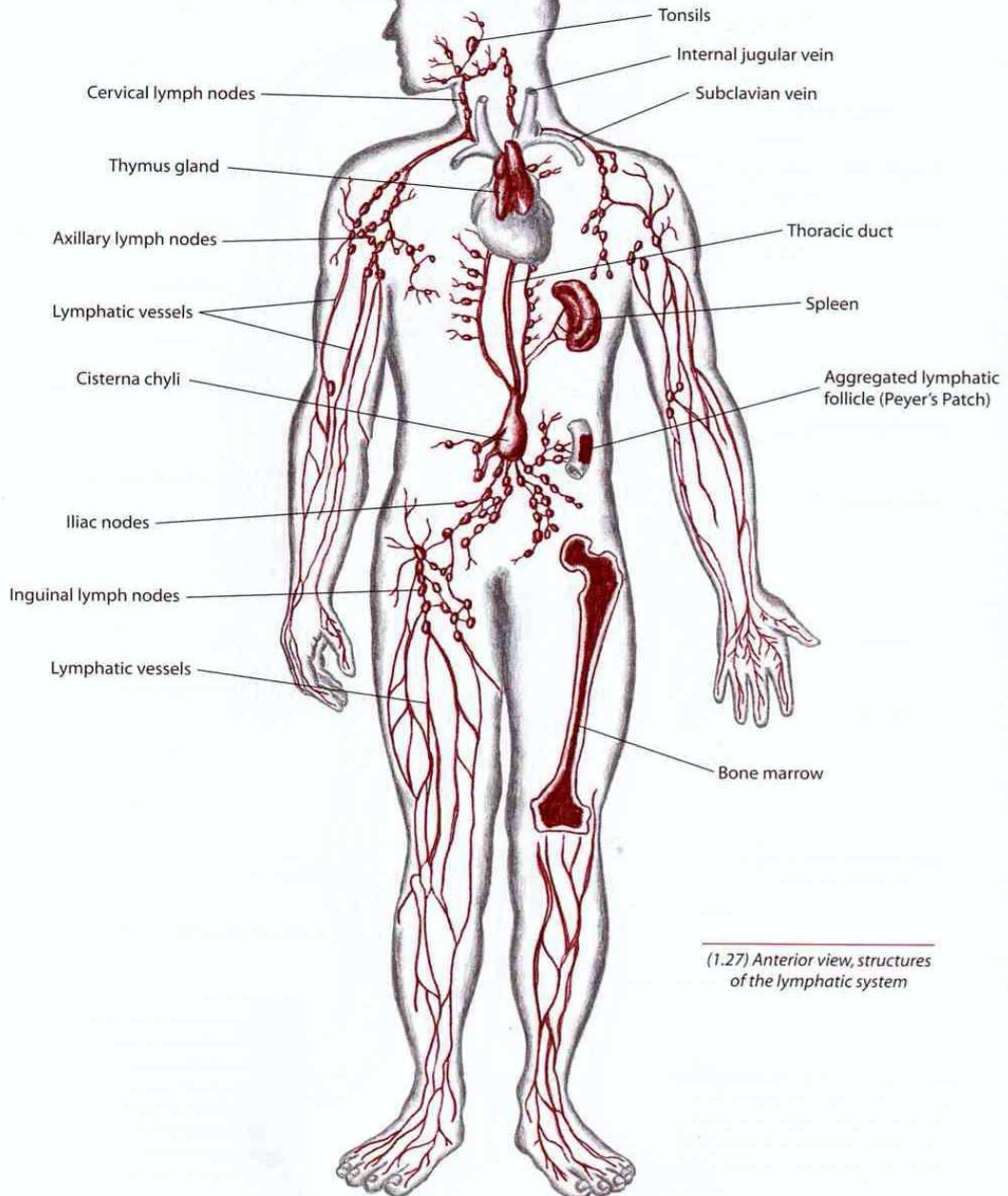
The diagram on the next page shows the lymph nodes in the head.

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.



The Spine

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

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

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

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

The main sections of the Spine

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

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

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

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

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

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

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

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

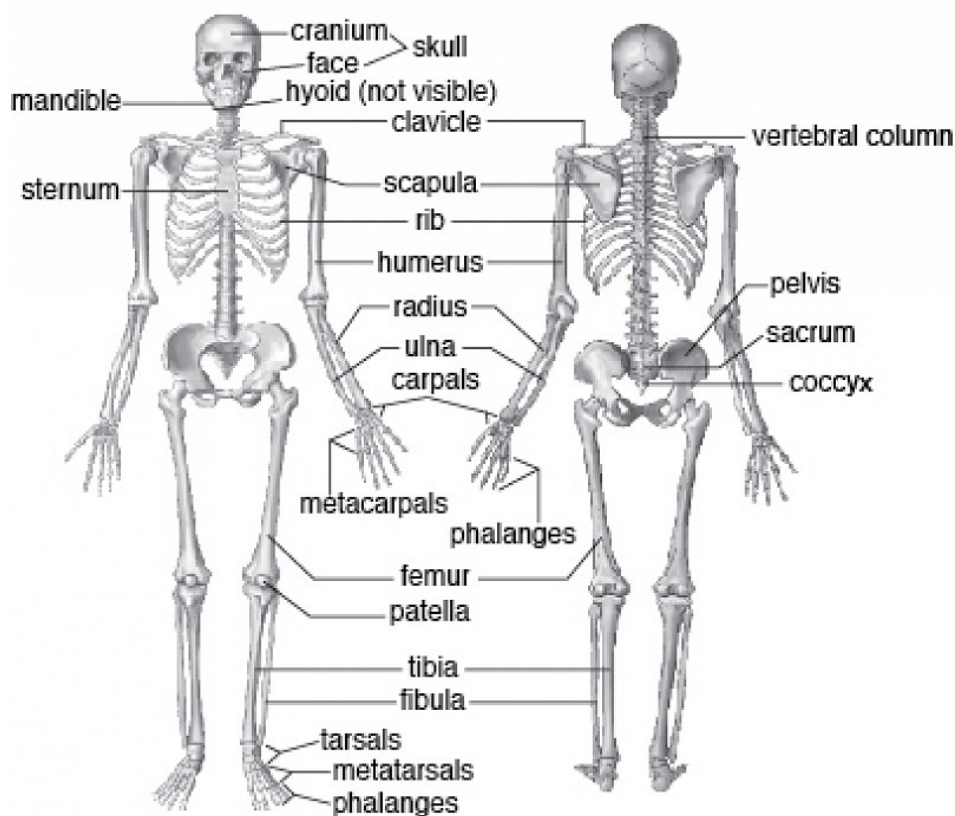
Spinal cord - nerve tissue which, extends from the **brain** and is protected by the spine. It carries information between the body and the brain via the nerve roots.

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

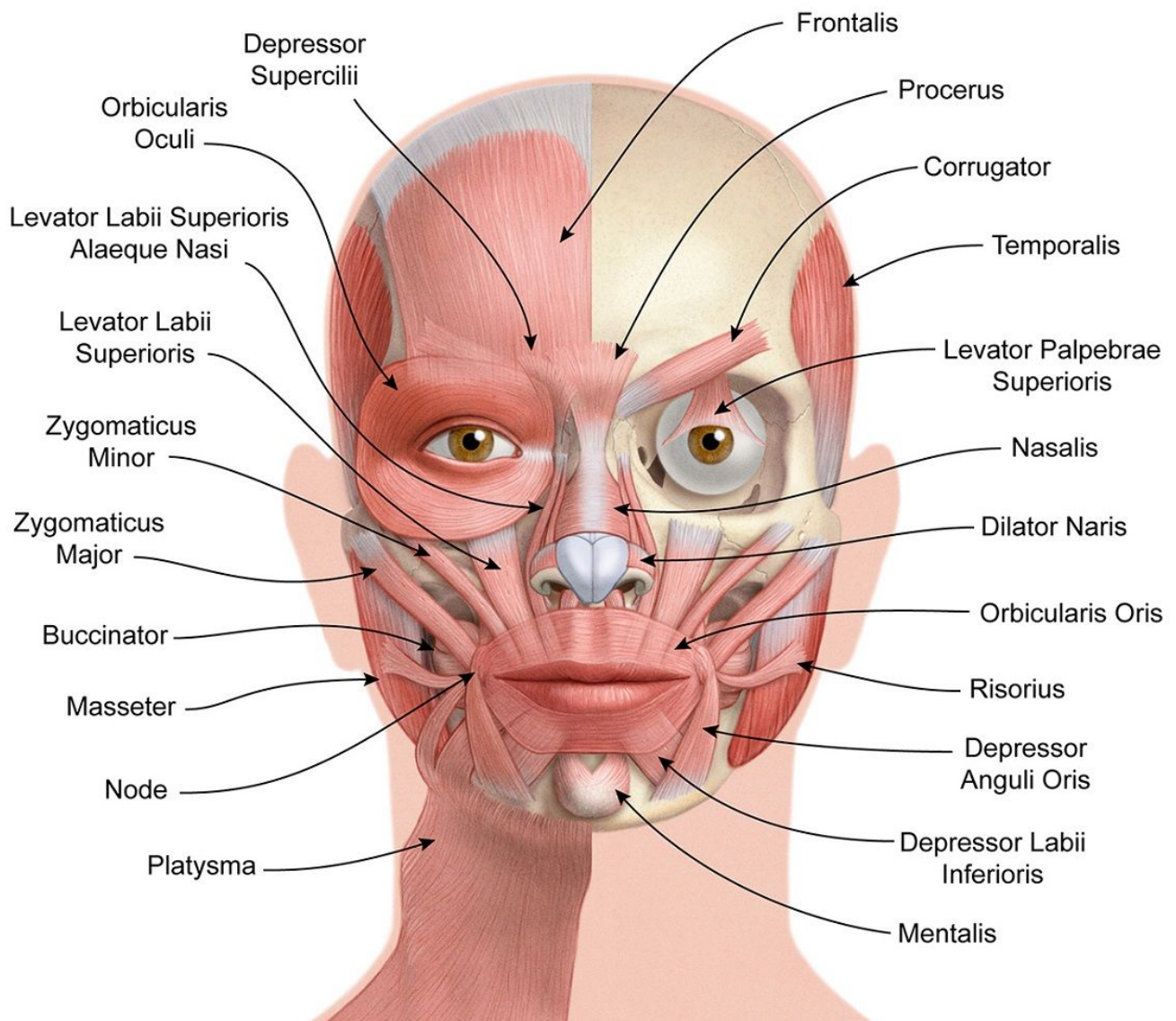
Facet joint - paired joints which **attach the rear section of one vertebrae to those above and below**.

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

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



Muscles of The Face



Corona Virus Method Statement Issued and PPE Worn

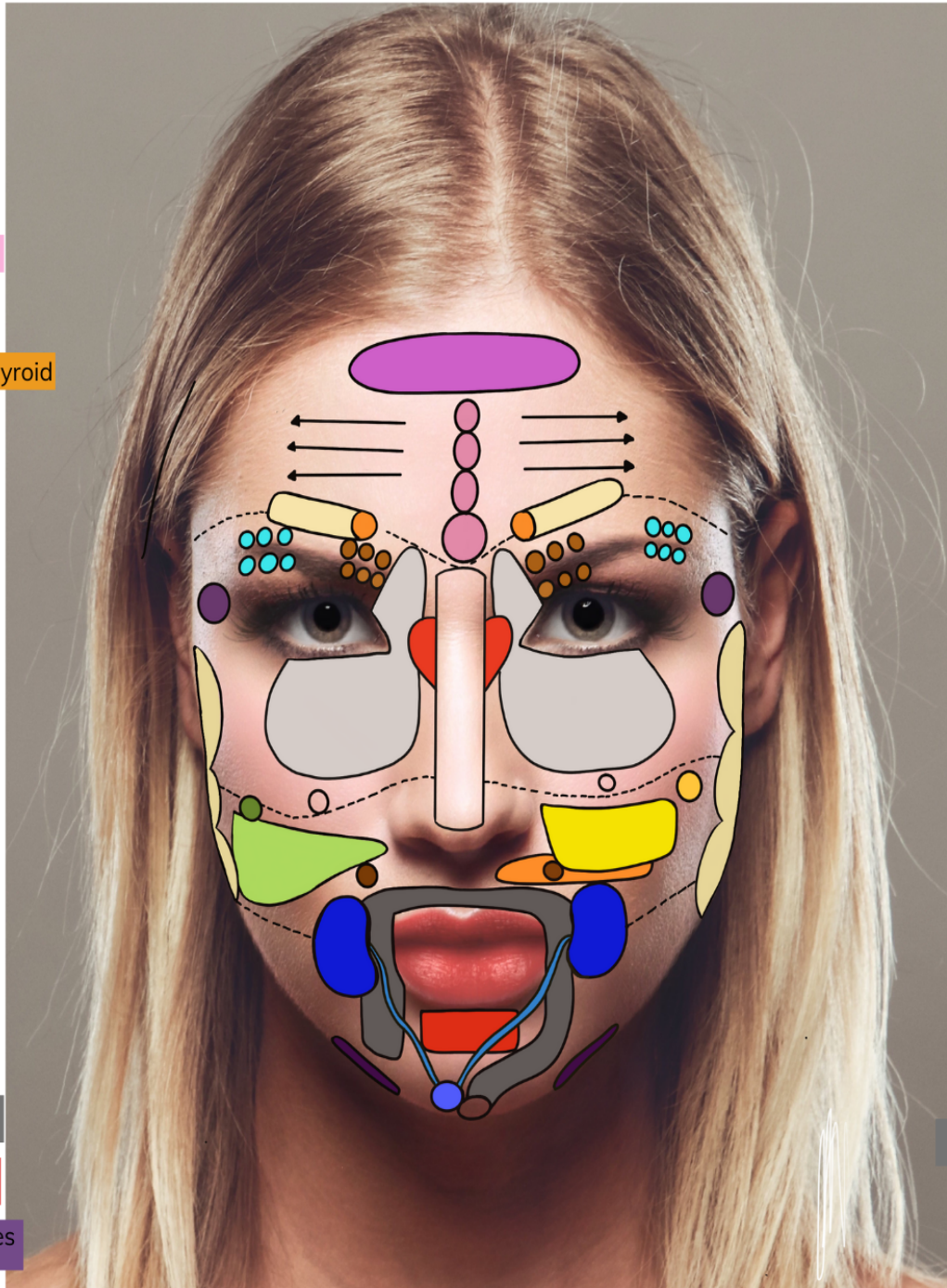
Zone Therapy Facial Sequence

- Prepare client comfort, hair up, place towel over head.
- Tune In and Get Present
- Cleanse face and apply hot towels if available
- Uncover Oil Up

Warm Up

- Effleurage (only) decollete area, deltoid and trapezius several times and link to face for facial massage
- Open Up the Zones Vertical and Horizontal
- Solar Plexus: Hold, and lightly press
- Pituitary, Thalamus, Hypothalamus, Pineal: Circular Pressure
- Brain: Thumb Spreading
- Thyroid and Parathyroid: Hold and press
- Neck: Finger circles and sweeps medial to lateral
- Sinuses: Squeeze between finger and thumb
- Eyes and Ears: Squeeze between finger and thumb
- Shoulders: Circular pressure
- Heart: Press and hold
- Lungs: With *Rose Quartz Spoon Stone*, sweep and scoop to the side
ON RIGHT SIDE ONLY
- Liver, Gall Bladder: *Rose Quartz Spoon Stone*, sweep and scoop to the side, with focused circular pressure to the GB with pointed end
ON LEFT SIDE ONLY
- Stomach, Spleen, Pancreas: *Rose Quartz Spoon Stone*, sweep and scoop to the side, with focused circular pressure to the Spleen and Pancreas with pointed end
- Adrenals: Circular pressure and hold
- Kidneys, Ureters, Bladder: Finger circular pressure and finger walk down ureters and hold and press bladder
- Small Intestine: Thumb circle
- Large Intestine, Rectum, Anus: *Use Rose Quartz Acupoint tool* Gentle circular pressure and hold
- Ovaries, Testes. Uterus, Prostate: Circular finger friction bilaterally
- Arms, Hips and Knees: 3 finger circular friction bilaterally
- Spine: Finger walking down
- Lymphatics: Heel of hand and thumb sweeps medial to lateral
- Effleurage to Close

- Brain
- Pineal Gland
- Thalamus
- Hypothalamus
- Pituitary
- Thyroid, Parathyroid
- Neck
- Eyes & Ears
- Sinuses
- Shoulder
- Lungs
- Heart
- Spine
- Arms, Hips & Knees
- Solar Plexus
- Gall Bladder
- Liver
- Adrenals
- Large Intestine
- Small Intestine
- Ovaries & Testes



- ← Lymphatics
-
- Arms, Hips & Knees
- Spleen
- Stomach
- Pancreas
- Kidneys
- Ureters
- Bladder
- Rectum & Anus

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What are Meridian Lines and what is Meridian Energy?

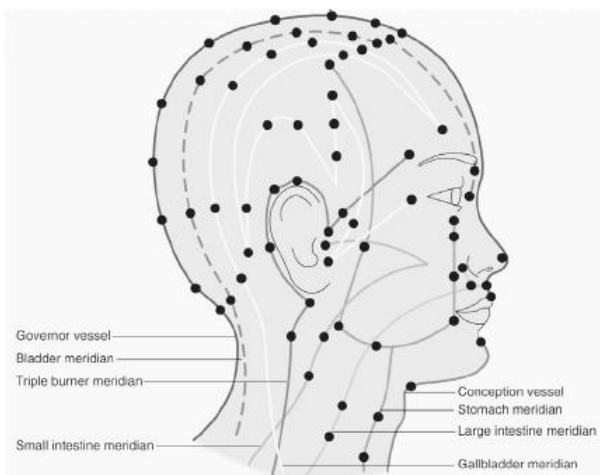
Meridians are the body's energy pathways that act like a super-highway, with Acupoints along their channels that connect like hundreds of tiny pools of electromagnetic energy. They are energetic pathways that serve organs and systems in the body. They were named by the life function associated with them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

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

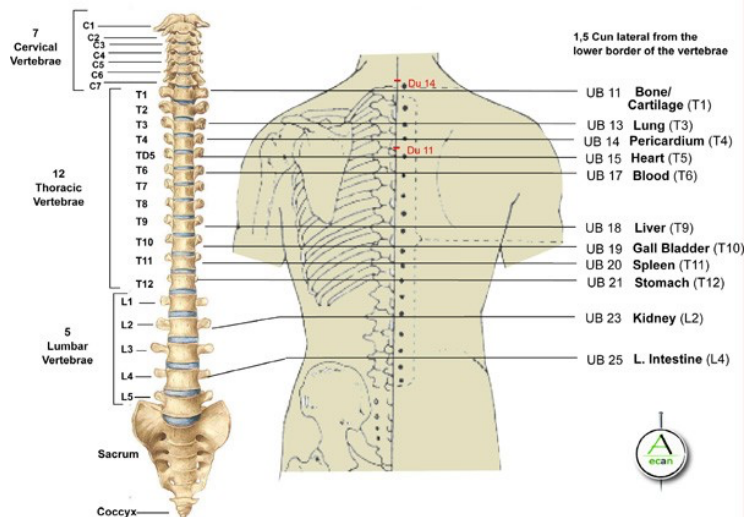
Meridian Energy Pathways

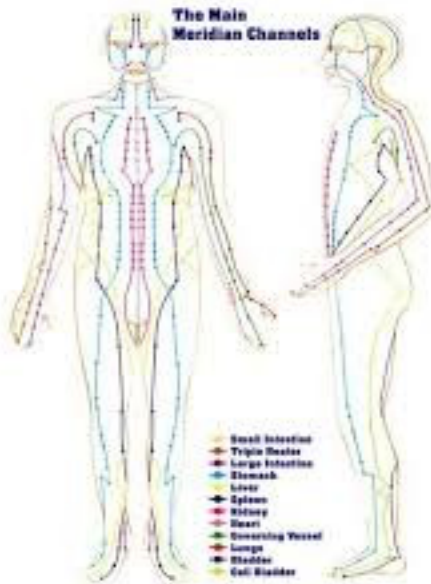
In provinces of China, where the doctor's primary job is seen as maintaining health by keeping people's meridian energies balanced, the physician is paid only as long as the person was well. If the doctor had to treat an illness, he had failed and so the patient didn't pay. This is in direct contrast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

Meridian Energy (Acupressure) Points on the face and Head



Bladder Meridian





Names of 12 Major Meridians in the body

- GB Gall Bladder
- KD Kidney
- HT Heart
- PE Pericardium
- 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.

Use Social media to promote yourself, Facebook, LinkedIn and Instagram

Give your clients gift certificates to give to their friends and family.

Regularly post on Facebook to your clients and let them know what times you have available that week.

Do market research and find out what others in your area are doing and how they are marketing.

Return all phone calls, messages and emails within hours or at least the same day.

Give regular clients an incentive - Buy 5 massages and pay up front and get £5.00 off of each massage etc..

Read marketing and business books, watch vids and join groups to keep inspired.

Have your clients write feedback/ testimonials for flyers or brochures. (get their permission to use these on your site or brochures)

Call your client the next day after a session to see how they feel.

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.

Send offers for gift certificates for holidays such as Christmas, Valentine's Day.

Write regular Blogs

Offer taster sessions

Give free consultations.

Create your website with informational articles, e-mail newsletter, discounts, gift certificates, etc.

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.

Post regular announcements on Facebook to your clients offering reminders, health tips etc.

Donate gift certificates to auctions for local non-profit business such as art museums, schools or other community services.

Make a thorough [business plan](#) and refer to it often. Revise it often.

Attend conferences and events and take a table or stand if possible.

Get set up to take credit cards through your business account.

Set up regular business hours so people know they can count on you.

Keep your mailing list up to date. Keep track of everyone who comes to see you.

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.

Make brochures, flyers, business cards, gift certificates

Research rates and price structures in your area to make sure you are charging fairly.

Become an Expert in your field.

Offer your clients a refer a friend incentive.

Keep up on techniques and methods, always improving yourself and your treatments.

Know who your customers are!!! Athletes, business people, professionals and develop a plan for each group.

Join the Chamber or a breakfast club with other professionals

Run promotions for the various holidays emphasizing gift certificate sales:

Christmas, Valentine's Day.

Volunteer your time to charities or non-profit organization.

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.

Set up a network of other massage therapists that you can refer out to for specialized work.

Create a [clear vision](#) of what you want and need based on your values.

Call clients to remind them of their appointments.

Change your voice mail message every day to let clients know what openings you have each day or when your next opening is.

Review your business plan often.

Notes:

Notes:

Recommended Reading

Anatomy

“The Trail Guide” by Andrew Biel - ISBN: 0-9658534-1-1

Very intensive and informative in-depth breakdown and illustrations

2. Reflexology: The Definitive Practitioner Manual Beryl Crane

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

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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
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Notes:

