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A

Abdomen – is the largest cavity in the body lying between the chest and hips. It encloses the stomach, intestines, liver, spleen, pancreas, the kidneys, bladder and reproductive organs,

Abduction – movement away from the middle of the body.

Abrasion – is the act of rubbing or wearing away by friction. This action is used when exfoliating the skin and is achieved by using products to manually exfoliate dead skin cells or an electrical treatment called micro-dermabrasion. Abrasion also refers to a scrape on the skin, caused by injury or irritation

Abrasives – are small solid particles incorporated into cosmetic products to remove or break up the surface of the skin. It is especially useful for removing hard skin during a pedicure or dry skin on the body or face, to improve texture.

Abscess - is a localised collection of pus in the body, often accompanied by swelling and inflammation and caused by infection.

Absorption – is the uptake of substances by a body tissue, through a process such as osmosis or diffusion, e.g. the movement of the products of digestion, through the walls of the small intestine into the blood.

ACAS – this stands for the **A**dvisory, **C**onciliation and **A**rbitration **S**ervice, an impartial organisation that helps to resolve disputes or disagreements at work without the need to go to court or a tribunal

Accessory – is a removable part that makes something complete, such as a glass electrode, brush or other applicator, used for a specialised electrical treatment, or something desirable that enhances an effect or result such as a designer handbag or diamond earrings.

Accounts – a list of financial transactions in a business prepared for Income Tax usually by an accountant

Acetone - is a colourless, water soluble, flammable liquid, used as a **solvent** in nail enamel remover and to remove false nails from the natural nail plate.

Acid Mantle – the natural acidity of the skin and hair that helps prevent bacterial growth. It is a thin oily layer on the surface of the skin made up from sebum and sweat and has a pH value of 4 – 5.5. Many of the harmful substances that might enter our skin, such as chemicals from the atmosphere and harmful bacteria, are alkaline in nature (i.e. they have a pH of higher than 7). Our skin's natural acidity

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neutralises these chemicals and bacteria and this is part of the body's defence system. Maintaining the skin's pH at the proper level is vital to protecting ourselves from harmful bacteria which can lead to acne, infection, or irritation.

Acidity - the state, quality or degree of being acid. Acidity is measured on the pH scale and acids have pH values below 7

Acne vulgaris – is the most common type of acne, it is an inflammation of the **sebaceous glands** which usually begins at puberty and is characterised by the appearance of **comedones, papules, pustules** and in more extreme cases **nodules and cysts**. Red or dark marks may be evident on the skin from recently healed pustules. It is an abnormal response in the skin to the normal levels of the male hormone testosterone, and it affects the areas with the densest number of sebaceous glands, the face, the upper part of back and the chest. Acne occurs when an excessive amount of **sebum** is produced and dead skin cells accumulate in the **follicle**, thus blocking the mouth of the follicle and trapping the sebum below. In this environment the propionibacterium [a bacteria present on the skin and associated with causing acne] multiplies and white blood cells are produced to counteract infection. This causes inflammation and is characterised by a red papule which then turns into a pustule, nodule or cyst.

Acromegaly – is a condition of the endocrine system caused by an over secretion of growth hormone (GH) by the **pituitary gland**. It is a chronic disease characterised by enlargement of the bones of the head, the soft part of the feet and hands and there may also be enlargement of body organs including the liver, spleen heart and kidneys.

Acrylic nails – are false nail extensions made from acrylic powder and a liquid, applied over a plastic tip or a nail form, also known as sculptured nails

Actin – is a protein in muscle fibres that helps to contract muscle and produce movement

Actinic Keratosis - also known as solar keratosis, it is a pre-cancerous growth that develops from re-occurring sun damage it looks like a scaly or crusty bump on the skin, it may vary in colour from dark tan to flesh colour and it ranges in size from a pin head to an inch across. It is most likely to appear on sun exposed areas such as face, ears, bald scalp, neck, backs of hands and forearms.

Activator – is an ingredient added to another to set in motion or cause a reaction, such as, a liquid added to a powder to form an active paste. For example a liquid activator may be added to a powder enzyme mask or rosewater may be added to calamine powder to make a face mask.

Active electrode – the working electrode applied to the face or body in electrotherapy, through which the electrical current flows. In facial **iontophoresis** the active electrodes are the rollers that are used

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during treatment. In body **Electrical Muscle Stimulation(EMS)** the round graphite pads are placed on the muscle to produce a contraction when the current is applied.

Active listening – an important skill for a beauty therapist to practise, particularly when providing a consultation. It allows the listener to pay undivided attention to the speaker without being distracted and remember what has been said. To be a good active listener you must; focus on the speaker, avoid distractions, be patient, don't interrupt, restate points to clarify, ask questions to build understanding, use positive non verbal gestures and empathise with the speaker.

Adapting treatment – to change or alter the way in which a treatment is carried out to suit a specific condition or purpose and meet the needs of the client.

Add on treatments – additional treatments that complement or link with another.

Addisons disease – a disorder of the **endocrine system** caused when the **adrenal glands** do not produce enough **cortisol** and in some cases the hormone **aldosterone**. The disease is characterised by weight loss, muscle weakness, fatigue, low blood pressure and sometimes darkening of the skin.

Additive – a substance added to another to improve it

Additional – something that is extra, supplementary or added on

Adduction - movement towards the midline [middle] of the body.

Adductors – a group of muscles in the thigh that include Adductor Magnus, Longus and Brevis, the Gracilis and Pectineus. They originate from the pelvic bone and attach at intervals along the femur. Their function is to move the leg in towards the midline of the body and stabilise the hip joint.

Adenosine triphosphate – also called ATP, it is a major source of energy for cellular reactions and is produced in muscles

Adhesive – glue, paste or other sticky substance designed to stick things together

Adipose tissue – loose connective tissue in which fat cells (adipocytes) accumulate. Its main role is to store energy in the form of fat. It is located beneath the skin in the **subcutaneous layer** and around internal organs to provide protective padding. Most adipose tissue is white and its functions are heat insulation, a source of energy and cushioning the body. Brown adipose tissue is present in the newborn making up about 5% of total body weight and it generates essential body heat, it diminishes with age to virtually disappear in adulthood.

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Adrenal Gland – An **endocrine gland** located on top of the kidneys it consists of a medulla (centre of the gland) which is surrounded by the cortex (the outer region of a structure). The **gland** is responsible for regulating the stress response. The medulla produces adrenaline, and noradrenaline and the cortex secretes cortisol and aldosterone as well as some sex hormones, regulating, metabolism, sexual function, water balance and stress.

Adrenaline – also called epinephrine it is a **hormone** produced by the adrenal glands. It elevates blood sugar levels, stimulates the nervous and circulatory systems, increasing the heart rate and blood flow to muscles, the immune system is suppressed and the pupils of the eyes dilated.

Adrenocorticotrophic hormone (ACTH) - a hormone produced by the anterior pituitary gland, that stimulates the adrenal cortex (see adrenal gland) to release several hormones including **cortisol**

Adrenogenital syndrome – a condition affecting both males and females. It results in under production of the hormones cortisol and aldosterone and an over production of androgen resulting in early or inappropriate appearance of male characteristics.

Adverse reaction – a possible harmful or irritating action that occurs in response to a stimulus such as a product applied to the skin. If this occurs, treatment should be stopped immediately, the offending substance removed and a cold compress applied to the area. If the reaction continues the client should be advised to seek medical advice.

Advise – to offer an opinion, suggestion or recommendation. Aftercare, homecare and lifestyle advice should be provided at the end of each treatment, to reinforce the beneficial effects achieved.

Aerobics – any sustained rhythmic exercise (walking, skipping, jogging, swimming or dancing) that uses the large muscle groups and increases the efficiency of the circulatory and respiratory systems, improving the body's utilisation of oxygen.

Aerosol - liquid sealed in a pressurised container with an inert gas or other activating agent allowing it to be released as a fine spray through a tiny nozzle.

Aesthetic Medicine – is the use of specialised products, such as collagen or botox and equipment, such as laser and IPL (Intense Pulsed Light). These treatments help to improve skin texture, reduce scars and blemishes and leave skin looking youthful. It should be administered only by a medical professional within their scope of practice.

Afferent – a vessel or nerve that carries a substance or impulse towards another part of the body. Afferent vessels in the lymph nodes carry lymph towards the node and an afferent nerve carries sensory impulses from receptors or sense organs to the central nervous system.

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Aftercare advice – recommendations, restrictions and information provided after a treatment to ensure the beneficial results are maintained

Ageing skin – skin that shows evidence of; dryness, wrinkles, reduced elasticity and muscle tone, **hyper-pigmentation** and change in texture and thickness, to varying degrees, The way the skin ages may be chronological - normal ageing, genetic - determined by inherited factors, or environmental - from damage caused through UV radiation and lifestyle factors such as smoking, drinking, or pollution.

Age spots – also called liver spots or solar lentigo. They are collections of pigment caused by prolonged exposure to the sun or previous sunburn and are more common on people over the age of 55. They occur on the back of the hands and other exposed areas such as; the face, shoulders, back, arms and feet.

AIDS – **A**cquired **I**mmuno **D**eficiency **S**ndrome, a collection of disorders that develop as a result of infection by HIV **H**uman Immunodeficiency **V**irus which attacks the immune system reducing the ability of the body to fight infection.

Aim – a purpose, goal, or intention, toward which personal effort is directed

Albino – a person with no pigment in eyes, hair, or skin.

Aldosterone – a hormone secreted by the **adrenal glands** that regulates sodium and potassium balance in the blood.

Algae – various types of chlorophyll (the green colour in leaves and plants) containing organisms ranging in size from single cells to giant kelp, more commonly referred to as seaweed, it is found mainly in the sea, and in tidal pools. Used for therapeutic effects in body treatments, such as a diuretic (something that increases the amount of urine produced by the body), deep cleansing, energy boosting, antioxidant and to counteract stress.

Alkaline -a non-acid substance, or base, with a pH greater than 7, used to neutralise acids.

Allantoin –a botanical extract from the comfrey plant, it speeds up the natural replacement of body cells, helps to promote the swift healing of damaged or injured tissues and is an effective anti irritant.

Allergen –a substance, usually eaten or inhaled, that causes an allergic reaction. Dust, pollen, perfume and peanuts are common allergens.

Allergic –the state of being sensitive to particular ingredients, products or substances and reacting badly to contact with them. Reactions may include: sneezing, wheezing, difficulty breathing, nasal

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congestion, watery eyes, hives, itching, swelling, *erythema*, (redness of the skin) weakness, dizziness and in severe cases **anaphylaxis** .

Allergy - this is an abnormal and disproportionate reaction of the body's tissues, in response to contact with a normally harmless substance. The contact could be through touch, or by inhaling, ingesting or drinking the substance. Common symptoms of allergy are; sneezing, itchy, runny or blocked nose, watery eyes, swelling of the eyelids, inflamed skin, rash, swelling or blistering skin. More severe reactions include, tight chest, asthma, eczema and in extreme cases **anaphylaxis**.

Almond oil –oil extracted from the nut of the almond tree with a slight odour and nutty taste, it contains vitamins A, B and E and is used as a carrier oil in aromatherapy, as an active ingredient in a face mask to form a paste when mixed with other substances and as an **emollient** in facial and body treatments

Aloe vera - a plant native to the Mediterranean, the juice extracted from its fleshy leaves is used for its soothing and healing effects in many cosmetic preparations.

Alopecia – **a-lo-pee-sha** - Hair deficiency or loss, it can vary from a small bald patch on the head or a loss of all hair over the entire body. The following are types of alopecia; *androgenetic* is hereditary, *areata*, occurring in patches, *barbae* loss in the beard area,, *dynamica* baldness resulting from destruction of the hair follicles, *maligna* affects the entire head including the scalp, eyebrows and beard, *mechanica* results from the forceful extraction of hair or the breaking of hair shafts by traction, friction or other physical trauma,, common cause is trichotillomania, a self induced alopecia from plucking or pulling the hair, *senilis*, natural hair loss that occurs in older people and *universalis*, total loss of hair all over the body.

Alpha hydroxy acids - chemical compounds that occur naturally and are used extensively in skin care products, that claim to reduce the signs of ageing and improve the look and texture of the skin. They loosen and dissolve dead skin cells, help to generate new cells, control acne, smooth rough dry skin and improve the texture of sun damaged and ageing skin. Glycolic acid is the most widely used AHA, it is manufactured from sugar cane and considered to be the most effective. Other acids are lactic from milk, milder and less irritating to the skin, citric from citrus fruits, malic from apples and pears and tartaric from grapes. Sunscreen should always be applied immediately after use as the new skin will be more sensitive to the damaging effects of exposure to ultra violet radiation from the sun.

Alternating current – an electrical current that reverses direction in a circuit at regular intervals, it refers to the form in which electricity is delivered to homes and businesses.

Alveoli – the final branches of the respiratory system, they are tiny, thin walled inflatable sacs at the end of the bronchioles, the small air passages in the lungs. They are the primary gas exchange units of the lung as oxygen is inhaled and absorbed into the blood stream through the thin walls of each alveolus and CO₂ diffused from the blood into the alveoli and exhaled

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Ambience - the mood or atmosphere created in a particular environment

Amenorrhoea— an absence of menstruation, this may occur as a result of a disorder of the **endocrine system**.

Amino Acid - amino acids are basic structural building units of protein, they form short polymer chains (chemical compounds) called peptides or polypeptides which in turn form structures called proteins. Combinations of these amino acids produce every single essential protein for the **homeostasis** of the human body. In skin care products they work as water binding agents, antioxidants and have healing properties

Ampere - basic unit measuring the strength of electrical current

Ampoule – a sealed glass container or plastic phial containing biologically active concentrates that are kept fresh and active until the ampoule is opened for use.

Anabolism – the first stage of metabolism, it is a process that builds larger molecules from smaller ones. It is necessary for growth, maintenance and tissue repair, e.g. it increases muscle mass and bone growth and mineralisation.

Anaemia – insufficient **haemoglobin** in the blood, often accompanied by a reduction in the number of red blood cells, may cause, weakness, breathlessness and paleness of the skin

Anaerobic exercise – Opposite of aerobic exercise, it consists of short duration, high intensity, strength based activity such as weightlifting or bodybuilding. Anaerobic means without oxygen and refers to the cellular level of respiration.

Anagen – the active growth phase of a hair follicle during which the hair is fully attached to the blood supply, hair cells grow rapidly, producing the hair shaft from the follicle which itself grows deeper into the skin.

Analysis – is an investigation of information or facts. Questions are asked of the client during consultation to provide information that the therapist will use when planning the most appropriate treatment. Client record cards should be referred to as this will provide, useful up to date information concerning, the previous treatments, medical history, lifestyle, homecare, **contraindications**, **contra-actions** and modification to treatment. Analysis may also be visual by closely inspecting the client's skin, nail, hair or body condition before treatment is planned.

Analyse – to study or examine something in detail in order to discover more about it.

Anaphoresis - the movement of negative ions to the positive pole

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Anaphylaxis - a severe sometimes life threatening allergic reaction that occurs within minutes of exposure to an offending substance. Immune chemicals such as histamine produce serious skin symptoms such as hives and swelling as well as severe breathing problems. They also produce a dramatic widening of the blood vessels which results in a rapid drop in blood pressure

Anatomy – is the structure and organisation of living things. Human anatomy studies bodily structure, bones, muscles, organs and all body systems including; circulatory, digestive, endocrine, immune, integumentary, lymphatic, muscular, nervous, reproductive, respiratory, skeletal and excretory.

Androgens – are hormones that control the development of male characteristics; also the hormone that causes abnormal hair growth in women.

Angioma – A benign tumour made up of small blood vessels. It usually appears at or near surface of the skin. A cherry angioma is the most common, also called senile angioma it is made of clusters of tiny capillaries ranging in colour from bright red to purple, as it grows it forms a dome shape. Spider angioma is found just beneath the surface of the skin, this contains a central red spot and tiny red lines extending from it that resemble spider legs.

Anhidrosis - lack of perspiration.

Anion - a negatively charged ion that is attracted to the anode

Anode - the positive electrode

Anorexia nervosa - a disorder characterised by loss of appetite and bizarre eating patterns, can result in excessive weight loss. It is a self induced weight loss caused by avoiding fattening foods, refusing to eat, excessive exercise, use of laxatives or diuretics or self induced vomiting. The sufferer is preoccupied with the size and shape of their body and has an overwhelming fear of putting on weight. The weight loss may cause hormonal imbalance and women with this condition may stop having periods

Antagonist - a pair of muscles that work to produce opposite effects and that counteracts the action of each other e.g. biceps and triceps

Anterior - front surface also called ventral or dorsal

Anti-ageing - literally means against ageing, products or treatments that are described as anti ageing are designed to combat the effects of ageing or to defend the skin and body against the ageing process

Antibacterial – an ingredient that destroys or inhibits the growth of bacteria

Antibiotic - a drug that kills or prevents the growth of bacteria

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Antibody - a chemical produced by white blood cells to neutralise or destroy an **antigen**, bacteria, viruses and other foreign bodies.

Antidiuretic hormone or **ADH** - a hormone produced by the **hypothalamus** and released by the **pituitary gland** that increases water re-absorption in the kidneys, also known as vasopressin.

Antifungal -destroying or inhibiting the growth of fungi

Antigen – a substance or foreign body that can stimulate the production of antibodies

Anti-inflammatory – an ingredient that reduces signs of inflammation such as redness, swelling, tenderness, pain or irritation

Antioxidants - they are bio-chemicals (substances produced by or involving chemical reactions in living organisms) that slow down the damaging action of free radicals. The vitamins A, C and E are powerful antioxidants and thought to protect the body against the destructive effects of free radicals. Eating plenty of fruit and vegetables such as; carrots, squash, broccoli, peppers, tomatoes, peaches, apricots, blueberries, citrus fruits, strawberries and nuts seeds and whole grains will ensure the body is supplied with sufficient antioxidants to fight oxidative damage producing free radicals.

Antiseptic – a chemical agent that inhibits the growth and reproduction of bacteria and harmful micro organisms.

Aorta - the main artery of the circulatory system. It has the largest diameter and thickest walls and it carries oxygenated blood from the left ventricle of the heart via other arteries to the tissues of the body.

Apocrine glands - sweat glands that occur on hairy parts of the body especially armpits and groin. They develop during puberty and produce sweat that contains fatty materials and it is their activity that causes body odour due to bacteria breaking down the organic compounds in the sweat.

Aponeurosis - a sheet like layer of connective tissue joining one muscle with another or with bone.

Appearance - outward show or impressions

Appendage – something added or attached to something larger

Appendicular skeleton – the bones of the skeleton that make up the pectoral and pelvic girdles, the upper and lower limbs

Appendix – a small process of lymphoid tissue in the intestine on the lower right hand side of the body

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Applicator – a simple device for applying a substance to something else, eg. a brush used to apply a face mask to the skin

Appointment - a specific time reserved for a treatment in a salon, a meeting or social engagement.

Appraisal – a considered opinion, estimation, assessment, or judgement of an individual or an estimate of value

Apricot kernel oil - a fine textured carrier oil used in aromatherapy, it is easily absorbed by the skin and especially good for massage of the face.

Aquaerobics - exercise using water resistance to strengthen and tone muscles.

Aqueous – anything relating to, similar to, dissolved in, or containing water.

Aroma – a distinctive smell or fragrance

Aromatherapy - the use of fragrance to alter or affect a person's mood or behaviour. Essential oils are extracted from, flowers, leaves, tree bark, wood, roots, seeds, herbs or peel and may be used for therapeutic effects, to promote relaxation and well being, by blending them with a carrier oil to provide massage, adding them to facial and body care products or diffusing them in an essential oil burner. Essential oils may be incorporated into pot pourri or candles to fragrance a room, air fresheners, compresses or floral waters.

Aromatherapy massage - essential oils are blended with a carrier oil to provide a massage treatment

Arrector pili muscle - fan shaped smooth muscle in the dermis attached to the base of each hair that contracts when the body surface is chilled causing the hair to stand erect.

Arteriole – small arterial branch that delivers blood to the capillaries.

Arteriosclerosis – a gradual deterioration (worsening of physical condition) in the arteries characterised by thickening of the walls and a build up of calcium. This causes a loss of elasticity and impaired blood flow

Artery – the largest blood vessel with thick muscular walls that carries blood away from the heart

Arthritis – inflammation of the joints that causes pain or difficulty in moving about. The most common types are rheumatoid and osteoarthritis.

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Artificial lashes – semi-permanent individual, or temporary strip lashes applied to the natural lashes to make them appear longer or thicker. The latest trend is termed eyelash extensions and a special bonding agent is used to apply the false lash directly to the real lash.

Artificial nails – false nails that are temporary and applied with glue to the natural nail or semi permanent and applied using a special system should as sculptured, gel or wrap

Asepsis – An absence of *pathogenic* bacteria.

Aseptic free from infection and organisms that cause disease

Asian skin –this skin type originates from Japan, China, the Middle East, India, Pakistan, Sri Lanka and Malaysia. The depth of colour varies from the paler skinned light Oriental to very dark Asian, the lighter shades have yellow undertones as there is more carotene (orange-yellow pigment) present in the *stratum corneum*, the darker skin has more eumelanin (a brown pigment containing melanin) present. Problems vary, some suffer with darker pigmented areas of skin and *keloid* scars, but in general the skin types include dry, oily and sensitive, depending on environmental conditions, skin care and diet.

Assimilation - the conversion of absorbed foods into living tissue

Assistance - help aid or support provided by one individual to another

Association - an organisation or group of people who have an activity or purpose in common and may be organised with varying degrees of formality. Professional associations are useful as they provide help and advice as well as insurance and training opportunities that will help in continuing professional development.

Asteatosis - a condition characterised by the absence or deficiency of *sebum* from the *sebaceous glands*, causing dry skin conditions.

Asthma - a respiratory disorder caused by allergies that constrict the bronchioles by, inducing spasms in the muscles surrounding the lungs, by causing the *bronchioles* to swell or by clogging the bronchioles with mucus

Astringent - a substance that dries or tightens the surface on which it is applied, it is used to remove surface grease from the skin, tighten the pores and is a constituent of a clay face mask for oily skin

Atherosclerosis - a form of arteriosclerosis when a fatty substance (known as plaque) builds up on the inner walls of the arteries

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Athlete's foot - technical name is tinea pedis. It is a fungal infection of the foot caused by harmless parasites on the skin called dermatophytes that feed of dead skin cells. It is a common condition that flourishes in warm moist conditions and this may be a problem for those who wear tight fitting shoes or don't dry their feet properly. It is a contagious condition and may spread directly through skin to skin contact or indirectly through towels, shoes, floors etc.

Atom - a unit of matter, the smallest component of an element, consisting of a nucleus containing neutrons, protons and electrons

Atomise -to reduce to a fine spray or minute particles.

Atrium - either of the two upper chambers on each side of the heart that receive blood from the veins and in turn force it into the ventricles

Atrophy - wasting away or decreasing in size

Atrophic scar - is a scar which is lower than the surrounding tissue

Audio sonic – a hand held sound wave vibrator used to gently massage the tissues. Deeply penetrating sound waves are transmitted to the area through a small applicator and may penetrate as far as 6 cms within the tissues, relieving tension in tight contracted muscles.

Authorisation – official permission or approval

Autoclave –equipment used to sterilise small metal instruments using steam under pressure.

Autoimmune disease – disease that results when the immune system mistakenly attacks the body's own tissues e.g. multiple sclerosis, type 1 diabetes, rheumatoid arthritis and systemic lupus.

Autonomic nervous system – is part of the peripheral nervous system controlling the automatic activity of many organs and muscles in the body. It is divided into the sympathetic and parasympathetic nervous systems

Avocado oil – a carrier oil used in aromatherapy it is suitable for facial massage and treating mature skin

Axial skeleton –forms the central axis of the body, it consists of the skull, the vertebral column, the ribs and sternum

Axilla - the armpit

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Axillary glands– lymph nodes situated under the arm, adjacent to the breast area, that receive lymphatic drainage from the upper limb, pectoral girdle and mammary gland

Axon - the process of a nerve cell that carries an impulse away from the cell body.

Ayurveda – the ancient Hindu science of health and medicine using herbal treatments and hot oils, combined with meditation, nutrition and aromatherapy to create an overall balance of self. The Ayurvedic body functions, called doshas, consist of Vata, referring to blood, circulation, and healing; Pitta, referring to heat and metabolism; and Kapha, the structure of one's spiritual and philosophical self.

Ayurvedic Massage - similar to the Swedish massage, but with specially formulated fragrant oils, mixed specifically to match a client's doshas.

Azulene – extraction from the chamomile and yarrow flowers, it is an anti-inflammatory and helps soothe the skin