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spa & beauty therapy in practice

S

Salary – **sal-a-ree** a fixed amount of money paid on a regular basis in return for work completed

Sales – **say-l-s** revenue from the sale of goods and services

Saline solution – **say-l-eye-n sol-oo-sh-on** a liquid mixture of water and salt, made from one pint of water to one teaspoon of salt, it is used in electrical facial and body treatments to help conduct the current. In **galvanic treatment** the viscose sponges are soaked in saline solution and in body **faradic** the **electrodes** are dampened with saline before placing on the skin.

Salon services – **sa-lon ser-vis-es** range of professional treatments and activities available in a beauty salon or spa

Salt rub – **s-ol-t rub** a wax, oil or cream base containing sea salt to exfoliate the skin leaving it feeling softer and smoother, sometimes used in conjunction with essential oils.

Salicylic acid – **sal-i-sil-ik as-id** is a **beta hydroxy acid**, it is an effective exfoliant but mildly irritant. Prescribed by dermatologists for removing skin blemishes, it also improves skin thickness, barrier functions and collagen production. It is used in small concentrations in ski care products to exfoliate the skin and deeper into the follicles helping to remove comedones and milia.

Sanitise – **san-it-eye-s** to make clean and sanitary

Saponification – **sap-on-if-ik-ay-shon** the breaking down of a fat by an alkali. This occurs when the negative pole in **desincrustation**, is applied to the skin, the alkaline reaction breaks down or emulsifies the sebum making it easier to remove.

Sartorius – **s-ar-tor-ee-us** the longest muscle in the body it runs down the length of the thigh from the femoral triangle to the medial side of the knee. [\[see diagram p\]](#)

Saturator – **sat-your-ay-tor** an **electrode** used in **indirect high frequency** and is held by the client to complete the electrical circuit.

Sauna – **s-or-na** a small wooden room or building heated to a temperature of 80 - 100 °c, used originally for bathing and now also for physical and mental relaxation. The Finnish sauna has been around for about a thousand years and other cultures have similar sweat baths; the Turkish Hamam, the Russian Bania and the Native American sweat lodge or Inipi.

[Sauna 28205.JPG HI]

Scab – **sk-ab** a crust that forms over a wound as protection during the healing process, it is a coagulation ([transform a liquid into a semi solid](#)) of body fluids

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Scabies – **sk-ay-bee-s** an infestation of the skin caused by a tiny itch mite (*sarcoptes scabiei*) burrowing under the skin, especially around the hands and feet. It is characterised by intense itching, an allergic reaction to the scabies mite and a rash caused by the mite tunnelling under the skin and leaving tracks. As the mite burrows it lays eggs, several days later they hatch and the mite begins to move, it is a highly contagious condition requiring medical treatment.

Scale – **sk-ay-l** an accumulation of epidermal flakes (**dead skin cells**), which may be dry or greasy. They indicate an abnormal process of **keratinisation**.

Scaphoid – **ska-foy-d** small bone in the wrist[see diagram p]

Scapula – **sk-ap-you-la** either of two flat triangular bones that form the back part of the shoulder and are situated at either side of the spine[see diagram p]

Scars – **sk-ars** marks left on the skin, they are areas of fibrous tissue (**connective tissue with a high concentration of collagen fibres**) that have replaced healthy skin, after destruction of **cells in the epidermis**, through injury or disease. Scarring is a natural part of the healing process when the skin lays down new collagen fibres to mend the damaged tissue; this new skin has a different texture and quality than the surrounding tissue.

Schedule – **sk-ed-you-l** a timetable, plan or list of activities to be achieved in a given time for a proposed objective providing a logical sequence and the time required for each activity.

Scoliosis – **sk-oh-lee-oh-sis** an abnormal lateral curvature of the spine

Sculptured nails – **sk-ul-p-t-your-d n-ay-ls** the use of liquid and powder or gel applied over a nail tip or nail form, to create a false nail

Seasonal promotions – **see-s-on-al pr-o-m-oh-shon-s** special offers that change throughout the year and are based on an occasion or specific time e.g. Mothers day, post Christmas or pre summer packages.

Sebaceous glands – **s-bay-shus gl-and-s exocrine glands** found all over the body, in the **dermis**, apart from the soles of the feet and palms of the hands. They secrete sebum and are situated adjacent to hair follicles. The sebaceous gland, the hair and the **follicle** together are called the pilosebaceous unit. They are classed as holocrine glands as sebum is produced within specialised cells and secreted when the cells lining the sebaceous gland break down. **Sebum** provides a waterproof coating on the hair and skin and helps to **reduce** the growth of micro-organisms (**too small to be seen by the naked eye**) on the skin. [see diagram p]

Seborrhoea – **seb-or-ee-a** the name given to excessively oily skin caused by over active sebaceous glands producing large amounts of sebum, making the skin look shiny, in some cases it may result in acne.

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Sebum – **see-bum** an oily secretion produced by the sebaceous glands, to waterproof the skin and hair and protect the skin from infection by bacteria and fungi. It is made up of lipids (fat) and the debris of dead, fat producing cells. Excess sebum is associated with oily skin and acne. It is particularly common in adolescents as the increased levels of sex hormones (androgens) stimulate sebum production. Lack of sebum, which is common in middle and older age, leads to skin dryness and accelerates wrinkle formation.

Secretion – **se-kree-sh-on** the substance produced by a gland

Security – **se-k-your-it-ee** freedom from danger, precautions to take to make safe or a department responsible for protection or safety.

Self tan – **se-l-f tan** a liquid, cream, spray or gel formulation to use at home to colour the skin

Self tanning – **se-l-f tan-in-g** application of a false tan product to oneself

Senior therapist – **see-nee-or th-er-ap-ist** experienced therapist with higher rank or standing

Sensitiser – **sen-sit-eyes-er** a substance that sensitises the skin on first contact so that subsequent exposure causes a reaction.

Sensitive skin – **sen-sit-iv sk-in** a skin condition that reacts quickly to, external stimuli, heat and cold, it is characterised by its pale, translucent colour, dry epidermis and fine texture, it is prone to allergic reaction, sometimes becoming red and blotchy and is easily irritated by certain products and perfumes.

[Sensitive skin 105024.JPG Harcourt Index]

Sensory nerves – **sen-s-or-ee ner-v-s nerves** that receive sensory stimuli such as pain, pressure, movement, they are termed afferent as they carry nerve impulses from sense organs towards the central nervous system

Sepsis – **sep-sis** the presence of pus forming bacteria or their toxins in the blood or tissues

Septic – **sep-tik** infected with germs

Septum - **se-p-tum** a dividing wall, partition or membrane, that divides two cavities e.g the nasal septum or the septum of the heart dividing the right and left ventricles.

Services – **ser-vis-s** professional, activities or processes that are offered to others to provide benefits e.g. a manicure, pedicure, aromatherapy massage or an electrical facial.

Setting - **set-tin-g** tightening or hardening of a substance e.g a clay face mask is a setting mask

Shader – **sh-ay-d-er** a cosmetic item used to obscure or darken an area, or to provide contour and shape to the face

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Sharps box – sh-ar-p-s bo-ks a yellow rigid container used especially for the safe disposal of any sharp objects such as broken glass, needles, pipettes, and other disposable sharp objects. They come in a range of sizes including small portable containers and have a hazard symbol displayed clearly, with a brief written description of their use.

Shaving – sh-ay-v-in-g method of removing superfluous (**unwanted**) hair with a razor. *I want the word **superfluous** in as this is a common term used in beauty therapy*

Shirodhara – sh-i-rod-ar-a an Ayurvedic facial treatment during which a stream of oil is poured on the forehead (third eye) to aid relaxation of mind and body.

[Shirodhara treatment BABOR cd pg 17]

Shower – sh-ow-er a form of hydrotherapy, it is a vertical bath in which water is sprayed over the body from an overhead perforated nozzle. It may be used to cleanse or warm the body before treatment, to remove products from the skin during the treatment, to cool down the body during treatment or to remove sweat and waste products after treatment. The shower can be adapted to provide other hydrotherapy treatments such as the vichy or affusion shower, or power jet massage

Silk overlay – si-ik- oh-ver-lay also known as a silk wrap it is used in the application of false nails or to strengthen a natural nail. It is made from silk, a tightly woven natural material, which is strong and light in weight. It becomes transparent when adhesive is applied providing a smooth finish.

Simulation – sim-you-lay-shon to imitate or act out a certain process or scenario for the purpose of training

Skeletal muscle – sk-e-lee-t-al mus-sel a type of striated (**striped**), voluntary muscle attached to the skeleton. Skeletal muscles produce movement by applying force to bones and joints, maintain posture and generate heat

Skeletal system – sk-e-lee-t-al sis-t-m 206 bones that form a rigid framework to shape and support the body. Vital organs are protected by the skeletal system and movement is achieved by interaction with the muscular system. Blood cells are produced in the bone marrow and bones act as a reservoir for minerals such as calcium and phosphorous. The skeleton is divided into the axial skeleton consisting of; the skull, the sternum, ribs and vertebral column and the appendicular skeleton consisting of; the bones of the arm and hand, leg and foot, pelvic girdle and shoulder girdle. **[see diagram p]**

[385019.JPG HI]

Skin – sk-in **the largest organ in the body it provides** the external covering of the body, **also known as the** integumentary system, (skin, hair, nails and glands). It has three layers, the epidermis, dermis and subcutaneous layer and it protects underlying organs and muscles. Other functions are; insulation, temperature regulation, protection against pathogens (**disease producing organisms**), sensation, vitamin production, absorption secretion, and excretion **[see diagram p]**

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Skin analysis – sk-in an-al-i-sis a careful examination of the skin by the therapist to identify the requirements of the client in relation to treatment and homecare. This procedure is carried out before any facial treatment and the therapist will assess, the colour, texture, pore size, sebaceous gland activity, previous skin condition, elasticity, blemishes and muscle tone.

Skin care routine – sk-in ker roo-tee-n customary or regular use of skin care products

Skin colour – sk-in ku-ler there are many different colours of skin, varying in tone from almost colourless with a pink hue from the blood in the skin, to very dark. This is determined by the amount and type of melanin present in the skin. Generally speaking, people with ancestors from sunnier regions have darker skin than those that have less or very little sunlight.

Skin condition – sk-in kon-di-sh-on the appearance, texture and state of health of the skin at a given time.

Skin freshener – sk-in fr-esh-en-er the mildest form of **astringent** used to tone the skin and made from soothing ingredients such as rosewater

Skin functions – sk-in fun-k-shon-s the physiological (**normal functioning**) activities of the skin, including; protection, heat regulation, sensation, secretion, excretion, absorption and vitamin production.

Skin resurfacing – sk-in ree-ser-fus-ing treatments used to change the surface texture of the skin and include, chemical peels, microdermabrasion and laser resurfacing.

Skin rolling – sk-in r-oh-lin-g a pressure massage manipulation where the tissue is lifted and rolled against underlying bone. Working transversely across the body the tissues are grasped firmly between fingers and thumbs and the thumbs used to roll the skin and muscle away. It is stimulating to blood and skin, releases tension and relaxes the client.

Skin sensitivity test – sk-in sen-sit-iv-it-ee t-es-t an assessment of the ability of the skin to react to a stimulus. This may be performed in two ways, tactile using a soft and sharp object or thermally using hot and cold test tubes.

Skin tag – sk-in tag a common benign condition also known as a cutaneous papilloma, it is a loose growth of skin projecting from the surrounding surface. They may be smooth or irregular in shape, flesh coloured or pigmented. They occur most often on the eyelids, neck, armpits and upper chest area.

Skin tonic – sk-in ton-ik a form of **astringent**, to remove surface grease, tighten the pores and stimulate the skin.

Skin type – sk-in t-eye-p a means of classifying the skin during skin analysis, to determine the products to use and treatments to provide. Each type will have similar characteristics they are; dry, oily, combination and normal. Sensitive, dehydrated and mature are also classifications of skin type or skin condition.

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Skin warming – **sk-in wor-min-g** methods of heating the skin gently by using hot towels, infra red or a facial steamer, to prepare the skin for further treatment

Skull – **sk-u-l** the bony framework of the head enclosing and protecting the brain and supporting the face. It is made up of the cranium and facial bones and includes; 1 frontal, 2 parietal, 2 temporal, 1 occipital, 1 ethmoid, 1 sphenoid, 2 lacrimal, 4 nasal 1 vomer, 1 maxilla, 1 mandible, 2 zygomatic and 2 palatine bones[see diagram p]

Smooth muscle – **sm-oo-th** is found in the walls of hollow organs such as blood vessels, the gastrointestinal tract, the bladder or uterus. The contraction of these muscles is involuntary

Soapless cleanser – **s-oh-p-less klen-s-er** a cleanser using a combination of water and oils to remove dirt and debris from the skin without stripping it of moisture

Sole trader – **s-oh-l tr-ay-der** the legal business status, when one person sets up a business, alone. It is the simplest way to run a business and make all the decisions whilst keeping all the profit. The sole trader, however, is personally liable for all debts.

Soleus –**s-oh-lee-us** a powerful muscle in the **posterior** lower leg, running from the knee to the heel. It is vital in standing, running, walking and dancing, its action is to **plantarflex** the foot. [see diagram p]

Solvent – **sol-v-en-t** a substance that dissolves another to form a solution

Solvent extraction – **sol-v-en-t x-trak-sh-on** a method of extracting essential oils. The raw materials are covered with solvent and then heated to extract the essential oil, the liquid is then filtered leaving a paste of fragranced wax that is mixed with alcohol and distilled at low temperatures. The alcohol absorbs the fragrance and when the alcohol is evaporated off an aromatic essential oil remains.

Somatic nervous system – **so-mat-ik ner-v-us sis-t-em** the part of the peripheral nervous system associated with the voluntary control of body movement through the action of skeletal muscles. It consists of afferent fibres that receive information and efferent fibres that are responsible for muscle contraction[see diagram p]

Somatotrophin – **so-mat-o-trof-in** growth hormone secreted by the **anterior** lobe of the pituitary gland, it causes cells to grow and multiply

Spa – **sp-ar** a place of naturally occurring mineral waters. It is also the name of a town in Belgium that attracted people to it for the benefits derived from its healing water. Today it is the term used to describe a luxurious resort offering beauty and holistic therapies.

Spatulas – **sp-at-you-lar-s** small flat wooden or plastic implements for removing creams and other products from containers to prevent cross infection

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Special offer – **sp-esh-al of-er** to make available something which is exceptional or different from the ordinary for a specific purpose e.g. increase turnover, attract new clients to a business, or sell off products reaching their sell by date. This may include, a special discount, 'buy one get one free', a course of treatments at a reduced rate, or earning points on all product and treatments purchased to be exchanged for goods or treatments

Special senses – **sp-e-sh-l sen-ses** organs in the body that have specialised functions that make it possible to experience the environment, they include; sight, (eyes) hearing, (ears) smell, (nose), taste (tongue) and touch, (skin).

Sphincter – **sf-ink-t-er** a circular muscle which constricts a body passage e.g. the orbicularis oris muscle around the mouth and the pyloric sphincter at the lower end of the stomach

Spider naevus – **sp-eye-der nee-vus** a small **benign tumour** consisting mainly of dilated or newly formed blood vessels (telangiectases). The name comes from the appearance of a central vessel resembling the body of a spider with fine radiating vessels resembling the legs.

Splenius capitis – **sp-len-ee-us cap-it-is** deep muscle located at the base of the back of the neck, from behind the ear to the thoracic vertebrae, it extends, rotates and laterally flexes the head. [see diagram p]

Splenius cervicus – **sp-len-ee-us ser-vik-us** muscle at the back of the neck from the top of the cervical vertebrae to the thoracic vertebrae, it extends and rotates the cervical spine. [see diagram p]

Squamous cell carcinoma – **sq-wy-ay-mus sel kar-sin-oh-ma** a cancerous tumour which affects the epidermis, initially painless but may develop ulcers that do not heal and then become painful. It often forms from an area of sun damaged skin on the face, neck or hands.

Staff meeting – **st-af mee-tin-g** employees of a business assembling for action, to discuss relevant issues or for some other common purpose.

Staphylococcus – **st-af-il-oh-cok-us** a common type of bacteria that lives on the skin and membranes of the body. It is capable of causing infection through toxin production or invasion of the skin, in conditions such as; impetigo, folliculitis, and secondary infection of wounds caused by scabies and dermatitis.

Statutory – **stat-you-tor-ee** authorised by statute (law), may be legally punishable.

Steam bath – **st-ee-m ba-th** Varies in size from a large room to a small cabinet that is filled with steam, it relaxes the body, softens and cleanses the skin. A popular treatment in spas and salons, it is an excellent preparatory treatment before other body treatments. Specialised steam rooms include hammams, rasul, serail and aroma grottos, or tropicariums. Hammams rasul and serail rooms are tiled steam rooms where the bather sits after coating themselves in a special mud and then showers to

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remove the mud. In aroma grottos, essential oils are added to the steam for their beneficial effects, such as lavender, to soothe or eucalyptus, to help breathe more easily.

[Rasul steam room BABOR cd pg 11 bottom left photo]

Steam distillation – **st-ee-m dis-til-ay-shon** a method used in the manufacture and extraction of essential oils. Steam is forced over the flowers or plants releasing aromatic molecules. This, steam containing the fragrance is then passed through a cooling system, condensing it into a liquid, that is separated into the essential oil and water.

Sterilisation – **st-e-ril-eye-say-shon** the complete destruction of bacteria and their spores and viruses. The **autoclave** is the most effective method of sterilisation, other methods are irradiation and chemical disinfectants.

Sterilise – **st-e-ril-eye-s** to completely destroy bacteria and their cause

Sternocleidomastoid – **st-er-no-kl-eye-doh-mas-toy-d** a thick muscle running from the sternum and clavicle to the occipital bone on either side of the neck, alone it turns the head, both sides together flex the neck and bend the head[see diagram p]

Sternum – **st-er-num** breastbone a long flat bone located in the centre of the thorax (chest). Together with the ribs it helps to protect the heart and lungs[see diagram p]

Steroids – **st-e-roy-d-s** hormones produced by the adrenal cortex and ovaries and testes

Stock control – **st-ok kon-tr-oh-l** procedures put in place to ensure the right amount of stock is available in the right place at the right time to meet the needs of the business and the clients. It also ensures that capital is not tied up unnecessarily

Stock taking – **st-ok tay-kin-g** a procedure required to maintain adequate stock levels, when the appointed person counts the number of each item available for use. This information is then used to place an order

Stratum corneum – **st-r-ar-tum kor-nee-um** the top layer of skin or horny layer, it is made up of dead, flat, skin cells with no nucleus that are constantly being shed from the surface of the skin. These cells contain the protein keratin that helps prevent water evaporation and also absorbs water [see diagram p]

Stratum germinativum – **st-r-ar-tum jer-min-ay-tiv-um** also known as the basal layer, the deepest layer of the **epidermis**, it consists of a single layer of **keratinocytes**, specialised epidermal cells that synthesise **keratin**. It lies immediately above the dermis from which it receives nutrient fluid from the blood vessels. It is in this layer that the cells undergo rapid cell division or mitosis. Approximately 25% of cells in this layer are **melanocytes** which produce **melanin**, providing colour for skin and hair. [see diagram p]

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Stratum granulosum – **st-r-ar-tum gran-you-lo-sum** also known as the granular layer of the *epidermis*, it lies between the stratum spinosum and stratum lucidum. The final stages of *keratinisation* take place in this layer, the cells flatten as the nucleus begins to disintegrate and there is a loss of fluids which contributes to the transformation of cells into keratin. The *keratin* helps form a waterproof barrier that prevents fluid loss from the body. [see diagram p]

Stratum lucidum – **st-r-ar-tum loo-sid-um** also known as the transparent layer of the *epidermis*, it is situated between the stratum corneum and stratum granulosum. It is a thin layer of clear, flat, dead skin cells, it is more evident on the thickest areas of skin, the palms of the hands and the soles of the feet. This layer is often referred to as the 'barrier' layer as it contains an oily substance that controls the transmission of water. [see diagram p]

Stratum spinosum – **st-r-ar-tum spin-oh sum** also known as the prickle cell layer, this is the layer of the *epidermis* just above the basal layer or stratum germinativum. The *keratinocytes* in this layer have 'spiky' projections called desmosomes which attach cells to each other. The *keratinisation* process begins in this layer, changing living cells with a nucleus into hard durable protein, keratin. It also contains *langerhans cells* that attach themselves to foreign bodies that enter the skin and alert the *immune system* to their presence. [see diagram p]

Strawberry mark – **st-r-or-be-ree m-ar-k** a soft raised swelling on the skin, bright red in colour and sometimes resembling a strawberry. Also known as strawberry naevi or infantile haemangioma they appear in the first month after birth. The cause is not fully understood however it is a benign overgrowth of blood vessels in the skin but shrinks slowly with age disappearing altogether in many cases.

Strengths – **st-r-en-g-th-s** assets or attributes or qualities of worth

Streptococci – **st-rep-t-kok-ee** bacteria that cause a number of infections including 'strep throat', impetigo and scarlet fever and more seriously, glomerulonephritis and invasive fasciitis.

Stress – **st-res** state of excessive tension and harmful to the body

Stress management – **st-res man-aj-men-t** being proactive in counteracting stress by using a combination of physical exercise, deep relaxation and visualisation techniques and therapeutic treatments to combat the negative effects of stress.

Stretch marks – **st-r-et-ch m-ar-k-s** technical term is striae, they are small marks or lines on the skin that look like thin stretched tissue, they appear when a person puts on or loses weight rapidly, or after pregnancy. They are more common on areas of fat storage, such as the abdomen, breasts, upper arms, thighs and buttocks. On a pale skin they begin as slightly raised red marks that turn purple before slowly fading to a silvery colour. They occur in the dermis where collagen and elastin fibres become thinner and less elastic, when they break the skin appears thinner and these areas show as stretch marks.

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Striated muscle – **st-r-eye-ay-ted mus-el** also called voluntary or skeletal muscle it is the most common of the three types of muscle in the human body. It is under voluntary control, producing movement

Stye – **st-eye** technical term hordeolum, it is an inflammation of the sebaceous glands at the base of the eyelashes, caused by a bacterial infection, it looks tender and red with a pus filled centre.

Subcutaneous layer – **sub-q-tay-nee-us lay-er** the deepest layer of the skin, **lies below the dermis it is made up of loose connective tissue, adipose tissue, blood vessels and nerves, its functions include insulation, protection and storage of nutrients.** [see diagram p]

Sudoriferous glands – **soo-d-or-if-er-us gl-and-s** glands in the **dermis** that excrete (**remove from the body**) waste products through sweat and help to control body temperature, classified as apocrine and eccrine [see diagram p]

Sugaring – **sh-ug-ar-in-g** a technique used to remove superfluous hair, that has been popular in the Middle East for centuries. The paste was made from sugar water and lemon juice and boiled and then cooled to form a workable paste, however, manufacturers have now produced products that are similar and safer to use. The pliable sugar paste is rolled into a ball, flattened onto the skin and then quickly stripped away removing the hair at the root. It is thought to be gentler on the skin than other forms of wax, it is water soluble and the natural ingredients do not irritate a sensitive skin.

Sun protection factor – **sun pr-oh-tek-shon fak-t-or** more commonly referred to as SPF it is a number given to a product that identifies its ability to protect the skin from sunburn. It is measured in the amount of time a person can stay in the sun without burning if a sunscreen is applied. It is a measure of UVB protection, the rays responsible for causing sunburn

Sunburn – **sun b-er-n** a burn to the skin caused by over exposure to ultra violet radiation from the sun's rays or other UV sources such as tanning salons. Mild symptoms are **erythema**, tender skin, hot to the touch, feeling unwell and dizziness. At a cellular level in the basal layer of the **epidermis**, **langerhans cells**, which play an important part in the immune system of the body are reduced in number. In more serious cases blistering occurs accompanied by pain and then skin peeling. The long term consequences to the skin are premature ageing and wrinkles, pigmented areas of skin, lesions such as solar keratoses and the development of skin cancer.

Sunscreen – **sun sk-ree-n** a substance applied to the skin and formulated to prevent sunburn and reduce skin damage by absorbing or reflecting harmful ultraviolet rays. A broad spectrum sunscreen is advised to protect from both UVA and UVB rays. The protection from UVB is indicated by a number between 1 and 30, protection from UVA rays is indicated with a star **** rating. They come in several different formulations, oil, cream, gel, wipes or spray.

[Applying sunscreen 28097.JPG HI]

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Superficial cleanse – **soo-per-fi-sh-l klen-ser** cleansing the skin at the beginning of a facial after removing eye and lip makeup, always carried out even on a client who is not wearing makeup and followed by a deep cleanse using deeper relaxing movements.

Superfluous – **soo-per-floo-us** excessive, more than is required

Superior – **soo-pee-ree-or** situated above, higher in station or rank, a higher grade or quality, or above average in excellence

Supervisor – **soo-per-v-eyes-or** a person who organises, monitors and controls work done by others.

Supination – **soo-pin-ay-shon** rotation of the forearm so the palm faces forward or the palm facing up

Supine – **soo-p-eye-n** lying face upwards

Supplier – **su-pl-eye-er** a person or company that provides goods

Surgical spirit – **ser-jik-al sp-i-rit** a colourless mixture of ethanol and methanol (**cleaning chemicals**) it is used to clean and sterilise surfaces.

Sweat – **sw-et** is a salty, watery solution produced by sweat glands through numerous microscopic channels opening onto the surface of the skin. This helps to control body temperature when the sweat evaporates on the surface of the skin and cools the body down. It also aids in the removal of waste products from the body. As **sebum** from the **sebaceous glands** and sweat mix on the skin surface, they form a protective layer often referred to as the **acid mantle**. The acid mantle has a particular level of acidity characterized by pH from about 4 to 5.5.

Swedish massage – **s-wee-di-sh mass-ar-j** a classical European massage using techniques developed by Pehr Henrik Ling (1776 -1839) a Swedish gymnastics coach designed to relax muscles by applying pressure against deeper muscles and bones. Swedish massage helped the recovery time of strained muscles by flushing lactic acid (**produced in muscles during exercise**), uric acid (**a product of protein metabolism**) and metabolic waste out of the tissues. The **massage** techniques used are effleurage, petrissage, tapotement, vibrations, frictions and percussion, the French names were actually given to the movements by Johann Georg Mezger (1838 - 1909). The main benefits are; an increase in circulation, keeping ligaments and tendons supple, reducing emotional and physical stress, soothing or stimulating the nerves and promoting health and well being.

SWOT analysis – **sw-ot-an-al-i-sis** analysis of the internal strengths and weaknesses and the external opportunities and threats facing a person or business

Sympathetic nervous system –**sim-path-e-tik ner-vus sis-t-em** part of the autonomic **nervous system** that is activated under conditions of stress and speeds up the heartbeat, contracts the blood vessels, regulates the function of the sweat glands and stimulates the secretion of glucose in the liver.

[see diagram p]

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Synapse – s-eye-naps the area where nerve impulses are transmitted and received

Synergy – sin-er-jee the interaction of two or more agents so that their combined effect is greater than the sum of their individual effects

Synovial joints – s-eye-no-vee-al joy-n-t-s most common joints in the body, they are moveable joints that contain a lubricating liquid called synovial fluid, to reduce friction of the bones during movement. There are several types; ball and socket e.g. hip and shoulder, gliding joints that occur between the surfaces of two flat bones held together by ligaments e.g. wrist and ankle, hinge joints e.g. the knee and elbow, ellipsoid joints similar to ball and socket they allow similar movement to a lesser degree e.g. at the end of the index finger, pivot, a joint that allows rotation in the socket e.g. the atlas and axis in the neck allow the head to turn and saddle joint with limited rotation, in the thumb

Synthesis – sin-th-e-sis the combining of separate elements or substances to form a whole.

Systemic circulation – sis-tem-ik ser-q-lay-shon the part of the circulatory system which carries oxygenated (has a high oxygen content) blood away from the heart to the body and returns deoxygenated (has a low oxygen content) blood back to the heart. [see diagram p]

Systemic medical conditions – sis-tem-ik med-ik-al kon-di-shon-s a disease or disorder of a body system that affects the entire body

Systolic pressure – sis-t-o-lik blood pressure when the heart is contracting, the first number recorded in a blood pressure reading.