



Milford Haven School
MENSTRUATION AND MENOPAUSE POLICY
2023/24



Approved by Policy Committee: 13th December 2023

Date to be reviewed: 13th December 2025

Policy created and reviewed by: Business Manager

Contents:

1. Introduction

- 1.1 Milford Haven School is fully committed to providing an inclusive environment for every employee and pupil. This Menstruation and Menopause policy gives employees and staff the confidence and support to be able to seek adjustments to help them manage the symptoms of menstruation period, PMS, Menopause and PMDD (premenstrual dysphoric disorder).
- 1.2 Milford Haven School will continue with the 'Red Box' scheme and supply free menstruation products to employees and pupils.
- 1.3 Menstruation and menopause are natural and yet can still be uncomfortable to talk about, this policy shows a whole school approach to ensuring that employees and pupils feel able to ask for adjustments to help them cope.
- 1.4 Line managers will be educated to better understand the issues, symptoms and anxieties surrounding menstruation and menopause so that they will be ready to provide support.
- 1.5 Milford Haven School is inclusive and this policy supports all people who experience menstruation and menopause.

2. Our aims and purpose

- 2.1 This policy is to ensure that the school's procedures support staff and pupils who are affected by the symptoms of menstruation and menopause.
- 2.2 To ensure that all staff and pupils have access to free menstruation products on site.
- 2.3 This policy aims to create an environment in which staff and pupils feel comfortable to openly discuss symptoms, anxieties and issues regarding menstruation and menopause.
- 2.4 MHS should support all staff and pupils who are suffering with symptoms of menstruation and menopause in the same way that they would any other health issue or condition.
- 2.5 To adopt a greater understanding of menstruation and menopause and further educate where it is needed.
- 2.6 To ensure workplace adjustments are arranged for staff and pupils experiencing menstruation symptoms that affect their quality of life.

3. Scope

3.1 This policy applies to all employees and pupils at Milford Haven School.

4. Definitions and symptoms

- 4.1 **Menstruation** (referred to often as a 'Period') is the process in which blood is discharged from the lining of the uterus from puberty until the menopause. This typically happens on a monthly cycle, except during pregnancy.
- 4.2 **Menopause** is the ceasing of menstruation and the end of reproductive life. It typically occurs between 45 and 55, 12 months after the last period. Early menopause can occur if the periods stop before the age of 45.
- 4.3 **Dysmenorrhea** is when painful period cramps occur that affect day-to-day activities and life.
- 4.4 **Endometriosis** is a condition where cells that normally line the uterus grow in other areas of the body which can result in Dysmenorrhea.
- 4.5 **Polycystic Ovarian Syndrome** commonly referred to as PCOS is a hormone disorder causing infrequent, irregular or prolonged periods and excess male hormones.
- 4.6 **Primary and Secondary Amenorrhea** is the absence of or the stopping of the period.
- 4.7 **Premenstrual Syndrome** is more commonly known as PMS. PMS is the name for the physical and mental symptoms that can be experienced in the weeks before the period is due.
- 4.8 **Premenstrual Dysphoric Disorder (PMDD)** is similar to PMS but more severe, intense and can have a much greater impact on your daily activities and quality of life.
- 4.9 **Heavy Menstrual Bleeding** or HMB is excessive blood loss which interferes with physical and mental quality of life.

Symptoms of menstruation and conditions related to could include:

- Feeling bloated
- Breast tenderness
- Mood swings
- Feeling irritable
- Spotty skin or greasy hair
- Abdominal or pelvic cramping
- Lower back pain
- Food cravings
- Headache

- Fatigue
- Joint pain
- Nausea

Symptoms of menopause could include:

- Changes to your period
- Hot flushes
- Night sweats
- Vaginal dryness or discomfort
- Difficulty sleeping
- Low mood or anxiety
- Problems with memory and concentration
- Headaches
- Palpitations
- Joint stiffness, aches and pains
- Recurrent urinary tract infections (UTIs)

5. Roles and Responsibilities

5.1 All employees are responsible for:

- Familiarising themselves with this policy and the guidance to contribute to an inclusive and supportive work environment.
- Taking a personal responsibility to look after their own health.
- Being open and honest in conversations with managers, human resources and other members of staff.
- Being willing to help and support their colleagues.
- Understanding any adjustments that other colleagues are receiving due to their symptoms.

5.2 Line managers should:

- Familiarise themselves with this policy and the guidance to be able to better support.
- Be able and willing to have conversations of a personal nature.
- Refer to the guidance before agreeing to any reasonable adjustments.
- Record any adjustments made in the correct way.
- Ensure review dates are set.
- Ensure all adjustments are adhered to.
- Refer for further advice if adjustments are unsuccessful.

5.3 The role of Human Resources is to:

- Offer support and guidance to managers.
- Monitor and evaluate the successfulness of this policy.

6. External Support

6.1 National Institute for Health and Care Excellence (NICE) guidelines. These explain how your GP will determine what types of treatments and interventions they can offer you. You can find out more information by using the following link:

<https://www.nice.org.uk/guidance/ng23/ifp/chapter/About-this-information>