



The Leys Primary & Nursery School

Learning TodayLeading Tomorrow

Menopause Policy

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- This professional associations/trade unions have been consulted on this document and HFL Education recommends it for adoption.



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1. INTRODUCTION AND SCOPE

This policy and procedure applies to all employees and workers. It has been subject to consultation with Trade Unions. It does not form part of anybody's contract of employment and may be varied.

We are committed to creating an open and supportive culture. We want you to feel comfortable speaking about how menopause-related symptoms may be affecting you at work and able to ask for the support that you need to help you manage your symptoms.

The aim of this policy is to create awareness and support to all of you who are experiencing menopausal symptoms.

2. STAGES OF THE MENOPAUSE

The menopause usually starts in women between the ages of 45 to 55 however in some cases can be earlier.

2.1 Perimenopause is when you may be experiencing symptoms of the menopause however your periods have not stopped.

2.2 Menopause is when perimenopause ends once your periods have stopped for 12 months.

2.3 Post menopause is when your hormone levels have stabilised.

3. SYMPTOMS OF THE MENOPAUSE

The symptoms of menopause can have a huge impact on your daily life including social / family relationships and at work. Symptoms can vary between us all and can include;

- Hot sweats / flushes
- Night sweats
- Memory loss – commonly termed 'brain fog'
- Moodiness
- Anxiety and panic attacks
- Fatigue



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- Depression
- Reduced concentration
- Irregular and / or heavy periods sometimes with painful cramps
- Slowed metabolism and possible weight gain
- Thinning hair, skin irritation, dryness, and itching
- Joint and muscular aches and stiffness
- Headaches and migraines
- Dizziness and / or palpitations

You may also find that during the menopause the extent and number of symptoms will vary over time.

4. REQUESTING SUPPORT

Should you be finding it difficult to cope with the symptoms you may be experiencing please speak to your line manager in the first instance.

If you are unable to speak to your line manager, then you may wish to consider speaking to the Headteacher or a Mental Health Lead.

Should menopausal symptoms cause an ongoing health issue, we will consider an occupational health referral where necessary.

You may wish us to also consider flexible working either on a temporary or permanent basis. If that is the case, please refer to our Flexible Working policy and submit a request to your line manager to consider.

5. WORKING ENVIRONMENT

Your working environment may at times exacerbate your symptoms i.e. too hot. If this is the case, please speak to your line manager as there may be some reasonable adjustments we can make to the environment. This could include (but will be limited to) your working environment;

- Ensuring windows / doors can be safely opened
- Fans being provided
- Fitting blinds to windows



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- Access to cold water

6. SICKNESS ABSENCE

If you are too unwell to attend work due to menopausal symptoms, then our normal sickness absence procedure must be followed. Please refer to our Health & Attendance policy.

7. EMPLOYEE ASSISTANCE PROGRAMME

We offer an employee assistance programme (EAP) to all employees to access via Schools Advisory Service (SAS). If you feel that you would like to speak to someone on a confidential basis about how you are feeling and what you are experiencing, you can contact them on 01773 814403.

8. EXTERNAL SOURCES OF SUPPORT

- [Menopause matters](#), which provides information about the menopause, menopausal symptoms and treatment options;
- the [Daisy Network](#) charity, which provides support for women experiencing premature menopause or premature ovarian insufficiency; and
- the [Menopause Café](#), which provides information about events where strangers gather to eat cake, drink tea, and discuss the menopause.
- British Menopause Society, www.womens-health-concern.org provides confidential, independent service to advise, inform and reassure people about gynaecological and sexual matters and post reproductive health.
- Davina McCall's tips tips; <https://www.mymenopausecentre.com/blog/davina-mccalls-menopause-skincare-secrets/>
- <https://rockmymenopause.com/>