



11 June 2024

Rachel Hutchinson  
Principal

Dear Parent/Carer

## **Re: Operational Management at Ivybridge Community College**

As the new Operations Manager, I am responsible for ensuring the College site is safe and secure for all students and staff. I oversee all support staff and together we strive to continually provide the best Teaching and Learning environment for our students.

It is therefore pleasing that Ivybridge Community College recently had a rigorous and successful Health and Safety audit, conducted by Devon County Council. The audit was part of a routine programme of inspection that ensures all schools are legally compliant and focused on providing a safe learning environment for students and staff. Whilst this is good news, we are continually look to improve and I would like to update you in relation to other ongoing work.

### **First Aid and Medication Administration**

Changes have been made to improve parent and carer communication, enhance services and minimise lost learning time. We have also introduced new procedures in relation to supporting the administration of medicines.

### **How will this look to parents and carers?**

- ClassCharts now has 'First Aid – emergency' and 'First Aid – non-emergency' categories that sit alongside all other ClassChart information. When used, an email is automatically generated to ensure parents/carers are quickly updated on any first aid treatment provided.
- The introduction of an Individual Medication Plan for all students who do not have an Individual Health Care Plan currently in place (including SEND students) but require support with the administration of medication during the College day.
- Medication will only be accepted once an Individual Medication Plan has been completed and signed by the parent/carers. The College Medical Assistants will then support the administration of this medication, following the guidelines set out in the Individual Medication Plan and in conjunction with any instructions on the medication packaging.
- Students will be allowed to self-administer any non-emergency medication under the supervision of the College Medical Assistants in the Medical Room during breaktimes only, unless otherwise stated in Individual Medication Plans.

The new process will be effective from **Monday, 15 July 2024**, and the Individual Medication Plan forms are available [here](#) and at College Reception. We will be contacting all parents/carers separately who currently have medication stored in the Medical Room to discuss future arrangements around supporting students with the administration of medication.

### **How can parents and carers help?**

Please can the importance of keeping hydrated and eating healthy food be reinforced, as this prevents illness and makes learning more effective. Water fountains are spread across the College, and we work closely with E3 Catering to provide a range of healthy menu options.

A recent first aid data assessment shows that since January 2024, over 50% of students who have left class to seek first aid treatment have done so for sickness, headaches and dehydration. With your help, we would like to reduce this.

**Respect ■ Aspiration ■ Integrity ■ Compassion**

## **Safety and Evacuation Procedures**

We are reviewing our evacuation procedures, including our Lockdown Plan. This is about keeping everyone safe in the event of an emergency, such as an intruder on site.

Any large organisation has to have a Lockdown Plan and hold regular drills, just like our fire drill. It ensures in the event of an emergency, everyone knows what to do and can act quickly, calmly and safely.

It is highly unlikely we will ever need to use this; however, it is much better to be prepared.

It is hoped that by sharing some improvements and working together, we will continue to provide the best Teaching and Learning environment for all our students and staff.

If you have any enquiries or need further clarifications, please do not hesitate to contact us at [icc@ivybridge.devon.sch.uk](mailto:icc@ivybridge.devon.sch.uk)

Yours faithfully

Darren Lockley  
**Operations Manager**