



## Sample Letter to School Nurse

When helping your child manage ADHD, it's important to view your child's school and medical providers as an "ADHD Team". Sending an introductory letter to your child's school nurse provides the nurse with your child's ADHD medication requirements. This helps ensure that your child can take his or her medication safely and responsibly.

### **WHO SHOULD USE THIS TOOL?**

A parent or guardian of a child with ADHD.

### **HOW SHOULD IT BE USED?**

Before the school year begins, send a brief letter to the school nurse at your child's school. Use this sample letter as a guide when writing the letter. If your child takes medication, be sure to include detailed information about the medication, as well as contact information for the prescribing clinician.

## SAMPLE LETTER TO SCHOOL NURSE

August 1, 2011

ATTN: Jane Doe, RN  
Thompson Elementary School  
23 School Street  
Davis, MA 04266

Dear Ms. Doe,

Our daughter, Annie, is very much looking forward to starting the 3<sup>rd</sup> grade with Ms. Baker's class this year. I'm writing to let you know that Annie was diagnosed with Attention-Deficit/Hyperactivity Disorder (ADHD) in 2009 and needs to take medication daily.

Annie takes medication under the supervision of her pediatrician, Dr. Robert Cook, to help manage some of the symptoms of ADHD. She is currently taking:

- *Atomoxetine, 10 mg, every morning at 8AM*
- *Methylphenidate, 20 mg, every afternoon at 2PM*

I will notify you if Dr. Cook makes any changes to Annie's medication regimen. Please do not hesitate to contact me if you have any questions or concerns about Annie or her diagnosis. I have provided contact information below for myself, my spouse, and Dr. Cook. In case of an emergency, please try to contact me first.

Many thanks for your sensitivity and understanding – sincerely,

Susan Jones  
401-202-9898 cell  
401-212-7432 work  
401-212-3838 home

Dan Jones  
401-212-3944 cell  
401-322-4848 work

Dr. Robert Cook  
401-331-8474 office